

[NAME OF COMPLAINANT OR NAME OF RESPONDENT]
[ADDRESS OF COMPLAINANT OR RESPONDENT]
[CITY, STATE, ZIP CODE]

[DATE]

NOTICE OF ALLEGATION OF SEXUAL HARASSMENT

Dear [NAME OF COMPLAINANT OR NAME OF RESPONDENT],

This letter is to notify you that a formal complaint (the “Complaint”) alleging an incident of sexual harassment, as defined under federal Department of Education regulations and Humphreys University Sexual Misconduct & Sexual Harassment Policy (the “Policy”) has been filed by [NAME OF COMPLAINANT] against [NAME OF RESPONDENT] as the alleged respondent.

DETAILS REGARDING THE ALLEGED INCIDENT

The identities of the parties alleged to be involved in the incident are as follows:

Complainant: _[NAME OF COMPLAINANT]_____

Respondent: _[NAME OF RESPONDENT]_____

The date and location of the alleged incident are as follows:

Date: _____

Location: _____

The conduct allegedly constituting sexual harassment and therefore a violation of the Policy is described below:

[describe the conduct allegedly constituting a policy violation with sufficient detail]

THE TITLE IX GRIEVANCE PROCESS

In response to the Complaint, Humphreys University has initiated Process A: Title IX Formal Complaint & Grievance Process, as outlined in the Policy. The grievance process includes an investigation into the alleged incident, formal hearing, and a final determination of responsibility.

A copy of the Policy, which outlines the grievance process utilized to address alleged incidents of sexual harassment under Title IX is enclosed. The Policy may also be found at [\[link to policy available on school's website\]](#). The grievance process is described in Section VI. of the Policy.

The grievance process complies with 34 CFR §106.45 of Title IX. All processes, provisions, and rules stated in the Policy apply equally to both parties – complainants and respondents. [NAME OF COLLEGE] aims to complete the Title IX grievance process in a reasonably prompt time frame. Generally, Humphreys University will conclude the grievance process within ninety (90) days, however, the Humphreys University may need to temporarily delay the grievance process for good cause with written notice to the parties. Reasons for such a delay are outlined in the Policy.

As referenced in the Policy, Humphreys University also offers complainants and respondents the opportunity to participate in an informal resolution at any point following the filing of a formal complaint and prior to reaching a determination regarding responsibility. Both parties (the complainant and respondent) must voluntarily consent to the informal resolution process. If you are interested in the informal resolution process, please contact me.

The Respondent is presumed not to be responsible for the alleged conduct unless and until a determination of responsibility is final.

The Determination of Responsibility will be made at the conclusion of the grievance process.

RIGHT TO AN ADVISOR

The Complainant and Respondent have the right to have an advisor of their choice participate with them throughout the grievance process, subject to the limitations set forth in the Policy. The advisor may, but does not need to be, an attorney.

If you wish to have an advisor participate with you in the grievance process and have identified an appropriate advisor of your choice, please advise me of his or her name and contact information.

If you wish to have an advisor participate with you in the grievance process but do not know who to select as an advisor, please contact me.

FALSE STATEMENTS & FALSE INFORMATION

Knowingly making false statements or knowingly submitting false information during the grievance process is expressly prohibited under Section III.D. of the Policy.

PARTICIPATING IN THE INVESTIGATION

During the Title IX grievance process, both the complainant and respondent are provided the equal opportunity to present witnesses and evidence (both inculpatory and exculpatory). While Humphreys University encourages you to present any and all information directly related to the alleged incident, the burden of proof and gathering of evidence sufficient to reach a determination regarding responsibility rests on the University and not on the parties.

After providing you with this notice, the next step in the Title IX grievance process is the investigation, in which you are invited and expected to participate. Humphreys University cannot mandate your participation. For more information about participating in the Title IX grievance process, including the investigation, please refer to Section VI. of the policy.

INTERVIEW WITH THE TITLE IX INVESTIGATOR

[NAME OF TITLE IX INVESTIGATOR] will be conducting the investigation into the alleged incident.

I have enclosed [NAME OF TITLE IX INVESTIGATOR]'s Curriculum Vitae ("CV"). Please review this document and contact me within 3 days of receiving this notice if you believe that [SHE/HE] may have a potential conflict of interest or bias, either toward the Complainant or Respondent in general or specifically in this case. Please include the reasons for your concern in your communication with me, and I will review your comments to determine if the investigation should be assigned to another investigator.

Prior to an initial interview with either the Complainant or Respondent, which may be conducted as part of the investigation, each party will be provided with prior written notice to schedule a date, time, and location for the interview. You will receive this notice of interview with sufficient time to prepare a response to the allegations set forth in the Complaint.

Either [NAME OF TITLE IX INVESTIGATOR] or I will be in touch to schedule an interview in the near future.

INVESTIGATIVE REPORT

At the conclusion of the investigation, each party will have the right and opportunity to inspect, review, and comment upon all evidence gathered during the course of the investigation prior to the completion of the investigative report.

For detailed information about reviewing the investigative report, see page 34 of the Policy.

ADDITIONAL DOCUMENTS & NEXT STEPS

The following documents are attached to this notice:

- Humphreys University Sexual Misconduct & Sexual Harassment Policy;
- Title IX Investigator [NAME OF TITLE IX INVESTIGATOR] CV; and
- A list of on-campus and off-campus support resources

In response to this notice, please complete the following tasks:

- Review Humphreys University Sexual Misconduct & Sexual Harassment Policy;
- If you would like an advisor to participate with you in the grievance process, send me his or her name and contact information;
- If you would like an advisor to participate with you in the grievance process but do not know who to select as an advisor, please contact me;
- Review the Title IX Investigator's CV and contact me within 3 days describing any concerns regarding conflict of interest or bias; and
- Be prepared to schedule an interview with the Title IX Investigator in the near future.

If you have any questions regarding the Complaint, Title IX grievance process, or any other information related to this notice or the Policy, please feel free to contact me at any time.

Sincerely,

_____[TITLE IX COORDINATOR SIGNATURE]_____

_____[NAME OF TITLE IX COORDINATOR]_____

Title IX Coordinator

Email:

Phone:

Address: