

Formal Resolution



Title IX Office

1. Formal Complaint

The process begins when a Complainant or Title IX Coordinator signs a formal complaint and initiates formal resolution. The Title IX Coordinator will review the formal complaint to ensure the case falls within the scope and jurisdiction of GW's Title IX Sexual Harassment and Related Conduct Policy (Policy). If the formal complaint is dismissed, the parties may appeal this decision.

2. Notice of Allegations

If the case is approved for formal resolution, the Title IX Office sends a Notice of Allegations letter to the parties that summarizes the material allegations and provides information regarding the formal resolutions process.

3. Investigation

A neutral and impartial Investigator will be assigned to conduct the investigation. The Investigator will conduct interviews with the parties and relevant witnesses. These interviews will be recorded and the Title IX Office will create transcripts of all the interviews. The parties may review their own interview transcripts.

The Investigator will also collect relevant documentary evidence, such as photos, videos, text messages, emails, social media posts, and receipts. The parties will be given an opportunity to 1) submit relevant evidence; 2) identify witnesses; and 3) propose questions for witnesses and the other party. The parties will also be provided timely notice of any meetings they are requested to attend and are permitted to have an advisor of their choice, including a lawyer, accompany them to any meeting or proceeding.

4. Preliminary Investigative Report

Once the Investigator has completed their initial investigation, they will create a preliminary investigative report. The parties will be given an opportunity to review and respond to the report. If necessary, the Investigator may engage in additional investigation and the parties will be able to review and respond to any additional substantive information gathered.

5. Final Investigative Report

Next, the Investigator will prepare a final investigative report that summarizes the relevant evidence, which will be provided to the parties and an external, trained Hearing Officer. The parties may submit another written response.

6. Hearing

The Hearing Officer will then conduct the live hearing, which may be conducted virtually. The Hearing Officer and the parties' advisors will ask the parties and any participating witnesses relevant questions about the allegations. More information regarding the hearing can be found in the hearing procedures.

7. Notice of Outcome

The Hearing Officer will make a determination using the preponderance of the evidence standard (more likely than not that a policy violation occurred) and will issue a written notice of outcome. If the Respondent is found responsible for one or more policy violations, the Disciplinary Authority will determine the appropriate sanction, remedies and/or corrective actions. A wide spectrum of sanctions may be imposed from warnings up to and including expulsion or termination of employment.

8. Appeal

The parties may submit a written appeal of a formal complaint dismissal or the notice of outcome, which will be considered by an external and trained Appeals Officer. While it is not possible to predict how long the entire formal resolution process will take, many cases take at minimum 4 months to complete.

For further information regarding the Formal Resolution process, please review the Title IX Sexual Harassment and Related Conduct Policy.