



ADVANCED NOTICE WRITING TRAINING

Jessica Ward, PhD

Molly O'Malley

September 2026

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ABOUT US

Vision

We exist to create safe and equitable work and educational environments.

Mission

To bring systemic change to how school districts and institutions of higher education address their Clery Act & Title IX obligations.

Core Values

- Responsive Partnership
- Innovation
- Accountability
- Transformation
- Integrity

MEET THE FACILITATORS



Molly O'Malley

Molly is a Senior Solutions Specialist at Grand River Solutions where she serves as a Title IX/EO coordinator and a training facilitator.

Molly has worked with both public and private institutions across the country where she has helped lead policy development, prevention education efforts, and managed harassment and discrimination grievance processes.



Jessica Ward, PhD

Jessica is on the Coordinator and Director Services team at GRS. She serves institutions as a Title IX/EO Coordinator, leads a team of Hearing Advisors, and serves as a training facilitator.

Prior to joining Grand River Solutions, Jessica was the Associate Vice President/Dean of Students/Title IX Coordinator at mid-sized private institution in the Midwest. Throughout her career, Jessica has also worked in student conduct, residence life, fraternity and sorority programs, and inclusion programs at a variety of public and private institutions of higher education.

AGENDA

 Notice of Allegation(s)
Refresher

 Other Notice Types

 Writing Allegations

 Dismissals

 Dismissal Appeals

NOTICE OF ALLEGATION(S)

Quick Refresher

01

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WHY ARE NOTICE OF ALLEGATION(S) IMPORTANT?



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WHAT SHOULD BE INCLUDED IN A NOTICE OF ALLEGATION(S)?



NOTICE OF ALLEGATION REQUIREMENTS (1)

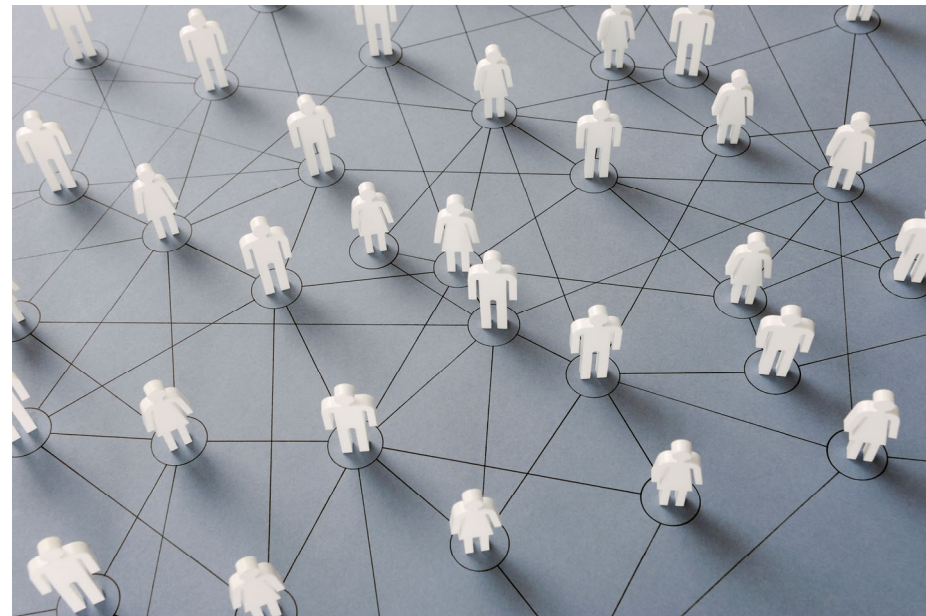
- Notice of the allegations, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include:
 - the identities of the parties involved in the incident, if known,
 - the conduct allegedly constituting sexual harassment under § 106.30,
 - and the date and location of the alleged incident, if known.
- The written notice must include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.

NOTICE OF ALLEGATION REQUIREMENTS (2)

- The written notice must inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under paragraph (b)(5)(iv) of this section, and may inspect and review evidence under paragraph (b)(5)(vi) of this section.
- The written notice must inform the parties of any provision in the recipient's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process

CONNECTING CONDUCT TO POLICY

- The allegation is only as strong as your connection to the policy.
- Conduct/behavior needs to be correlated to the alleged policy violation.
 - If the behavior, as alleged is true, which policy would it fall under? Title IX? Other campus policy?



CONNECTING TO POLICY

If the conduct as alleged were substantiated, would this violate the following policy definition?

- Definition:

Stalking: Engaging in a course of conduct, on the basis of sex, directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

- Intake Summary:

Tim reported that Jacob asked him on a date in April 2026, which was declined. Jacob followed Tim on social media prior to the invitation for a date but began direct messaging and commenting on every post after he asked Tim out. Tim asked Jacob to stop and blocked him when he did not stop. New profiles began following Tim and making similar and repeated comments on Tim's social media posts. Last week Tim began getting 30 calls a day from a blocked number.

Slide 11

MO1 For the purposes of the scenarios, create a sample policy (not a FULL but enough information to have folks fill in the information)

Molly OMalley, 2026-03-31T15:38:16.038

*Asked on a date. Social Media Following/Comments.
Phone Calls.*

**Engaging in a
course of conduct
on the basis of sex**



**directed at a
specific person**



**that would cause a
reasonable person to
fear for the person's
safety or the safety of
others; or suffer
substantial
emotional distress.**



CONNECTING TO POLICY (TAKE 2)

If the conduct as alleged were substantiated, would this violate the following policy definition?

- Definition

Title IX Hostile Environment Sexual Harassment: Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the university's education program or activity.

- Summary of Intake:

Sadie's employee, Presley, has been making her uncomfortable for a few months. Presley texts her after work hours, which include GIFs of a sexual nature. Presley invited Sadie out for drinks after work with Presley and her wife at least 30 times over the past 3 months. In a recent conversation about their relationships, Presley mentioned that she and her wife have an open marriage. Sadie is uncomfortable, as she believes Presley is attracted to her and wanting to invite Sadie into Presley's romantic relationship. Sadie also mentioned that it is common for Presley to touch Sadie on the shoulder when she passes her at the coffee bar.

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Unwelcome sex-based conduct



that is so severe, pervasive, and objectively offensive



effectively denies a person equal access to the recipient's education program or activity.



PRACTICE TIME!



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CONNECT TO YOUR POLICY

If the conduct as alleged were substantiated, would this violate the following policy definition?

Summary of Intake

- Jamie and I have been on and off dating since high school, and we have had sex a couple of times. About a week ago, Jamie came over, and we hooked up. After we were done, I told Jamie I did not want to see them anymore because I was into their friend, Ryan, and wanted to see where it was going to go. Jamie slapped me across the face twice, and I started crying and then Jamie left. The next day I was getting coffee with Ryan, and Jamie sat right next to us. We got up and left and went to a park on the other side of campus, and Jamie showed up and walked right behind us all the way back to the car. This morning, I went to leave Ryan's residence hall room, and when I opened the door, Jamie was at the door looking at me. I got so scared, I shut the door and Ryan called their RA. Jamie was gone by the time the RA showed up. I don't even know how Jamie knew I was in Ryan's room. I am so scared to go anywhere now. I have missed all my classes this week. I do not want Jamie to find me and hit me again.

Slide 16

JW1 Come up with Scenerio
Jess Ward, 2026-03-31T15:51:17.201

MO1 0 Dating Violence-Yes
Sexual Contact-No
Stalking-Yes
Molly OMalley, 2026-04-10T17:43:48.744

Jamie and I have been on and off dating since high school, and we have had sex a couple of times. About a week ago, Jamie came over, and we hooked up. After we were done, I told Jamie I did not want to see them anymore because I was into their friend, Ryan, and wanted to see where it was going to go. Jamie slapped me across the face twice, and I started crying and then Jamie left. The next day I was getting coffee with Ryan, and Jamie sat right next to us. We got up and left and went to a park on the other side of campus, and Jamie showed up and walked right behind us all the way back to the car. This morning, I went to leave Ryan's residence hall room, and when I opened the door, Jamie was at the door looking at me. I got so scared, I shut the door and Ryan called their RA. Jamie was gone by the time the RA showed up. I don't even know how Jamie knew I was in Ryan's room. I am so scared to go anywhere now. I have missed all my classes this week. I do not want Jamie to find me and hit me again.

Dating Violence: violence committed by a person



Who is or has been in a social relationship of a romantic or intimate nature with the victim.



Jamie and I have been on and off dating since high school, and we have had sex a couple of times. About a week ago, Jamie came over, and we hooked up. After we were done, I told Jamie I did not want to see them anymore because I was into their friend, Ryan, and wanted to see where it was going to go. Jamie slapped me across the face twice, and I started crying and then Jamie left. The next day I was getting coffee with Ryan, and Jamie sat right next to us. We got up and left and went to a park on the other side of campus, and Jamie showed up and walked right behind us all the way back to the car. This morning, I went to leave Ryan's residence hall room, and when I opened the door, Jamie was at the door looking at me. I got so scared, I shut the door and Ryan called their RA. Jamie was gone by the time the RA showed up. I don't even know how Jamie knew I was in Ryan's room. I am so scared to go anywhere now. I have missed all my classes this week. I do not want Jamie to find me and hit me again.

Sexual Contact—the intentional, nonconsensual touching of the clothed or unclothed body parts of another person for the purpose of sexual degradation, sexual gratification, or sexual humiliation.	Sexual Contact also includes the forced, nonconsensual touching by the victim of the actor's clothed or unclothed body parts for the purpose of sexual degradation, sexual gratification, or sexual humiliation.	This offense includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or physical impairment or intoxication.
		

Jamie and I have been on and off dating since high school, and we have had sex a couple of times. About a week ago, Jamie came over, and we hooked up. After we were done, I told Jamie I did not want to see them anymore because I was into their friend, Ryan, and wanted to see where it was going to go. Jamie slapped me across the face twice, and I started crying and then Jamie left. The next day I was getting coffee with Ryan, and Jamie sat right next to us. We got up and left and went to a park on the other side of campus, and Jamie showed up and walked right behind us all the way back to the car. This morning, I went to leave Ryan's residence hall room, and when I opened the door, Jamie was at the door looking at me. I got so scared, I shut the door and Ryan called their RA. Jamie was gone by the time the RA showed up. I don't even know how Jamie knew I was in Ryan's room. I am so scared to go anywhere now. I have missed all my classes this week. I do not want Jamie to find me and hit me again.

Engaging in a course of conduct on the basis of sex	directed at a specific person	that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.
		

WRITING ALLEGATION(S)

02



WRITING ALLEGATIONS



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ELEMENTS OF AN ALLEGATION

- Time, date, location, parties, and specific alleged behavior that is material to the policy.
- Language to consider:
 - On or about
 - Approximately
 - Including
- On or about DATE, in LOCATION, it is alleged that Respondent **BEHAVIOR.**
 - *On or about September 1, 2026, in Grand River Village, Complainant alleged that Respondent touched Complainant's vagina, buttocks, and breast for the purpose of sexual gratification and without consent.*
- What to Avoid
 - Blaming language
 - Unnecessary background facts
 - Details that do not correlate to the elements of the policy

LET'S PRACTICE

Complainant shared, "We were making out, which was fine, but then Alex grabbed my butt without asking and I was super freaked out. Alex then said they were turned on and grabbed by boobs. I think this was last Friday [September 1, 2026] in my apartment [Grand River Village] around 2am".

What is the alleged policy violation?

Sexual Contact (Replaced Fondling):

On or about September 1, 2026, at approximately 2 a.m. in Grand River Village, Complainant alleged that Respondent grabbed Complainant's buttocks and breasts for the purpose of sexual gratification and without consent.

You will review an excerpt of a transcript from a Title IX Intake meeting. Based on the information provided, write your allegations.



Date of Intake: September 15, 2026, with Complainant Loren Williams. **Events occurred:** August 9, 2026 - Current

Complainant: Can I just tell you what happened?

Title IX Coordinator: Of course. You can share as much or as little as you are comfortable with during our meeting today.

Student: I do not want to show up to my Chemistry class. There is a student in my Chemistry class, Alex James, that will not stop sitting next to me. Since we live in the same residence hall, they also walk back to the hall with me after class. I want them to stop.

Title IX Coordinator: We can talk through some options, but I want to learn more about Alex sitting next to you and walking back with you to your residence hall. Is there assigned seating in your course? Are there a lot of open seats?

Student: It is open seating in a large lecture hall. There are so many open seats in that class. I have moved seats before during class, thinking Alex would stay in their original seat, but Alex moved next to me both times I tried.

Title IX Coordinator: Have you said anything to Alex or has Alex said anything to you?

Student: The first day of school, Alex told me I was “hot” and their “type,” and Alex wanted to take me out on a date and asked for my phone number. I have a girlfriend back home. I told Alex that, and I did not give Alex my number. That didn’t matter though. Alex still followed me on social media and sends me DMs asking for dates all the time.

Title IX Coordinator: Thank you for sharing that with me. Does Alex live in the same residence hall as you?

Student: Yes, they live a floor below me. Every time after class, Alex walks right behind me, and I try to walk faster to lose them. Can you move Alex from my class and my residence hall? I have noticed Alex on my floor when I go to bathroom at night to get ready for bed. I am afraid they will do something because there aren't a lot of people in the hallway at that time. I love living there, but I wish Alex would move somewhere else, so that I can have peace of mind again!

Title IX Coordinator: I understand you feel really uncomfortable, and I want to talk through supportive measures on campus that can make you feel safer.

The Title IX Coordinator continues to ask questions, but all information pertaining to allegations was shared above. The Title IX Coordinator reviews supportive measures and pathways for resolution.

WRITTEN ALLEGATIONS

- Beginning on or about August 9, 2026, it is alleged that Respondent engaged in a course of conduct both on campus and electronically that caused Complainant to fear for their safety. The alleged conduct included:
 - Respondent made comments to Complainant that Complainant was "hot" and Respondent's "type" and asked Complainant out on dates.
 - Respondent requested Complainant's phone number, which Complainant did not provide. Respondent sent direct messages on social media requesting dates with Complainant multiple times.
 - Respondent intentionally sits next to Complainant in class in spite of the availability of other seats, including moving to sit next to Complainant after Complainant moved to avoid Respondent during class on two occasions.
 - Respondent walks behind Complainant when class has ended when Complainant and Respondent return to the same residence hall.
 - Respondent, who lives on a floor below Complainant, has been witnessed by Complainant on Complainant's residence hall floor at night when Complainant walks to the restroom, causing the Complainant to fear for their safety.

DISMISSALS

03



DISMISSING COMPLAINTS

Mandatory

- Not sexual harassment
- Did not occur in program or activity
- Not against person in the U.S.

Discretionary

- Complainant withdraws complaint
- Respondent no longer enrolled/employed
- School unable to collect sufficient info

MANDATORY DISMISSAL REGULATORY LANGUAGE 34 CFR 106.45(B)(3)(I)

"If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in § 106.30 even if proved, did not occur in the recipient's education program or activity, or did not occur against a person in the United States, then the recipient must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under title IX or this part; such a dismissal does not preclude action under another provision of the recipient's code of conduct."

Slide 29

AS1 the formatting is being weird [@Elizabeth Brady]
Andrea Stagg, 2026-10-02T19:58:19.175

DISCRETIONARY DISMISSAL REGULATORY LANGUAGE 34 CFR 106.45(B)(3)(II)

"The recipient may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing: A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the recipient; or specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein."

Slide 30

AS1 [@Elizabeth Brady] format is weird
Andrea Stagg, 2026-10-02T20:01:16.697

DISMISSAL REQUIREMENTS

"Upon a dismissal required or permitted pursuant to paragraph (b)(3)(i) or (b)(3)(ii) of this section, the recipient must promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties."

DISMISSAL LANGUAGE

- Quote your policy language in the dismissal letter.
- Be Consistent (Jurisdiction v. Where Occurred).
- State the Facts, Not Opinions.
- If the behavior does not connect to the policy:
 - Explain that it will be covered by a different policy and in which process (or)
 - Explain how that aspect will be addressed (formally/informally and by which office).



EXAMPLE OF DISMISSAL LANGUAGE – MANDATORY

Based on the initial assessment conducted by the Title IX Coordinator, the alleged conduct outlined in the formal complaint, if true, would not meet the definition of the Title IX Policy because the conduct occurred outside of the institution's program or activity.

Policy Language:

A formal complaint of Title IX Prohibited Conduct must be dismissed when:

- The conduct alleged did not occur in Grand River University's education program or activity or did not occur against a person in the United States; or
- The complainant voluntarily withdraws some but not all allegations in a formal complaint in writing, and Grand River University determines that the alleged conduct that remains in the formal complaint would not constitute Prohibited Conduct under this policy; or
- The conduct alleged in the formal complaint, even if proven, would not constitute Prohibited Conduct under this policy.

Slide 33

AS1 updated this slide too [@Elizabeth Brady]
Andrea Stagg, 2026-10-02T20:01:00.556

EXAMPLE OF DISMISSAL LANGUAGE-DISCRETIONARY

Grand River University's Title IX policy allows for dismissal when the Respondent is no longer enrolled at the University. Given that Respondent is no longer enrolled, and these circumstances would prevent a decision-maker from gathering sufficient evidence to reach a determination, I am dismissing this complaint. However, if Respondent chooses to apply to return to the University, then you will be notified of Respondent's intent to return and you will be given the opportunity to reopen this complaint where the process stopped. In this matter, the investigation was completed, and the University received the final evidence file, so the next step, should the process resume, would be to schedule a hearing to determine if Respondent violated policy.

Policy Language:

Grand River University may dismiss a formal complaint brought under this policy, or any specific allegations raised within that formal complaint, at any time before a determination is made, if:

- Grand River University is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in Grand River University's education program or activity and is not employed by Grand River University;
- If specific circumstances prevent Grand River University from gathering evidence sufficient to reach a determination regarding the formal complaint or allegations within the formal complaint; or
- The complainant voluntarily withdraws their formal complaint in writing and the Title IX Coordinator declines to initiate a formal complaint.

Slide 34

- AS1** I don't like this slide because it's mixing two reasons for discretionary dismissal: specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein AND respondent is no longer enrolled or employed
- sometimes someone is no longer enrolled or employed but you still have access to info and evidence
[@Elizabeth Brady]
Andrea Stagg, 2026-10-02T20:02:42.794
- AS2** the policy language here might confuse people. it's ok with the 2020 regs but the first bullet isn't required to be in a policy. why even offer sample policy language? we gave the reg language? [@Elizabeth Brady]
Andrea Stagg, 2026-10-02T20:04:56.252
- EB2 0** [@Andrea Stagg] Should I delete?
Elizabeth Brady, 2026-10-05T15:56:58.632
- AS2 1** yes or it should be reworked/revised.
Andrea Stagg, 2026-10-05T16:18:25.106

DISMISSAL APPEALS

04



DISMISSAL APPEAL REQUIREMENTS

A recipient must notify the parties that a dismissal may be appealed and provide the parties with an opportunity to appeal the dismissal of a complaint on the bases set out in § 106.45(b)(8)(i). The regulations include the following procedure: AS1

- Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding dismissal, the investigator(s), or the Title IX Coordinator;
- Ensure that the decision-maker(s) for the appeal complies with the standards set forth in paragraph (b)(1)(iii) (no conflict of interest or bias; proper training);
- Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- Issue a written decision describing the result of the appeal and the rationale for the result; and
- Provide the written decision simultaneously to both parties.

Slide 36

AS1 updated [@Elizabeth Brady]

34 CFR 106.45(b)(8)(i)

Andrea Stagg, 2026-10-02T20:06:54.600

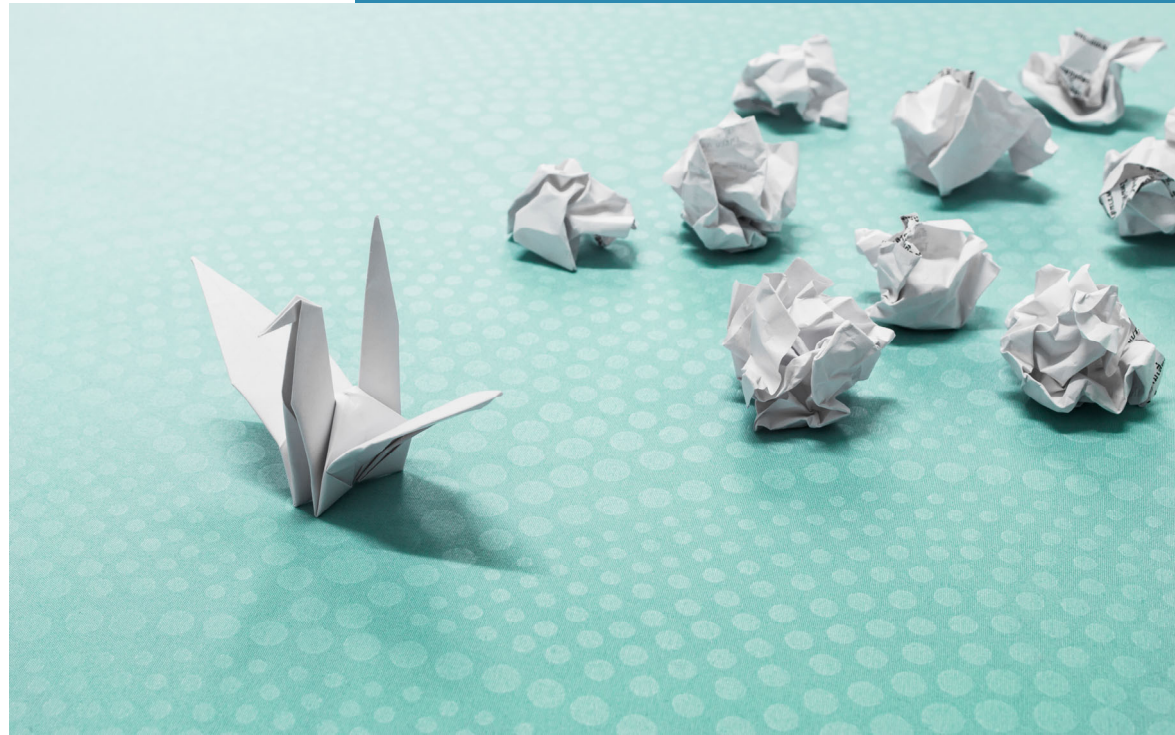
APPEALS

(A) Procedural irregularity that affected the outcome of the matter;

(B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and/or

(C) The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

Let's Practice



Slide 38

EH1

[@Jess Ward] How would you feel if we moved slides 27-29 to the beginning of preparing for the intake? I want to give them some groundwork of what an intake is/isn't before we have them develop potentially unnecessary questions.

Emma Hempel, 2024-11-26T15:42:09.352

CREATE A DISMISSAL NOTICE

- Use the Notice of Investigation/Allegations from the "Alex Situation"
 - Complainant: Loren Williams
 - Respondent: Alex James
- Draft a dismissal notice:
 - Alex is no longer enrolled in Grand River University.
 - Use the language from the sample policy.

OTHER NOTICE TYPES

05



REISSUED/AMENDED NOTICE OF ALLEGATIONS

- If the Investigator has identified additional allegations throughout the course of the investigation, you will need to reissue the Notice.
 - Send the new Notice to both parties
 - Designate that it is an amended notice
 - Add additional prohibited conduct policy definitions if necessary to address the new allegations
 - Edit the original document and add the new allegations consecutively for a best practice approach to amending the Notice

NOTICE OF ALLEGATIONS WITH DISMISSAL LANGUAGE

As detailed below, Allegations 1, 4, 8, 10, 11, and 12 in the Formal Complaint filed with **OFFICE** do not meet the required definitions under the **Policy**, and thus, will be dismissed from the Title IX process. However, this does not preclude the University from addressing the allegations under another policy or process.

- Allegation 1 is not met as the conduct does occur within the program or activity.
- Allegations 4, 8, 10, and 12 are not met as the conduct does not meet the Title IX definition of Sexual Harassment because the conduct is not based on sex.
- Allegation 11 is not met as the conduct did not occur in the United States.

As a result, in accordance with the policy, the Title IX Coordinator is dismissing Allegations 1, 4, 8, 10, 11, 12 in the Formal Complaint from the Title IX Process.

- Although these allegations have been dismissed under Title IX, if true, they may constitute a violation of the **POLICY**. Therefore, **OFFICE** will investigate this complaint under the **Policy**

Formal Complaint Received: September 17, 2026, from Complainant Benson Edgewater. Events occurred: July 4, 2026 – August 26, 2026

I am submitting a formal complaint on Molly Shannon as she is making my work environment horrible due to her sexual harassment and stalking.

About a year ago, Molly requested to connect with me on LinkedIn. Being that we are co-workers, I thought it would be beneficial, so I accepted it. About twice a week, I get a notification from LinkedIn that Molly has liked my posts from that week. I think that's very stalker-ish behavior. I told another co-worker about the LinkedIn thing about 2 weeks ago and ever since then, whenever Molly walks by my office she looks inside my office. This is retaliation! She walks by my office at least 100 times a day to get to the printer and it's just too much. I am starting to not feel safe at work.

Then last week, on Monday, Molly sent a really weird email. She said she really liked how my pants "framed my crotch" and she could see what I was "working with" and wanted to "have a nooner" in the parking lot. I just ignored the email; it made me really uncomfortable. Then on Tuesday, she sent an email that said the pants I was wearing were too "baggy" and I needed to buy more pants like the pair I wore on Monday and then reiterated that she was available at our lunch time if I wanted to meet her in the parking lot. On Wednesday, I called off. As I was getting dressed for the day, I was panicking that whatever I wore she was going to comment on. I came back to work today, and she sent a Teams message that said she missed me yesterday and wanted to know what I wore at home on my day off and it "better have not been those crotch framing pants" because she didn't want to miss the show. I am thinking about leaving early today because I am really uncomfortable. Our supervisor supports a collaborative office, and no one really shuts their office doors, but I am keeping mine shut today. She hasn't walked past my office all day, but I am worried she will at any point to get to the printer and comment on my clothes or do something even worse.

INFORMAL/ALTERNATIVE RESOLUTION

Before initiating an informal resolution process, the recipient must provide to the parties notice that explains:

- The allegations;
- The requirements of the informal resolution process;
- That, prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and to initiate or resume the recipient's grievance procedures;
- That the parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the parties from initiating or resuming grievance procedures with respect to the formal complaint;
- Any consequences resulting from participating in the informal resolution process, including what records What information the recipient will maintain and whether and the recipient that will be maintained or could be shared.

Slide 44

AS1 [@Elizabeth Brady] this needs updating
Andrea Stagg, 2026-10-02T20:15:16.167

AS1 0 i updated. the previous was 2024.
Andrea Stagg, 2026-10-02T20:18:43.268

INFORMAL/ALTERNATIVE RESOLUTION REQUIREMENTS

In addition to the written notice just described, the institution must:

- Obtain the parties' voluntary, written consent to the informal resolution process; and
- Do not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

34 CFR 106.45(b)(9)(ii)-(iii)

Slide 45

AS1

new slide [@Elizabeth Brady]

Andrea Stagg, 2026-10-02T20:19:29.865

INVESTIGATION AND ALTERNATIVE RESOLUTION NOTICE

- In situations where a Complainant has requested Informal/Alternative Resolution, you have a choice:
 - Issue a Notice of Allegations and Informal/Alternative Resolution and if denied by the Respondent, issue a separate Notice of Allegations and Investigation; or
 - Combine the required parts of both notices into one notice. (Preferred)
 - Develop language that instructs the Respondent to confirm if they are agreeing to Informal/Alternative resolution and informs them that if they decline or a lack of communication would result in moving forward with the Investigation and Live Hearing process.
- Timely Response Deadline
- Communication with the Respondent

INFORMAL/ ALTERNATIVE RESOLUTION LANGUAGE

INFORMAL RESOLUTION PROCESS

The Complainant has requested that an informal resolution process be engaged by the parties to resolve this complaint. The informal resolution process requires consent from both parties and involves the Title IX Coordinator, or designee, mediating between the parties in an effort to reach agreeable terms. Should the informal resolution process not be successful, the formal investigation and adjudication process may be engaged.

As described in the Policy, the Informal Resolution Process is an equitable resolution process that may take many forms. Both Parties and the Title IX Coordinator must agree to an Informal Resolution. If one or both Parties or the Title IX Coordinator does not agree to an Informal Resolution or if either Party withdraws consent to an Informal Resolution at any time before agreeing to and signing the terms of the final resolution, the matter will proceed as a Formal Grievance process.

Informal Resolutions may include any or none of the sanctions described above and the University will not place any conditions upon consent to participate in an Informal Resolution, including any promises of continued enrollment in exchange for consent to the Informal Resolution process.

HEARING NOTICE ELEMENTS

- Timely Notice
- Notice of Allegations
- Date/Time/Location of Hearing
- Pre-hearing Meeting Information
- How to access hearing files
- How to submit objection/challenge to Hearing Officer
- How to submit questions (if part of your policy)
- Advisor information
- Deadlines
 - Response to final report/evidence file
 - Witness participation
 - Challenge to Hearing Officer
 - Questions (if in policy)



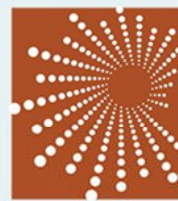
A photograph of three women sitting at a dark wooden table in a modern office setting. The woman in the foreground, with bright red hair and wearing a blue and white striped long-sleeved shirt, is smiling broadly and looking towards the camera. She has her hands on a laptop. Behind her, two other women are also smiling and looking towards the camera. The woman on the left has dark hair and is wearing a dark top, while the woman in the middle has long dark hair and is wearing a yellow top. On the table, there are several items: a red mug, a glass of water, and some papers. The background is a bright, modern office with large windows and a grey wall.

QUESTIONS?

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THE RIVER CONNECT IS MOVING TO LINKEDIN.

At the same place you do your business social media networking, you can now find The River Connect and all the great events, resources, and real-time discussions on the topics important to higher ed equity professionals.



THE RIVER
CONNECT
IS MOVING TO



GRAND RIVER | SOLUTIONS



**Let Our Team Support The
Good Work You And Your
Team Are Doing.**

- Delegated Roles
- Investigations
- Hearings & Appeals
- Alternative Resolutions
- Program Review
- Policy & Procedures
- Consulting & Coaching



Slide 51

CB1 [@Diana Kunce] Please clean this slide up so our core services read more as a list.
Chantelle Cleary Botticelli, 2025-08-11T15:23:16.704

RESOLUTION SERVICES



Resolution Services

We work to resolve employee, faculty, and student cases at companies and educational institutions.

Our experienced practitioners are available to serve as facilitators of alternative resolutions, investigators, decision-makers, hearing officers, chairs, panel members, or appellate officers for all equity and discrimination cases.



GRAND RIVER | SOLUTIONS

DELEGATED ROLES

Gap in staffing? We can help.
Interim or Long-Term Needs

- Title IX Coordinators and Staff
- Title VI Coordinators and Staff
- EO Director
- Equity Director
- ADA/504 Coordinators and Staff



Delegated Roles



GRAND RIVER | SOLUTIONS

ADA/504

ADA/504 Coordinator
Policy Development & Review
Training
Accessibility & Compliance Assessment
Investigations

Digital Accessibility

Policy Development & Review
Training
Consulting
Investigations



[ADA/504 Services](#)

GRAND RIVER | SOLUTIONS

TRAINING AND TRAINING MEMBERSHIP

Please check out our wide selection of trainings and learn about our new unlimited training membership. ***Unlimited open training access for your whole campus, one annual fee.***

		
Equity Titles VI, VII, IX	Clery Stop Campus Hazing Act	ADA/504 & Digital Accessibility



[Explore Training](#)

CASE MANAGEMENT SOFTWARE

Case Tracker

Titles VI, VII, IX & Equity
Software Solution

by Grand River Solutions



Designed for you, by people like you

We are experts and practitioners working in response and resolution for discrimination, harassment, & equity concerns.

Case Tracker allows you to:

- track and manage your cases
- communicate with campus stakeholders without compromising case privacy, and
- provide parties with the ability to follow the status of their case



[Schedule a Demo](#)

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Your Opinion Is Invaluable!



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