The Administrative Investigation and Adjudication Process for Sexual Misconduct Cases under the Non-Discrimination Policy

**Case referred to investigator by the Title IX Coordinator**

**Investigation**
May include:
- Interviews with Complainant, Respondent, and witnesses
- Review of written documentation and other information
- Consultation with experts, site visits, etc.
- Each party is given the opportunity to provide relevant information.

**Investigation Report Creation and Review**
- Upon completion of the information-gathering phase of the investigation, the investigator will create a Preliminary Investigation Report.
- Each party will be provided with a copy of the Preliminary Investigation Report.
- Parties will have 5 business days to submit a response to the Preliminary Report.
- The investigator will create a Final Investigation Report and submit it to the Title IX Coordinator. The Title IX Coordinator will provide the Final Report to the parties.
- Parties will be provided with the Final Report at least ten (10) business days prior to the hearing.

**Hearing and Outcome Determination**
- The Title IX Coordinator will refer the matter to a decision-maker and notify the parties. The parties will have the opportunity to challenge the impartiality of the decision-maker.
- At the hearing, each party will have the opportunity to share information with the panel. Parties will not question each other directly, but can submit questions for the decision-maker to ask the other party.
- Upon conclusion of the hearing, the decision-maker will deliberate and determine the outcome based on the preponderance standard.
- Each party will be notified of the outcome in writing via their Butler email account.

**Appeal**
Either party may submit an appeal based on one of the following grounds: (1) significant procedural error, or (2) new information. Appeals must be submitted within 7 business days of receiving notice of outcome.