

Notice/Complaint

Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of the Title IX & Civil Rights Policy, Tiffin University initiates a prompt initial assessment to determine the next steps the University needs to take.

Preliminary Assessment Process

Following receipt of notice or a complaint of an alleged violation of this Policy, the Title IX Coordinator engages in an preliminary assessment process, which is typically one to five business days in duration. The steps in an initial assessment include, but are not limited to:

Preliminary Assessment Meeting

The Complainant may choose to meet with the Title IX Coordinator, or their designee, to discuss the alleged conduct. During the meeting, the Title IX Coordinator will assess jurisdiction, impact, the relevant policy, and the Complainant's requests regarding resolution. Additionally, information on Title IX & Civil Rights resolution processes and supportive measures will be provided. The Title IX Coordinator may collaborate with campus and community resources as needed to implement supportive measures.

- Assess Jurisdiction, Impact & Relevant Policy
- Discuss the Complainant's Requests Regarding Resolution
- Provide Information on Title IX & Civil Rights Resolution Processes
- Offer Supportive Measures & Make Appropriate Referrals

Preliminary Assessment*

The Title IX Coordinator reviews the information provided in the incident report and/or preliminary assessment meeting to determine if the alleged conduct falls within the scope of the Title IX & Civil Rights Policy.

Preliminary Assessment Follow Up Meeting

The Title IX Coordinator will share the outcome of the Preliminary Assessment and notify the Complainant whether or not the alleged violation falls within the scope of the Title IX & Civil Rights Policy.

- If the alleged conduct does fall within the scope of the Title IX & Civil Rights Policy, the Complainant will have the option to file a Formal Complaint and move forward with the Title IX & Civil Rights Resolution Process of their choosing (if any).
- *If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.*
- If the alleged conduct does not fall within the scope of the Title IX & Civil Rights Policy, the Title IX Coordinator will notify the Complainant that the claim will be dismissed from the Title IX & Civil Rights Resolution Process and referred to another process (e.g., Student Conduct, Human Resources, etc.).

A dismissal decision is appealable by any party under the procedures for appeal outlined in the Title IX & Civil Rights Policy.

**The Preliminary Assessment is NOT a determination of responsibility, it is an assessment of if the alleged misconduct falls within the scope of Tiffin University's Title IX & Civil Rights Policy*