Title IX Investigative Process: Allegations of Misconduct under the Code of Student Conduct

1. **Complaint Filed**
   The process begins after a complaint of sex or gender-based harassment is received by Appalachian.

2. **Complaint Reviewed**
   The Title IX Coordinator will review the report and decide how to proceed. If appropriate, an Investigator will be assigned to investigate the matter further.

3. **Investigation Initiated**
   The Investigator will send a formal Notice of Investigation via University email. This Notice will include a summary of allegations and schedule the first interview.

4. **Rights Reviewed**
   During the first interview, the Investigator will review the Rights with the Party, including the right to a prompt, equitable investigation. Investigations are normally completed in 60 business days. The Investigator will supply updates as the process continues.

5. **Interviews Facilitated**
   The Investigator will meet individually with relevant people for the investigation. All interviews are recorded for the purpose of transcription. Interviewees will have the opportunity to review a transcript of their interview electronically within one week of the interview.

6. **Evidence Collected**
   Additional evidence will be collected and examined, including witness testimony, medical documents, emails, text messages, and police reports, when available. Parties may suggest additional witnesses and evidence at any point.

7. **Follow-Up Interviews**
   The Investigator will conduct additional interviews with the Complainant, Respondent, and follow up with any additional witnesses.

8. **Report Reviewed**
   Upon completion, the Parties will be able to review and respond to the Preliminary Investigative Report, including providing additional information or questions for the Investigator’s consideration.

9. **Investigation Forwarded**
   Upon completion, the Final Investigative Report is forwarded to the Office of Student Conduct. The Office of Student Conduct will contact the Parties to discuss the next series of steps towards resolution.