THE **INFORMAL** RESOLUTION PROCESS

BOTH PARTIES WANT TO PURSUE

Each Party gets a letter explaining the allegations and their rights. After that, both say they want to try the Informal Resolution process.*

WRITTEN AGREEMENT TO PARTICIPATE

Both Parties learn more about the Informal Resolution process and, if they still want to proceed, provide written acknowledgment that they understand their rights and agree to move forward.

FACILITATOR MEETS WITH **COMPLAINANT**

A trained facilitator meets with Complainant (and their advisor if they have one) to understand their desired outcomes.**

FACILITATOR MEETS WITH **RESPONDENT**

The same facilitator meets with the Respondent (and their advisor, if they have one) to see whether they agree with the Complainant's desired outcomes, want to suggest changes, or disagree with any of them.

ADDITIONAL MEETINGS
(If necessary)

The facilitator continues to meet separately with the Complainant and Respondent (and their advisors) to see whether they can reach mutually agreeable outcomes.***

BOTH PARTIES **AGREE** ON OUTCOMES

Written agreement that details the agreed-upon outcomes and sends a copy to each Party for their review and signature.

If both Parties sign the agreement, its terms become effective immediately.

The **Office of Civil Rights and Title IX** maintains a copy of the Agreement and monitors compliance. The matter is closed and cannot be pursued via the formal resolution process.

BOTH PARTIES **DO NOT AGREE** ON OUTCOMES

(or either Party declines to participate further in the process)

Informal Resolution ends, and the formal resolution process (investigation, potential hearing, and optional appeal) starts or resumes.

COMMUNICATION & SUPPORT

The **Office of Civil Rights and Title IX** offers resources and supportive measures to both Parties throughout the Informal Resolution Process.
Informal Resolution is always optional – neither Party should feel any pressure to participate.

* The University maintains discretion to determine whether a matter is appropriate for Informal Resolution.
** Complainant and Respondent never have to see or directly communicate with each other throughout this process.
*** At any point during the Informal Resolution Process, either Party may decide to stop the Informal Resolution Process and start or resume the formal resolution process.