

# Title IX Informal Resolution Process Flowchart

This document provides 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, deputy 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://collin.guardianconduct.com/incident-reporting?incident\\_type=Title IX Formal Complaint Form](https://collin.guardianconduct.com/incident-reporting?incident_type=Title IX Formal Complaint Form).
- If reported orally, the complaint is reduced to writing by the appropriate Title IX coordinator, deputy 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, deputy Title IX coordinator, or designee may sign and submit the complaint in the complainant's stead.

## Notice of Supportive Measures

- The appropriate Title IX coordinator, deputy Title IX coordinator, or designee promptly contacts the complainant and offers supportive measures (i.e., appropriate advocacy and on- and off-campus resources, as outlined in Collin College's *Complainant's 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, deputy Title IX coordinator, or designee determines an investigation should be initiated, supportive measures are also offered to the respondent (i.e., appropriate advocacy and on- and off-campus resources, as outlined in Collin College's *Respondent's Rights and Supportive Measures* packet).

## 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 the Informal Resolution Process.
- The appropriate Title IX coordinator, deputy Title IX coordinator, or designee provides the parties with the required written notice of the allegation(s) 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.
- Both parties read and sign the *Voluntary Consent to Informal Resolution* form indicating they are voluntarily and willingly consenting to pursue the Informal Resolution Process.

## Meeting with Informal Resolution Facilitator

- The informal resolution facilitator meets separately with both parties and their respective advisors (if the parties elect to provide their own advisors during the Informal Resolution Process) to ascertain the parameters for an informal resolution agreement.
- 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 Resolution Process at any time prior to a final determination being reached in the case.
- If either party chooses to withdraw from the Informal Resolution Process, they will be required to read and sign the *Withdrawal from Informal Resolution Process* form prior to a final determination being reached and both parties signing the *Informal Resolution Agreement* form.

## Informal Resolution Agreement

- The informal resolution facilitator completes 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 College District business days to review and respond to the document prior to finalizing it.
- If, after 10 College District business days, both parties agree to the informal resolution terms, they will sign the final *Informal Resolution Agreement* form. The informal resolution facilitator will then notify both parties simultaneously in writing of the final signed *Informal Resolution Agreement* form. Once the final *Informal Resolution Agreement* form is signed, the matter will be closed, the informal resolution will be non-appealable, and the Formal Complaint Process will not be re-initiated.
- If, after 10 College District business days, either party does not sign the final *Informal Resolution Agreement* form, the Formal Resolution Process will resume at the point where it was stopped when both parties agreed to pursue the Informal Resolution Process and signed the *Voluntary Consent to Informal Resolution* form.