Parties may seek supportive measures throughout the process.

**FORMAL COMPLAINT**
Claimant signs form indicating they want to proceed with an earlier resolution.

**MEETING WITH CLAIMANT**
Earlier resolution facilitator meets with claimant and explains process.

**RESPONDENT Chooses WHETHER TO PARTICIPATE**
Respondent chooses whether to participate in an earlier resolution.

**RESPONDENT Chooses TO PARTICIPATE IN EARLIER RESOLUTION**
Respondent signs the agreement to participate in an earlier resolution.

**RESPONDENT Chooses NOT TO PARTICIPATE IN EARLIER RESOLUTION**
Case will automatically proceed to a formal investigation.

**CLAIMANT SIGNS AGREEMENT TO PARTICIPATE**
If claimant chooses to proceed with an earlier resolution, they sign the agreement to participate in an earlier resolution. Claimant works with a designated university facilitator regarding the terms of the earlier resolution.

**MEETING WITH RESPONDENT**
Earlier resolution facilitator meets with respondent and explains process.

**TERMS OF AGREEMENT**
The facilitator works with both parties to facilitate terms to which they both agree. This may include phone calls or meetings with the parties individually, or jointly, depending on the needs of the parties and the case.

**PARTIES ACCEPT TERMS OF AGREEMENT**
Both parties sign the earlier resolution agreement and the agreement is shared in a Box record folder. Terms must be completed by deadlines stated in agreement.

**PARTIES DO NOT ACCEPT TERMS OF AGREEMENT**
If claimant or respondent cannot agree on terms, the case will automatically proceed to a formal investigation.
DEFINITIONS

- **Claimant**: A person who is alleged to have experienced conduct that could constitute sexual misconduct. Referred to as “complainant” in 34 C.F.R. § 106.30 et seq. (2020).

- **Earlier Resolution**: A process in which parties agree to resolve a Formal Complaint without completing an investigation and/or hearing. An Earlier Resolution may be facilitated through arbitration, mediation, restorative justice, or another appropriate method. Such an agreement may include Sanctions or other disciplinary measures.

- **Respondent**: An individual who is alleged to have committed sexual misconduct. Sexual Misconduct. Referred to as “sexual harassment” in 34 C.F.R. § 106.30 (2020). Sexual Misconduct is conduct on the basis of sex including one or more of the following types of conduct:
  - Relationship Violence;
  - Sexual Exploitation;
  - Sexual Harassment;
  - Sexual Assault; and,
  - Sex-based Stalking.

- **Formal complaint**: A signed document that indicates the University will proceed with a Formal Investigation of Sexual Misconduct. A Formal Complaint may be signed by the Claimant or by the Title IX Coordinator.

RELEVANT POLICIES

Interim policies 339, 339A and 339B are available at [www.usu.edu/equity/policies-procedures](http://www.usu.edu/equity/policies-procedures).

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**Report incidents of sexual misconduct** to the USU Title IX Coordinator at any time at [equity.usu.edu/report](http://equity.usu.edu/report). Reports may also be made during business hours by calling 435-797-1266, by visiting the Office of Equity in Old Main, Room 161 at the Logan campus, or via email at titleix@usu.edu.