

# Title IX Informal Resolution Process Flowchart

This document is an overview of the *Title IX* informal resolution process. For specific procedures, see the current *Title IX Complaint Resolution Process Handbook for Collin College Students and Employees* available at [www.collin.edu/titleix/](http://www.collin.edu/titleix/).

## Receipt of Complaint

- The Title IX complaint process is initiated by the alleged victim (hereafter referred to as the "complainant"), appropriate Title IX coordinator, or an official with the authority to institute corrective measures on behalf of Collin College.
- To file a complaint, the complainant contacts the appropriate Title IX coordinator or deputy Title IX coordinator, or submits the online form available at <https://c0bkr412.caspio.com/dp/eaab3000c5296cbdacd74b438776>.
- If reported orally, the complaint is reduced to writing by the appropriate Title IX coordinator or designee.
- The complaint must contain the complainant's actual or digital signature. If the complainant is not able or willing to sign the complaint, the appropriate Title IX coordinator or designee signs the complaint in the complainant's stead.

## Notice of Supportive Measures

- The appropriate Title IX coordinator or designee promptly contacts the complainant and offers the notice of supportive measures (i.e., appropriate advocacy resources on and off campus, as outlined in Collin College's *Written Notification of Rights, Options, and Supportive Measures* packet).
- These supportive measures and resources are available to the complainant whether or not they choose to file a formal complaint.
- In the event a formal complaint is filed and the appropriate Title IX coordinator or designee determines an investigation should be initiated, supportive measures are also offered to the respondent.

## Initiation of Informal Resolution Process

- Informal resolution is prohibited in any case where an employee is accused of engaging in prohibited conduct against a student.**
- The parties must provide their voluntary consent in writing to participate in an informal resolution process.
- The appropriate Title IX coordinator provides the parties with the required written notice of the allegations and a description of the parameters of the informal resolution process. This written notice will include a statement that either party is permitted to withdraw from the informal resolution process and resume the formal resolution process at any time prior to a final determination being reached in the case.

## Meeting with Informal Resolution Facilitator

- The informal resolution facilitator meets separately with both parties.
- The informal resolution facilitator notifies both parties of their rights and options, including the right to withdraw from the informal resolution process and resume the formal complaint process at any time prior to a final determination being reached in the case.
- Both parties read and sign the *Consent to Informal Resolution Form* indicating they are voluntarily and willingly consenting to pursue the informal resolution process at this time.
- If either party chooses to withdraw from the informal resolution process after signing the *Consent to Informal Resolution Form*, they will be required to read and sign the *Withdrawal from Informal Resolution Notice Form* prior to a final determination being reached and both parties signing the *Informal Resolution Agreement Form*.

## Informal Resolution Agreement

- The informal resolution facilitator writes the *Informal Resolution Agreement Form* and clearly explains the informal resolution terms.
- The informal resolution facilitator sends the parties the *Informal Resolution Agreement Form*, and gives them 10 days to review and respond to the document prior to finalizing it.
- If, after 10 days, both parties agree to the informal resolution terms, they will sign the final *Informal Resolution Agreement Form*.
- The informal resolution facilitator notifies both parties simultaneously in writing of the final signed *Informal Resolution Agreement Form*, and sends the document to them in electronic format and hard copy.
- Once the final *Informal Resolution Agreement Form* is signed, the matter is closed, the informal resolution is non-appealable, and the formal complaint process will not be re-initiated.