



Formal Investigation Process

Step 1:

Report Filed

Formal Complaint filed by the Claimant.

Step 2:

Notice of Allegations

Notice sent to both Claimant & Respondent with sufficient time and detail for parties to prepare for an initial interview and adequately respond.

Step 3:

Investigation

Thorough search for relevant facts/evidence. Involves interviewing both parties to gather relevant information/documentation regarding the allegations & identify relevant witnesses. Anyone interviewed has the chance to review/request edits to their documented statement to ensure its accuracy & completeness.

Step 4:

Compilation of Preliminary Report

Investigator(s) compile a preliminary report which includes, as applicable, statements from both parties, witnesses, & a summary of any other information/documentation obtained. Any evidence shared that is directly related to the allegations, but not relevant, is included in a separate document.

Step 5:

Evidence Review & Response

Parties & their Advisor receive access to the preliminary report & all evidence directly related to the allegations obtained during the investigation & have 10-days to inspect the information and submit a written response.

Step 6:

Finalize Investigative Report

Investigator(s) will shift evidence between the investigation report & directly related evidence document based on party feedback & as appropriate, pursue any other necessary investigative steps, & issue a final investigation report, which fairly summarizes all relevant information received throughout the investigation.

Step 7:

Evidence Review & Response

Parties & their Advisor receive access to the final report & all evidence directly related to the allegations obtained during the investigation & have 10-days to inspect the information and submit a written response.

Step 8:

Finalizing & Sharing of Report

Investigator(s) will consider the parties' responses and will revise the investigation report and/or directly related evidence document as needed. The finalized investigation report & the directly related evidence document is then shared with both parties, their Advisors, & the Hearing Administrator.

***See Formal Hearing Process for next steps*

For more information, contact compliance@dc3.edu or a Title IX Co-Coordinator

Dr. Jay Kinzer, Vice President of Student Affairs & Risk Management, 620-227-9204

jkinzer@dc3.edu

Dr. Jane Holwerda, Vice President of Academic Affairs, 620-227-9359

jholwerda@dc3.edu

Kristi Ohlschwager, Assistant Vice President of Administration & Human Resources, 620-227-9201

kohlschwager@dc3.edu