

THE INFORMAL RESOLUTION PROCESS

Complainant has submitted a Formal Complaint, a Notice of Allegations has been sent to **Both Parties want** both Parties, and both Parties have agreed to participate in the Informal Resolution to pursue Informal process.* Resolution Both Parties sign a consent form acknowledging they understand their rights and agree to Written agreement participate in the Informal Resolution process. to participate A trained Facilitator meets with Complainant (and their advisor if applicable) to understand **Facilitator meets** their desired outcomes.*3 with Complainant Facilitator meets with Respondent (and their advisor if applicable) to see if they agree with **Facilitator meets** Complainant's desired outcomes, whether Respondent wants to alter any of the proposed with Respondent outcomes, and/or whether Respondent disagrees with any/all of the desired outcomes. Facilitator continues to meet with Complainant and Respondent (and their advisors) Additinal separately to see if they can work toward mutually agreeable outcomes.** meetings, if necessary Both Parties agree on outcomes: **Both Parties do NOT agree on outcomes OR** either Party declines to participate Facilitator drafts a written agreement that further in the process: details the agreed-upon outcomes and sends a copy to each Party for their review Informal Resolution ends and the formal and signature. resolution process (investigation, potential If both Parties sign the agreement, its terms hearing, and optional appeal) begins. become effective immediately. If Complainant does not wish to proceed The Office for Title IX and Equal Opportunity with the formal resolution process, maintains a copy of the Agreement and Complainant may withdraw their Formal monitors compliance. The matter is closed Complaint at any time, thus halting the and cannot be pursued via the formal formal resolution process. resolution process

Communication and Support:

- The Office for Title IX and Equal Opportunity offers resources and supportive measures to both Parties throughout the Informal Resolution Process.
- · Disability-related accommodations available upon request.
- The Office for Title IX and Equal Opportunity provides periodic updates to both Parties.
- The Office for Title IX and Equal Opportunity ensures both Parties comply with the Agreement between the Parties.

^{*} SJSU maintains discretion to determine whether a matter is appropriate for Informal Resolution.

^{**} Complainant and Respondent never have to see or directly communicate with each other throughout this process.

^{***} At any point during the Informal Resolution Process, either Party may decide to stop the Informal Resolution Process and initiate the formal resolution process.