BELLINGHAM TECHNICAL COLLEGE

Title IX Investigation

1. **Complaint or other referral made.**

2. **Meet with Title IX Coordinator or Counselor to discuss resources and options. Discuss interim precautionary measures, accommodations, and safety planning.**

   - Do you need a change to your class schedule?
   - Do you want to report to the police?
   - Do you want to get a medical exam done?
   - Do you want an advocate?

   If you choose to report to the police, BTC will still complete its investigation.

Investigative Process Starts

3. **Investigative team interviews parties and witnesses, takes notes, and collects evidence. If reasonable cause exists, investigation proceeds.**

   - Who do you want to be interviewed?
   - Is there anyone you don’t want interviewed?

4. **Written narrative is made by investigators and given to both parties. Both parties can review and correct any errors.**

   If respondent takes responsibility and waives right to a hearing, sanctions will be administered and there is no option for appeal.

   If respondent contests allegations, a hearing will take place.

5. **Matter referred to the VP of Student Services or designee. You are allowed to have an advocate or loved one with you during the process.**

   Respondent found responsible

6. **Sanctions are rendered taking into consideration different factors of the case. Sanctions can range, with the most severe being expulsion.**

   Respondent found not responsible

7. **Final report delivered to the respondent. Complainant notified that the investigation has concluded and whether a finding was made.**

8. **Appeals**

   Either party may appeal the decision or sanction based on procedural error, new evidence, or severity of sanction.

www.btc.edu/titleIX

Questions? Email titleIX@btc.edu

Bellingham Technical College is an equal opportunity institution.