



Equity and Access Services
Intake and Investigation Review

Intake

Reporting

Investigation

**I.a
Unaffiliated
Respondent**

**I.b
Affiliated
Respondent**

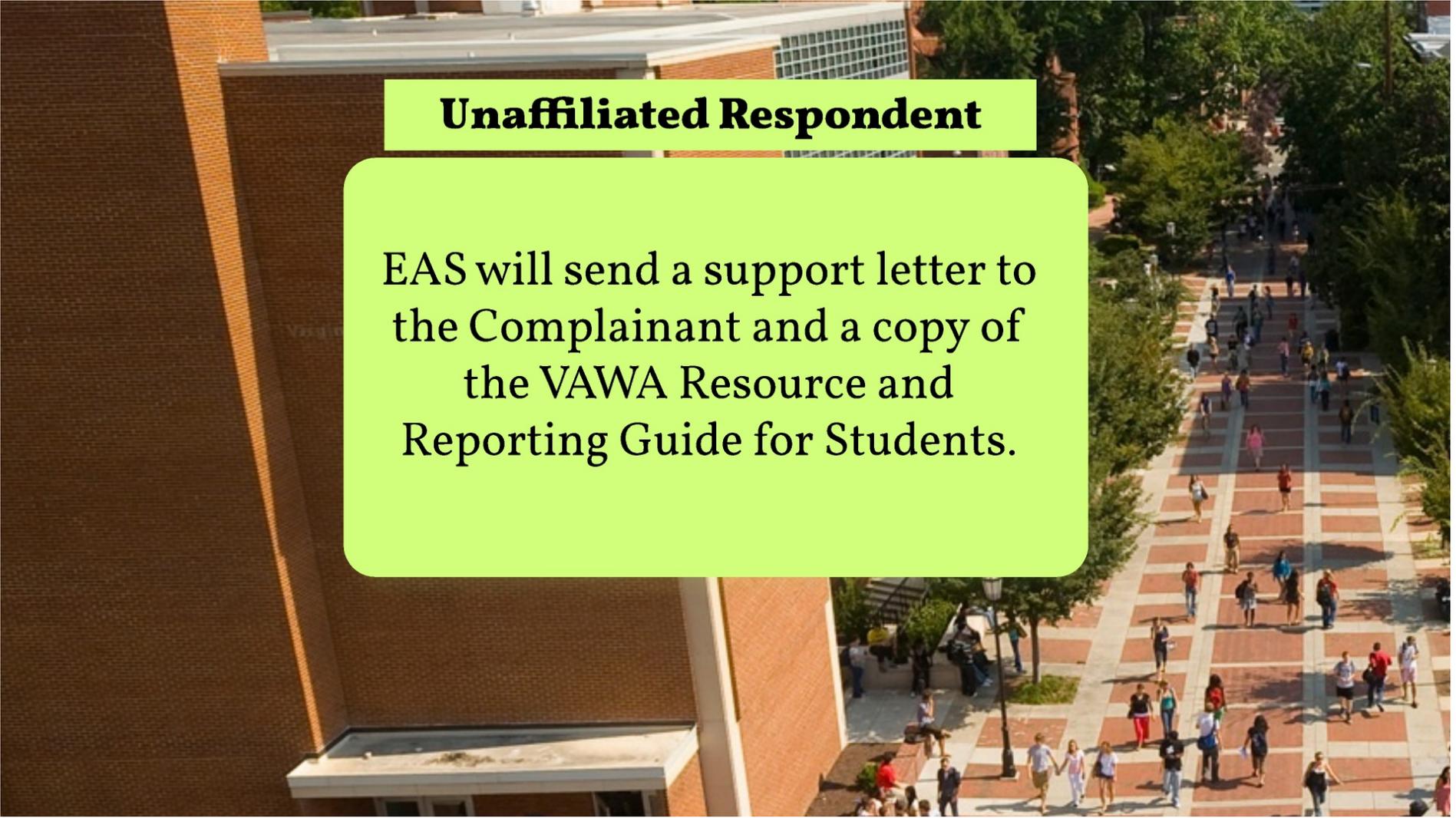
**I.
Initial Incident Report
Received by EAS**

- Community based report
- Email
- VCUPD
- Direct report

**2.
Formal Complaint**

**3.
Allegation
Assessment**

**4.
Notice of
Investigation**



Unaffiliated Respondent

EAS will send a support letter to the Complainant and a copy of the VAWA Resource and Reporting Guide for Students.

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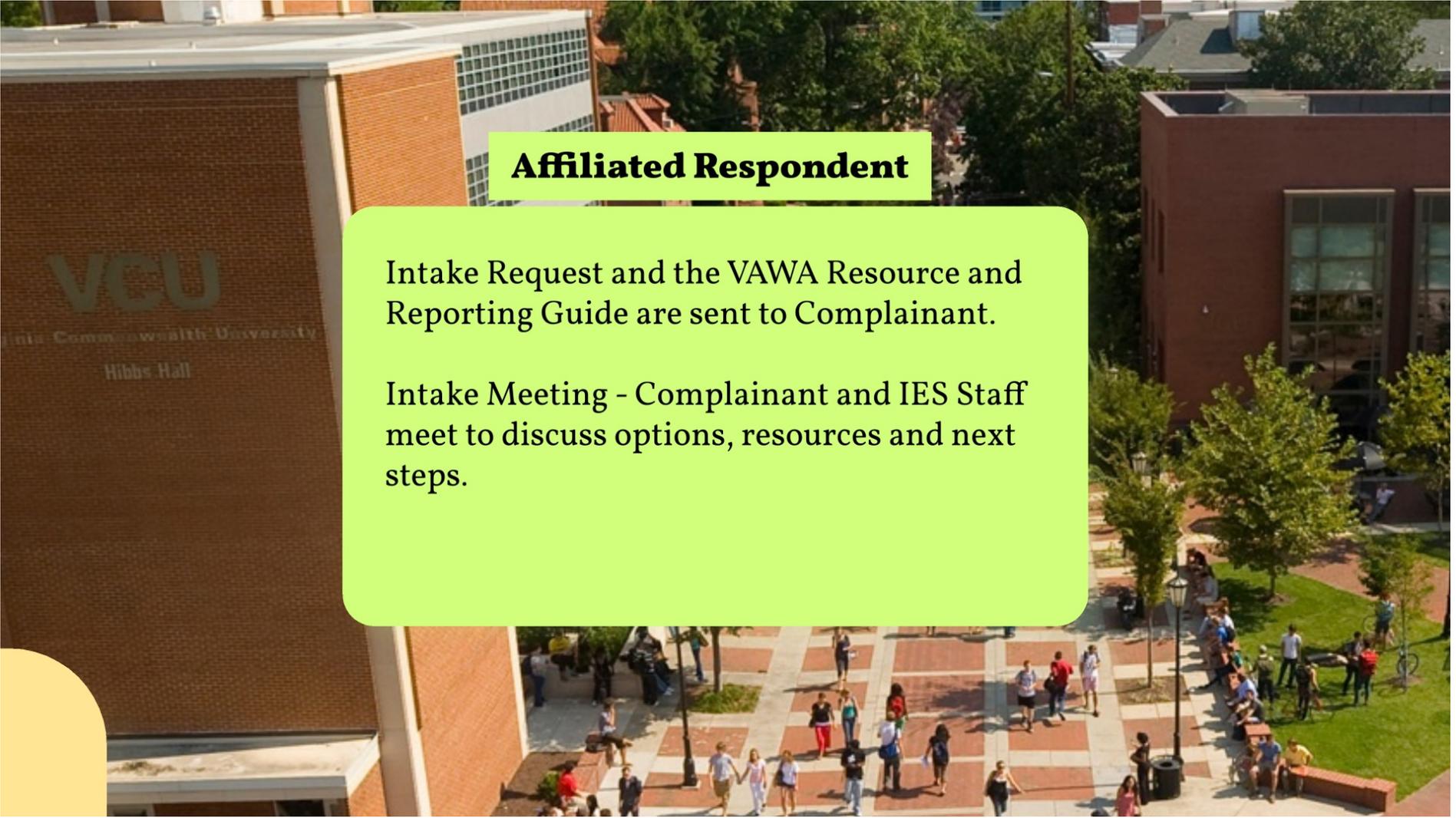
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Affiliated Respondent

Intake Request and the VAWA Resource and Reporting Guide are sent to Complainant.

Intake Meeting - Complainant and IES Staff meet to discuss options, resources and next steps.

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Formal Complaint

Complainant has filed a Formal Complaint alleging prohibited conduct under one of the policies.

A "*Warm Hand Off*" takes place connecting the Complainant with the assigned investigator to continue the process.

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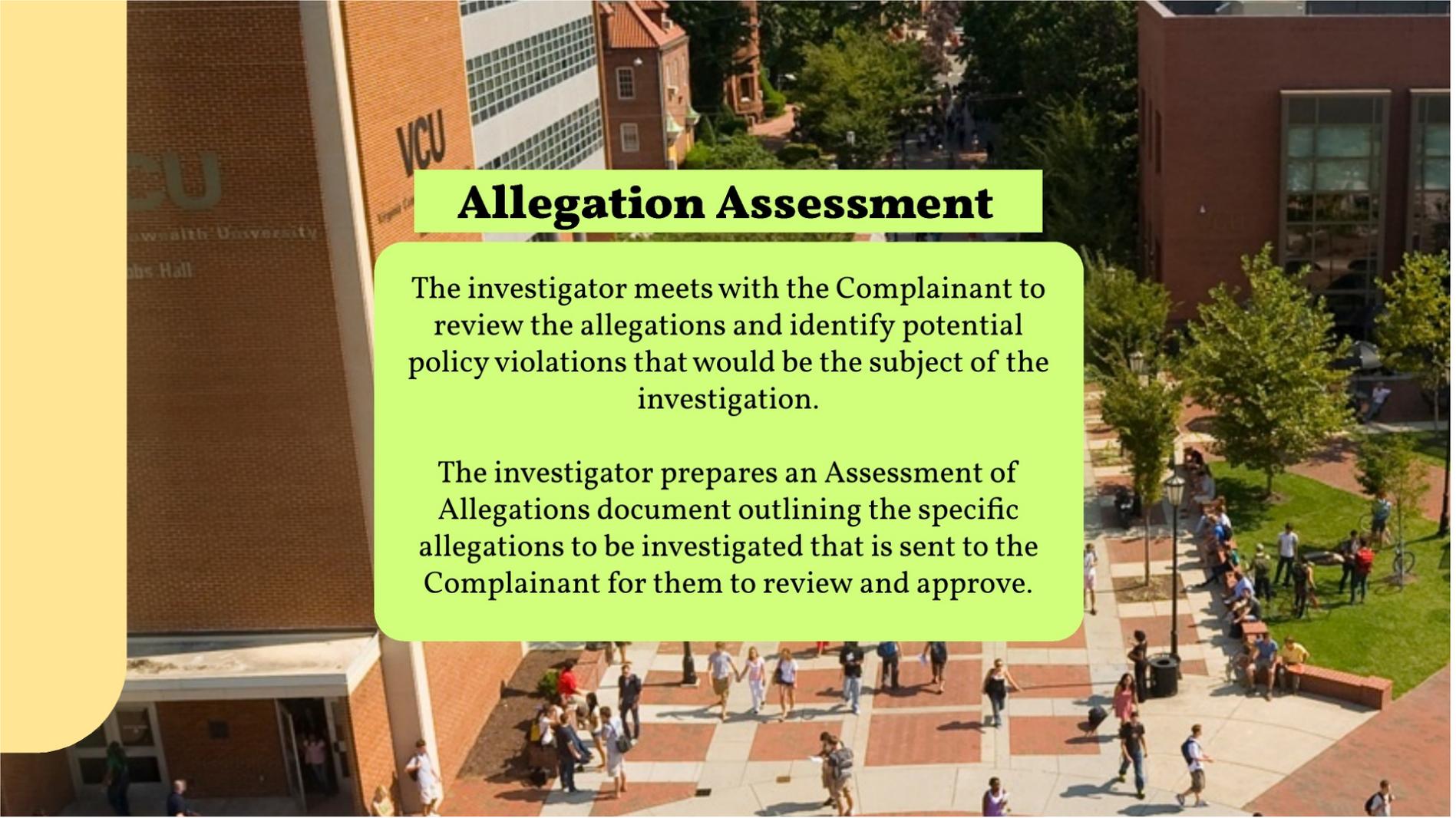
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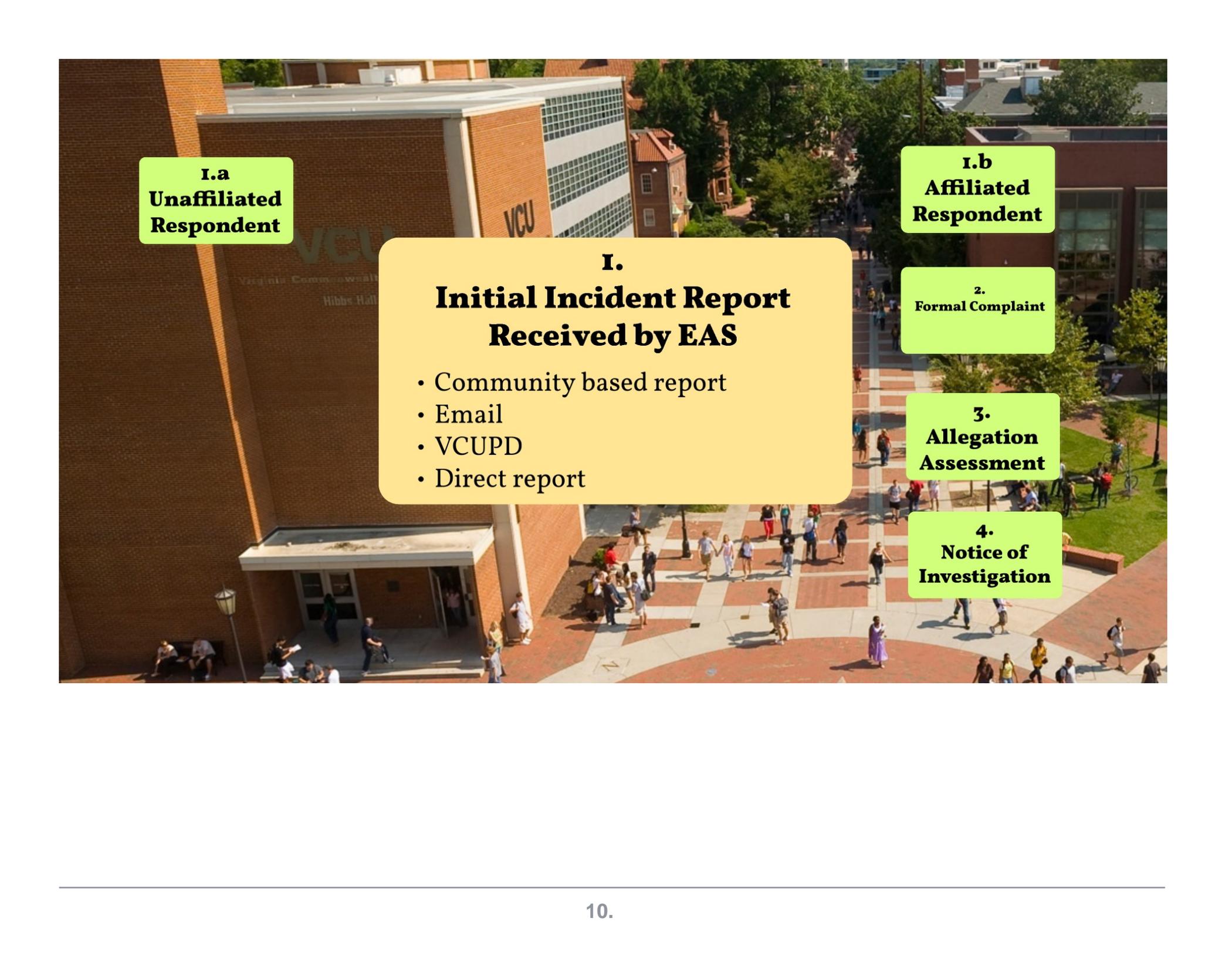
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Allegation Assessment

The investigator meets with the Complainant to review the allegations and identify potential policy violations that would be the subject of the investigation.

The investigator prepares an Assessment of Allegations document outlining the specific allegations to be investigated that is sent to the Complainant for them to review and approve.



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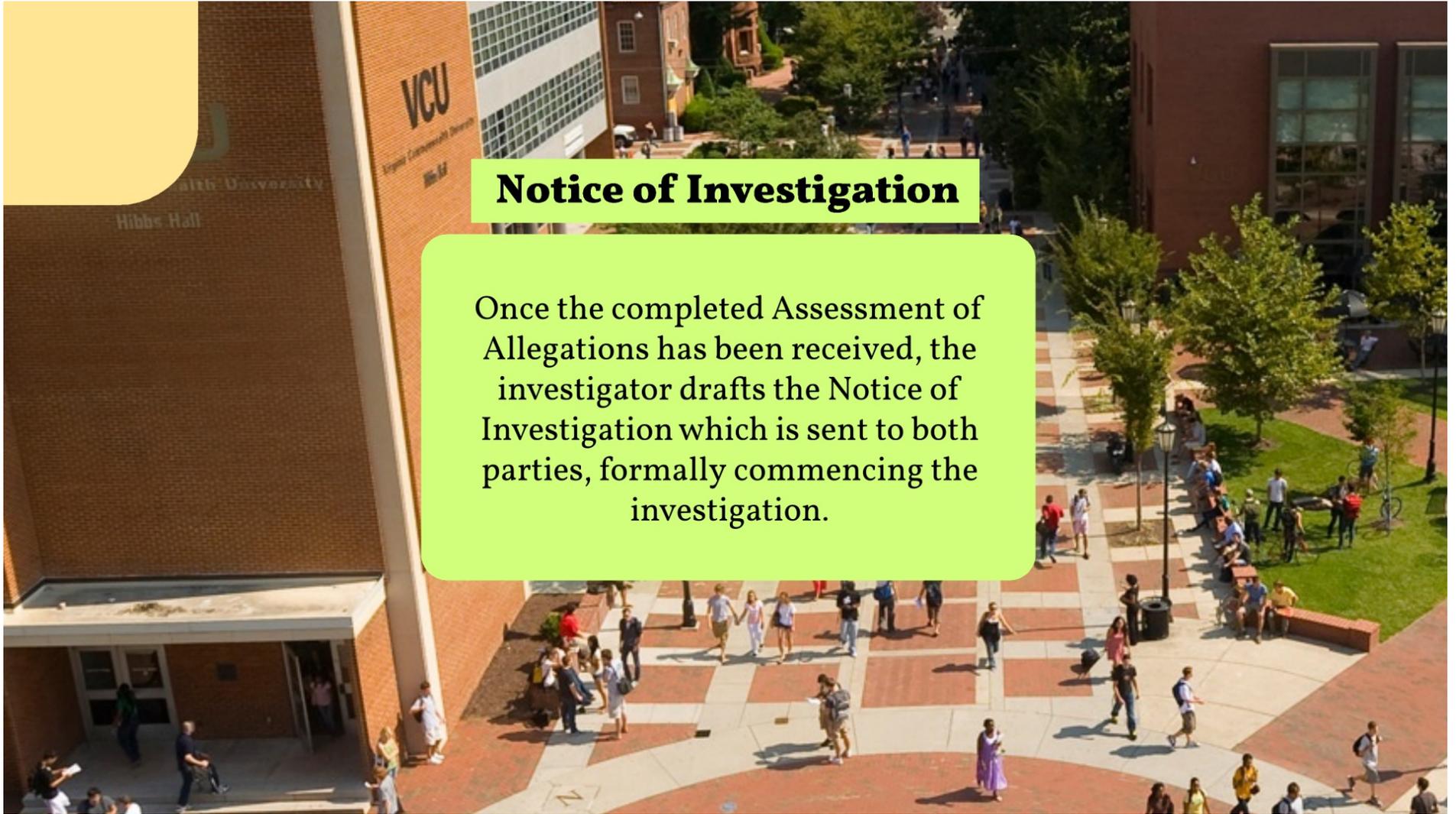
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Notice of Investigation

Once the completed Assessment of Allegations has been received, the investigator drafts the Notice of Investigation which is sent to both parties, formally commencing the investigation.

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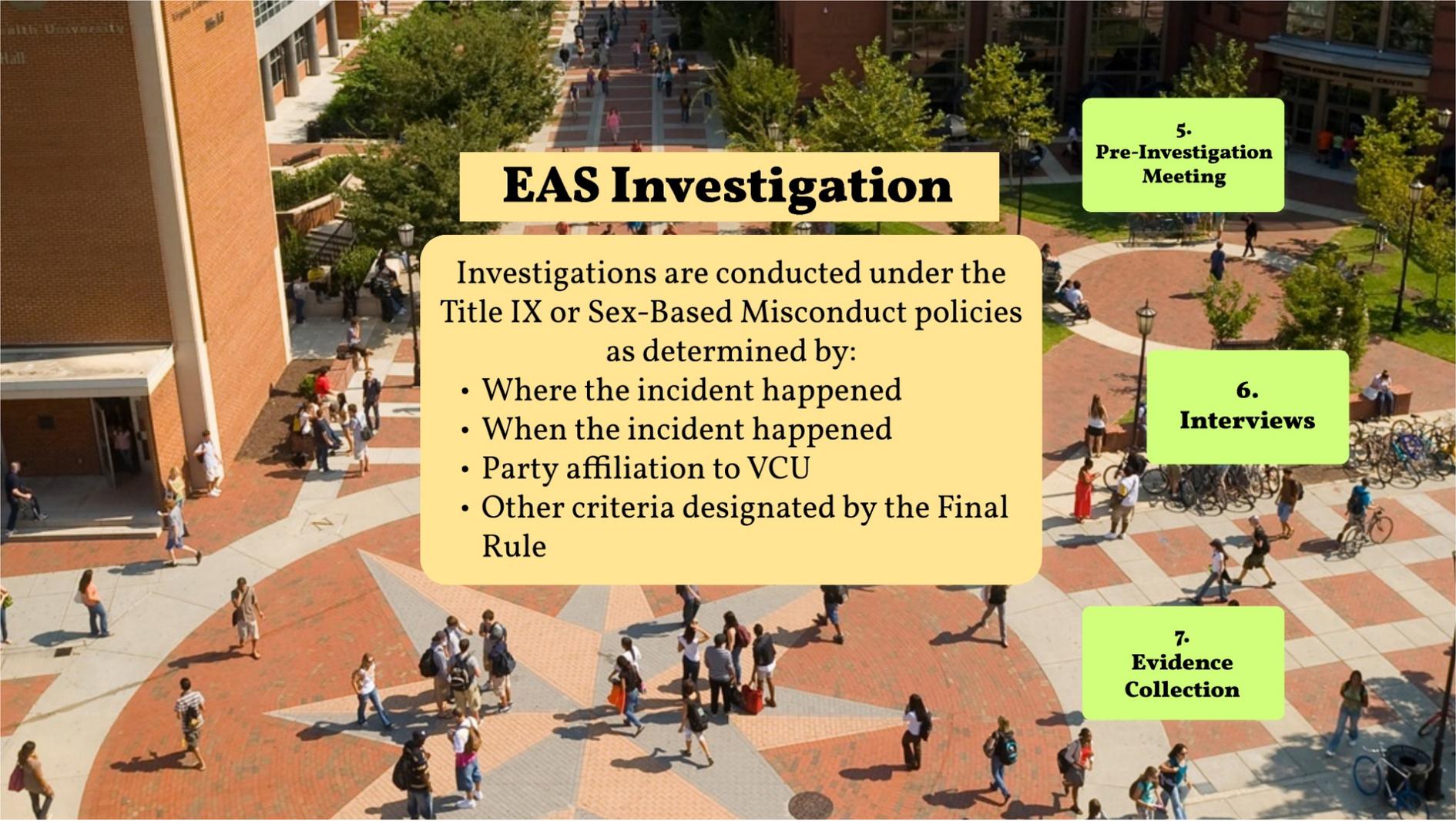
An aerial photograph of a university campus. A wide, brick-paved walkway runs through the center, flanked by green lawns and trees. Numerous students are walking on the path. In the background, there are large brick buildings with windows. The sky is clear and blue.

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EAS Investigation

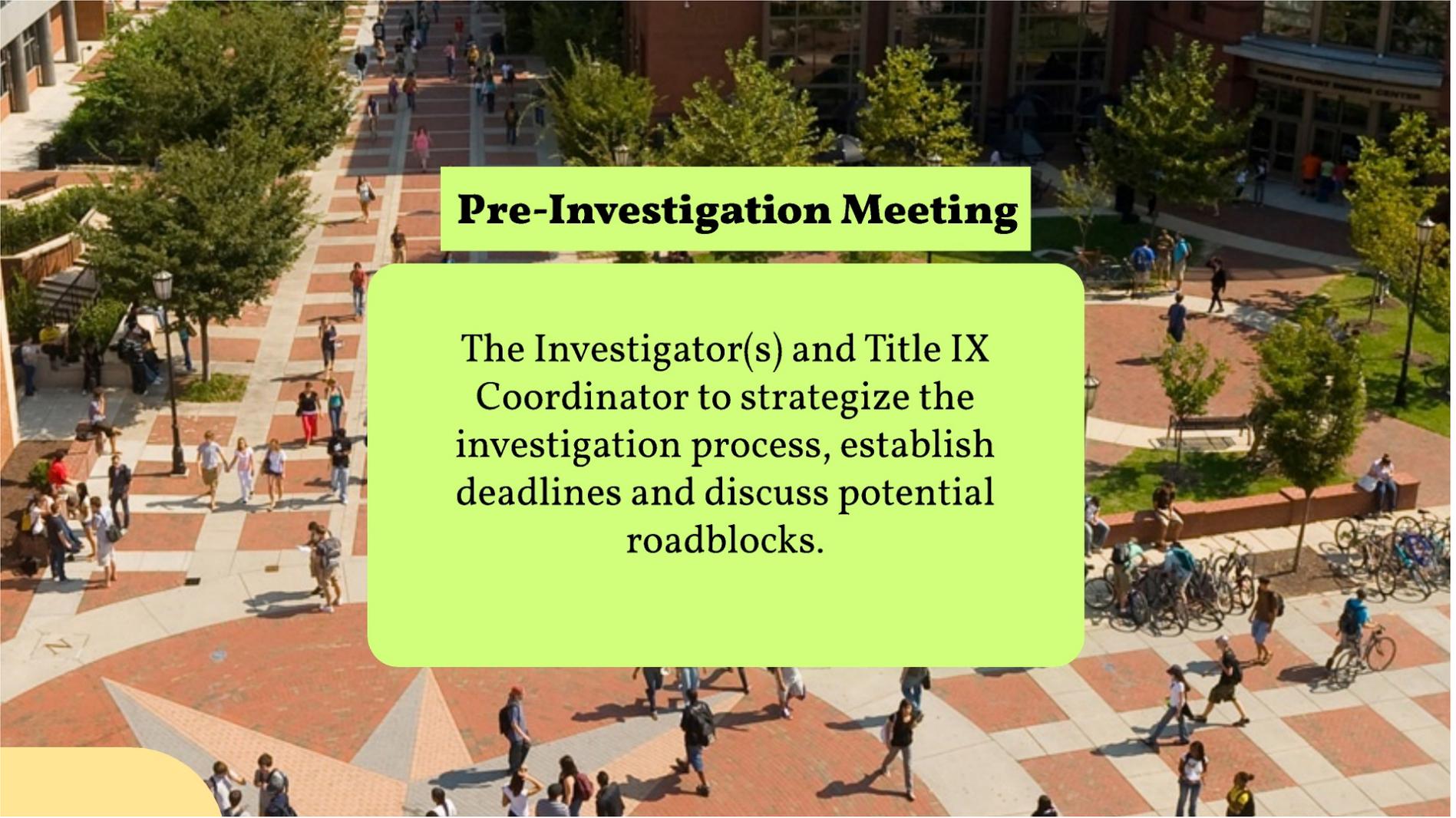
Investigations are conducted under the Title IX or Sex-Based Misconduct policies as determined by:

- Where the incident happened
- When the incident happened
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- Other criteria designated by the Final Rule

**5.
Pre-Investigation
Meeting**

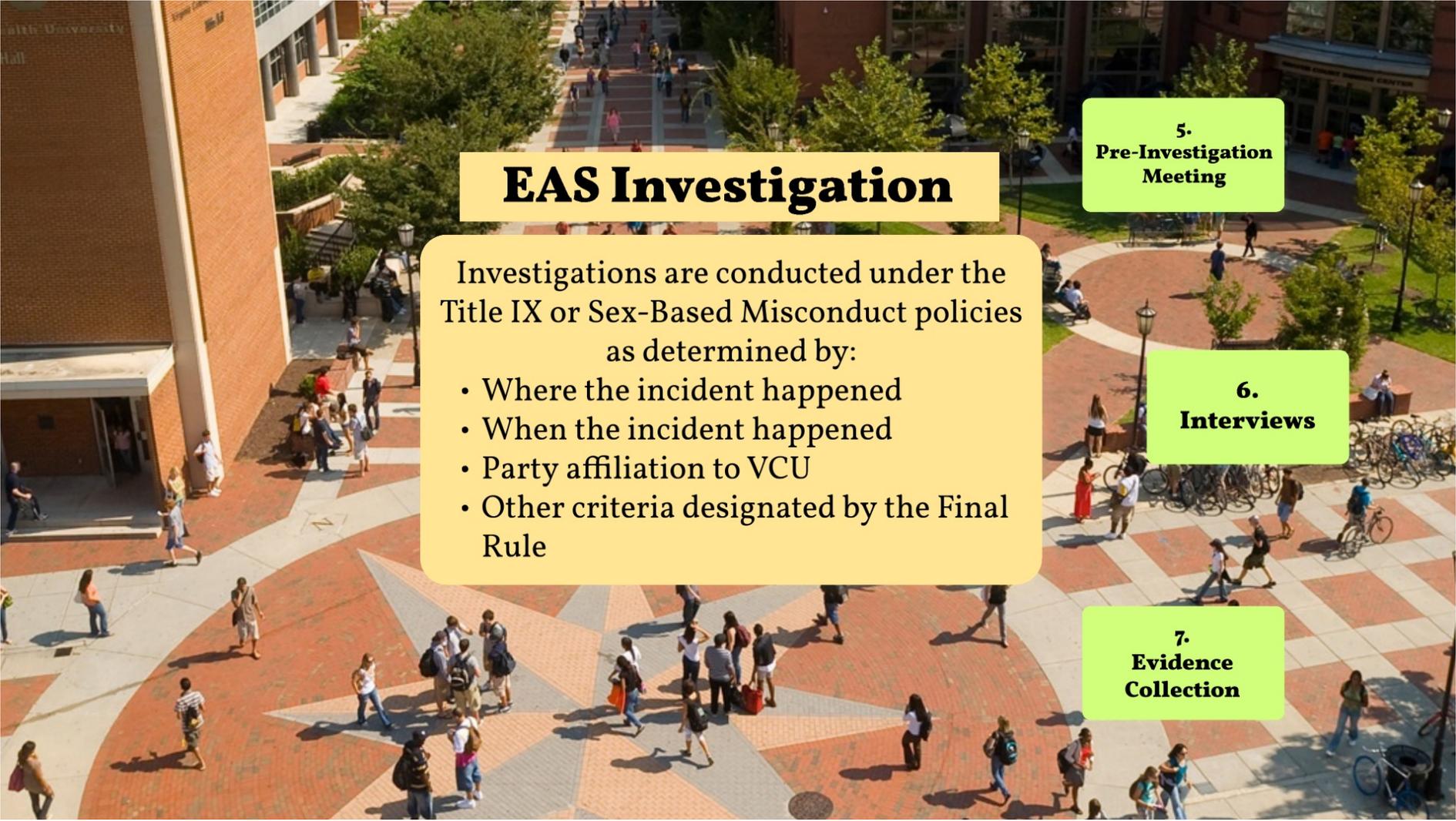
**6.
Interviews**

**7.
Evidence
Collection**



Pre-Investigation Meeting

The Investigator(s) and Title IX Coordinator to strategize the investigation process, establish deadlines and discuss potential roadblocks.



EAS Investigation

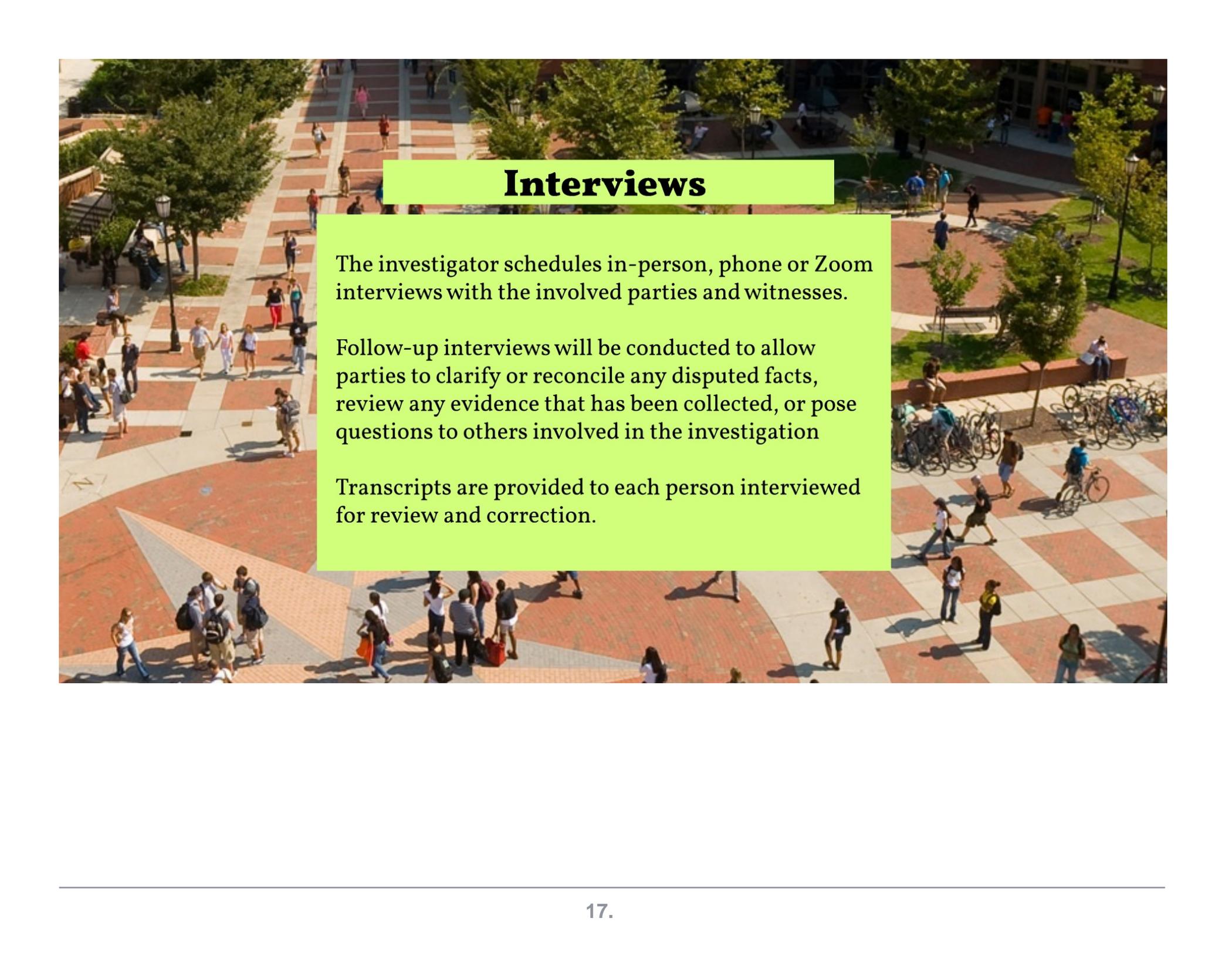
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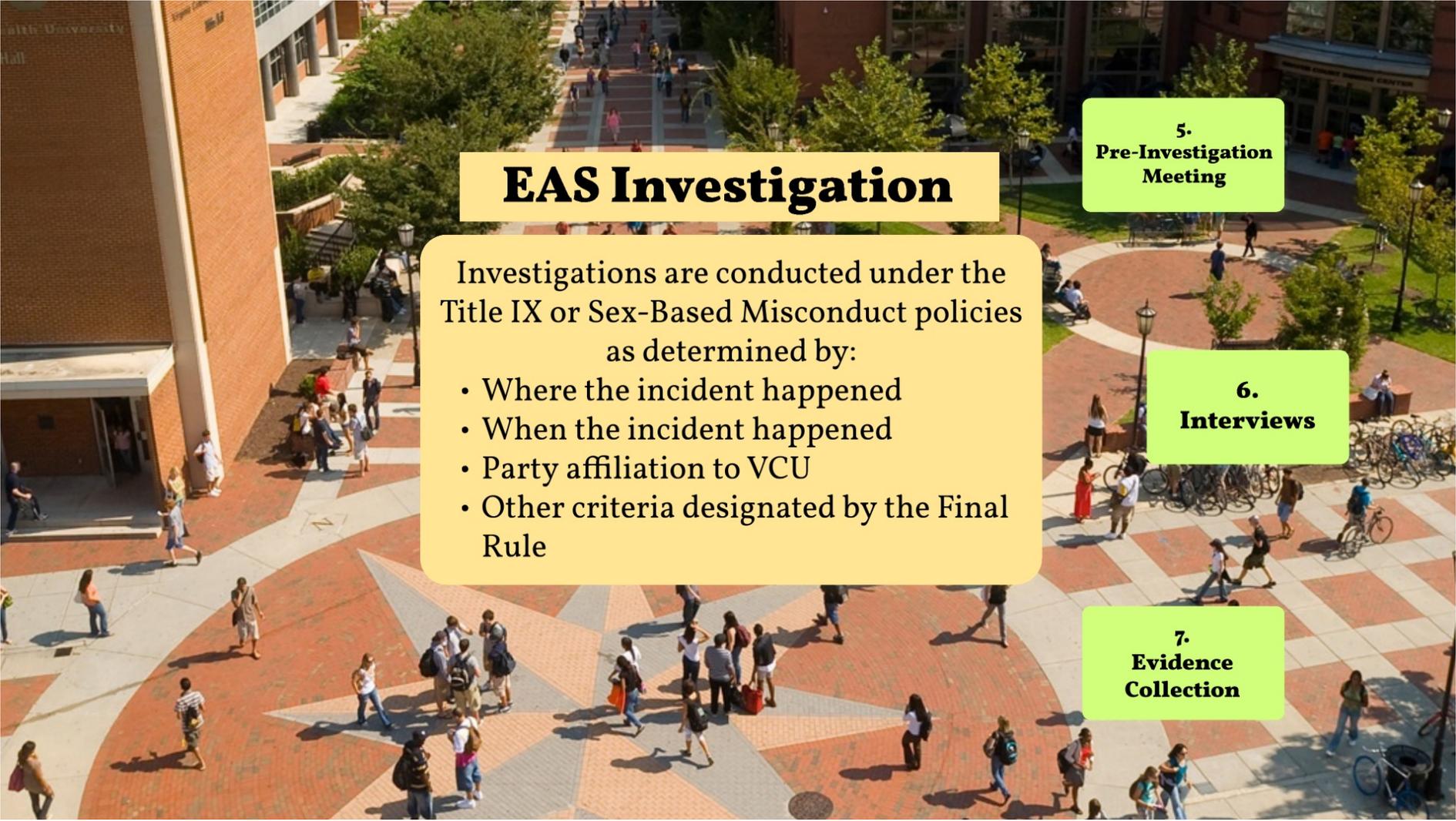
An aerial photograph of a university campus featuring a large, paved plaza with a red and white checkered pattern. Numerous students are walking across the plaza, and several bicycles are parked on the right side. The scene is bright and sunny, with shadows cast by the people and trees. A large, semi-transparent green text box is centered over the image, containing the title and three paragraphs of text.

Interviews

The investigator schedules in-person, phone or Zoom interviews with the involved parties and witnesses.

Follow-up interviews will be conducted to allow parties to clarify or reconcile any disputed facts, review any evidence that has been collected, or pose questions to others involved in the investigation

Transcripts are provided to each person interviewed for review and correction.



EAS Investigation

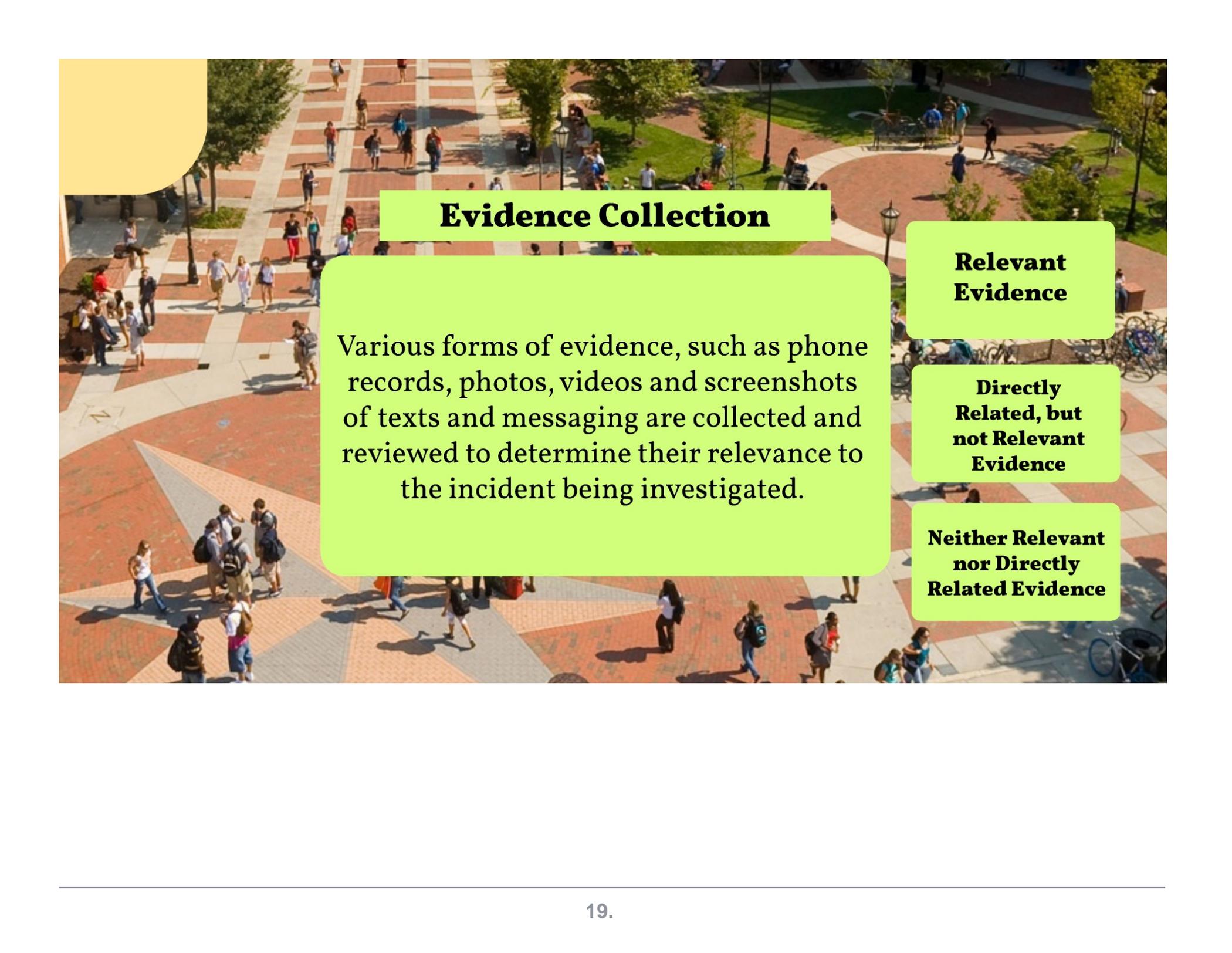
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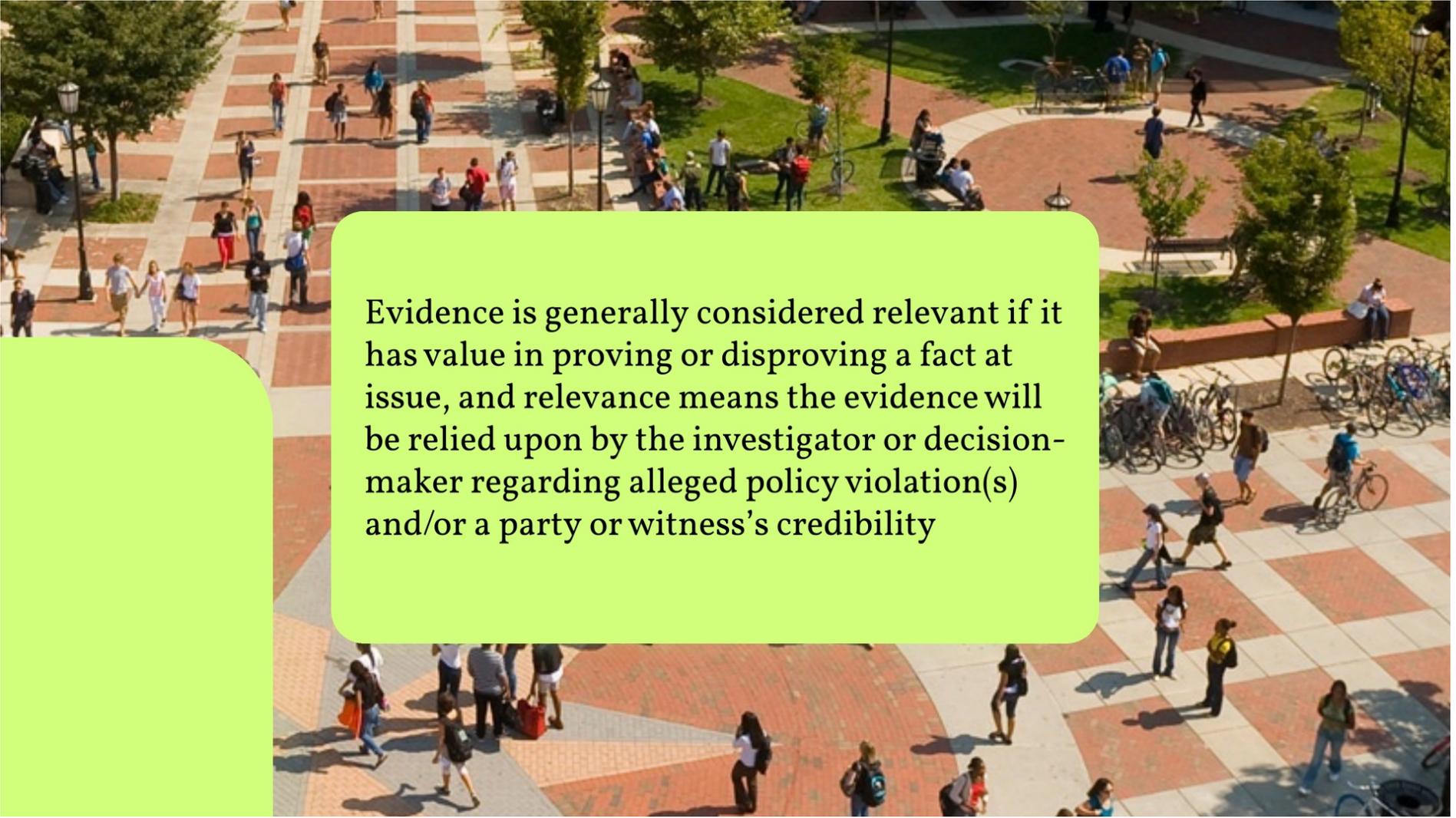
Evidence Collection

Various forms of evidence, such as phone records, photos, videos and screenshots of texts and messaging are collected and reviewed to determine their relevance to the incident being investigated.

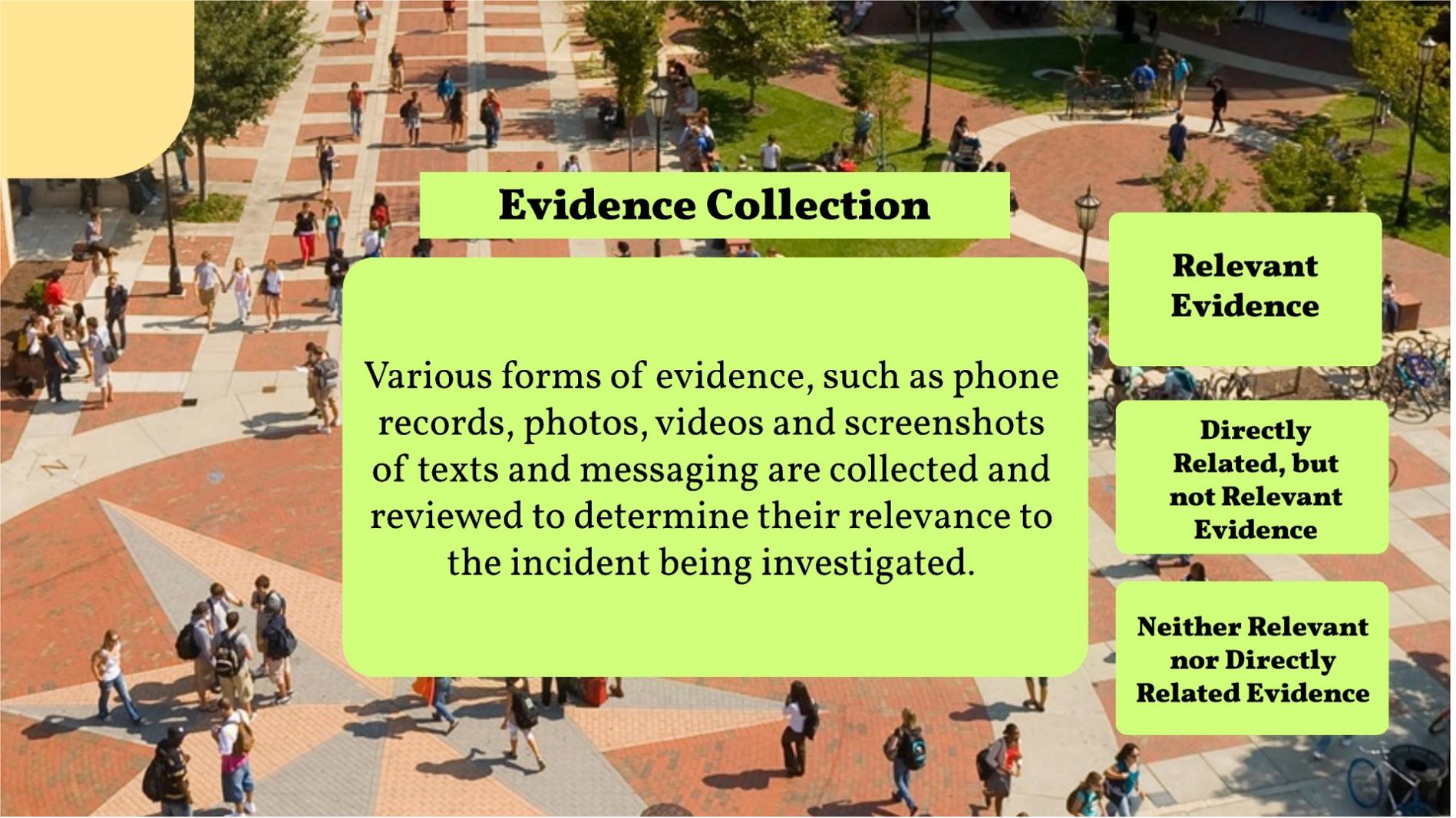
**Relevant
Evidence**

**Directly
Related, but
not Relevant
Evidence**

**Neither Relevant
nor Directly
Related Evidence**

An aerial photograph of a university campus plaza. The plaza features a grid of red and grey brick paths. Numerous students are walking, some carrying backpacks. There are trees, benches, and a bicycle rack on the right side. A large, light green rounded rectangle is overlaid on the center of the image, containing text.

Evidence is generally considered relevant if it has value in proving or disproving a fact at issue, and relevance means the evidence will be relied upon by the investigator or decision-maker regarding alleged policy violation(s) and/or a party or witness's credibility



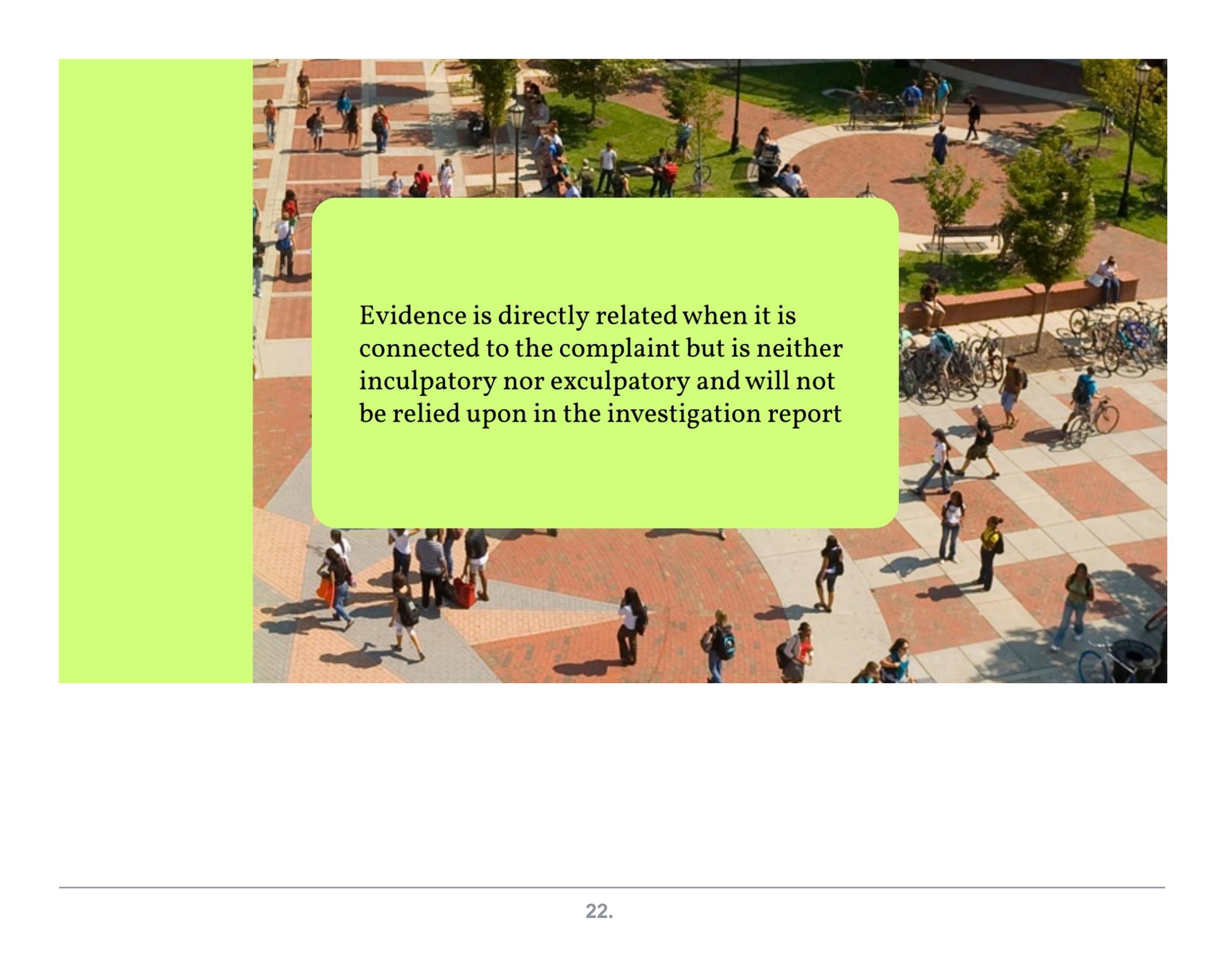
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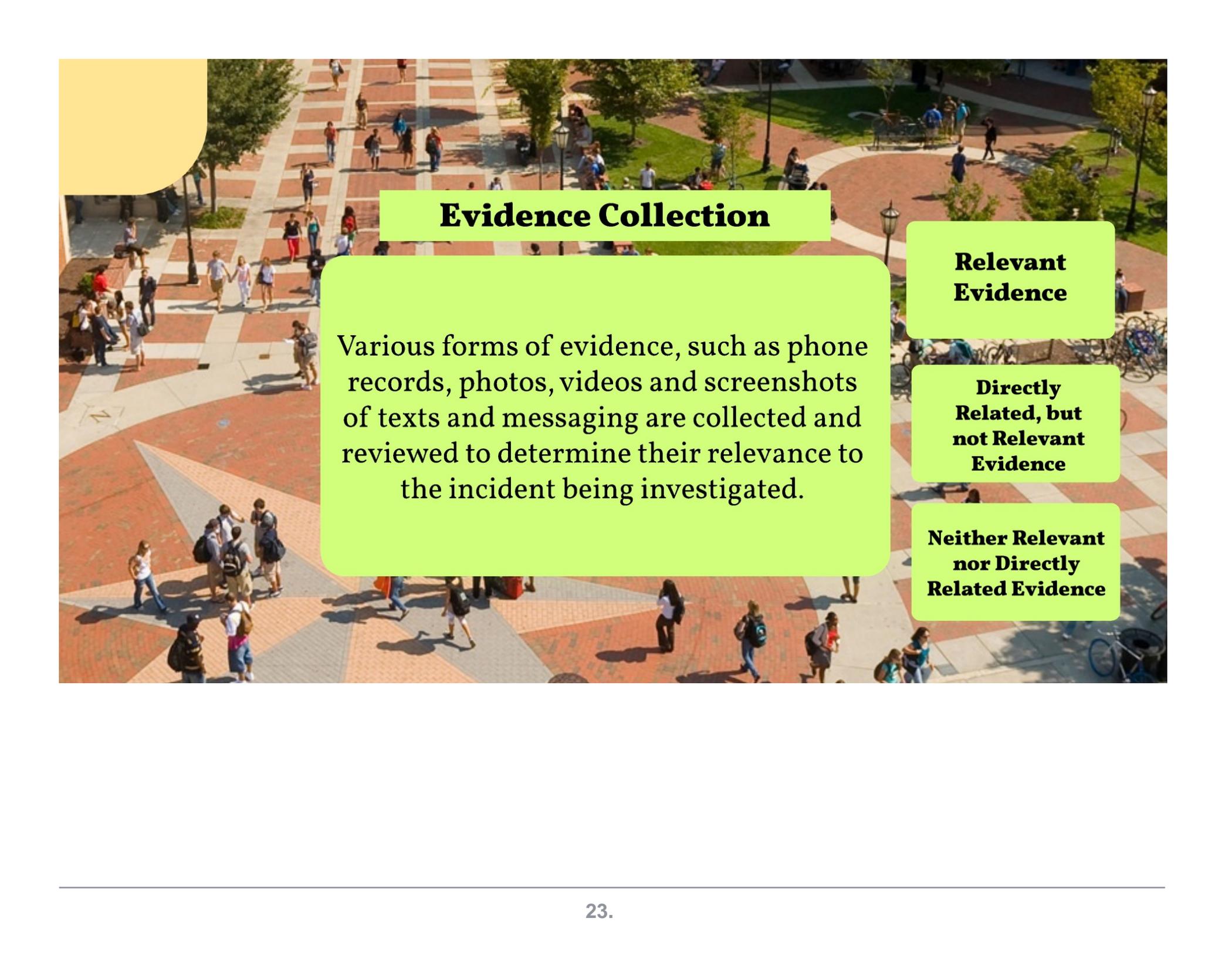
**Relevant
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An aerial photograph of a busy university plaza. The plaza features a checkered pattern of red and grey bricks. Numerous students are walking, some carrying backpacks. There are several bicycles parked in a designated area on the right. The scene is bright and sunny, with shadows cast on the ground. A large, light green rounded rectangle is overlaid on the center of the image, containing text.

Evidence is directly related when it is connected to the complaint but is neither inculpatory nor exculpatory and will not be relied upon in the investigation report



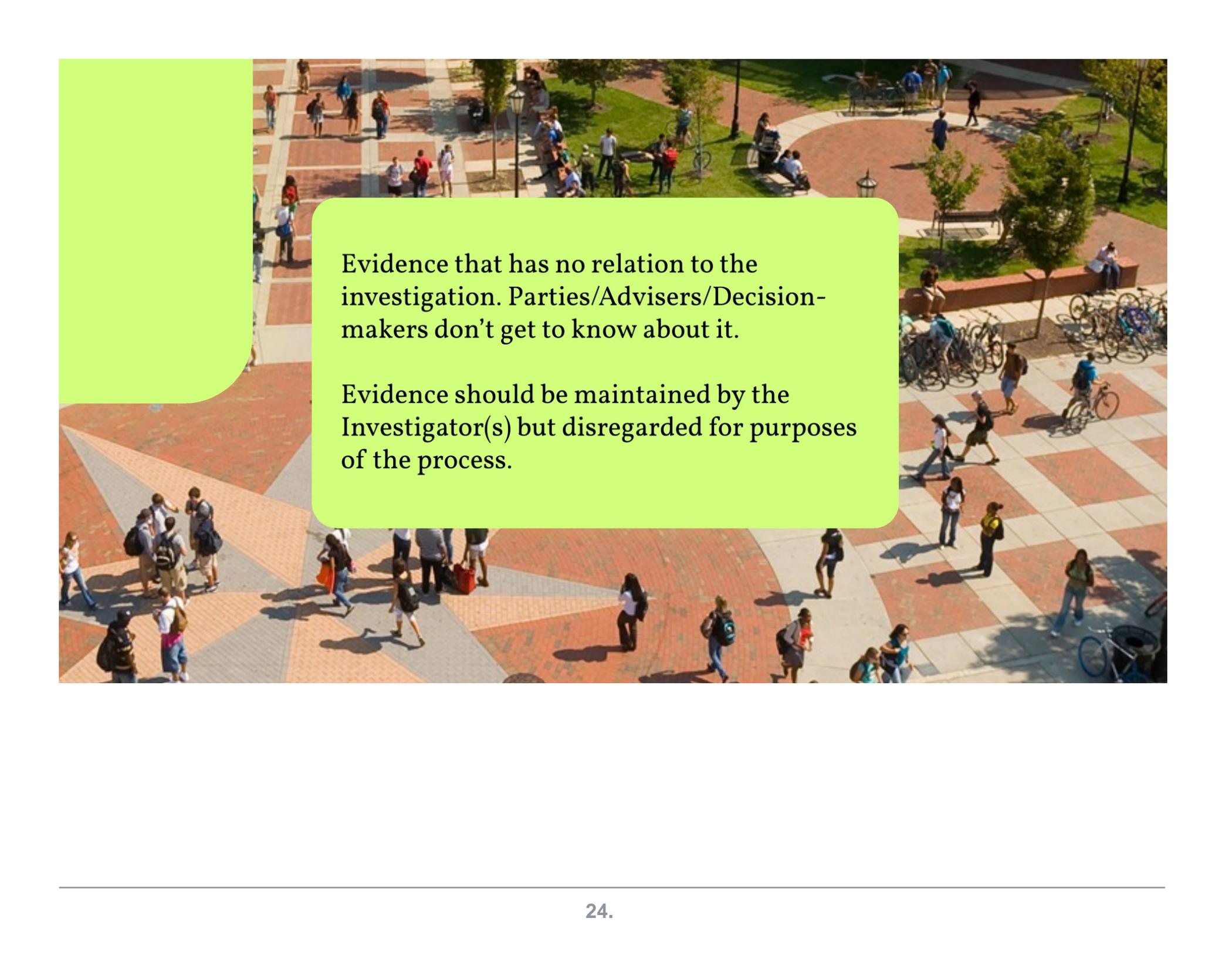
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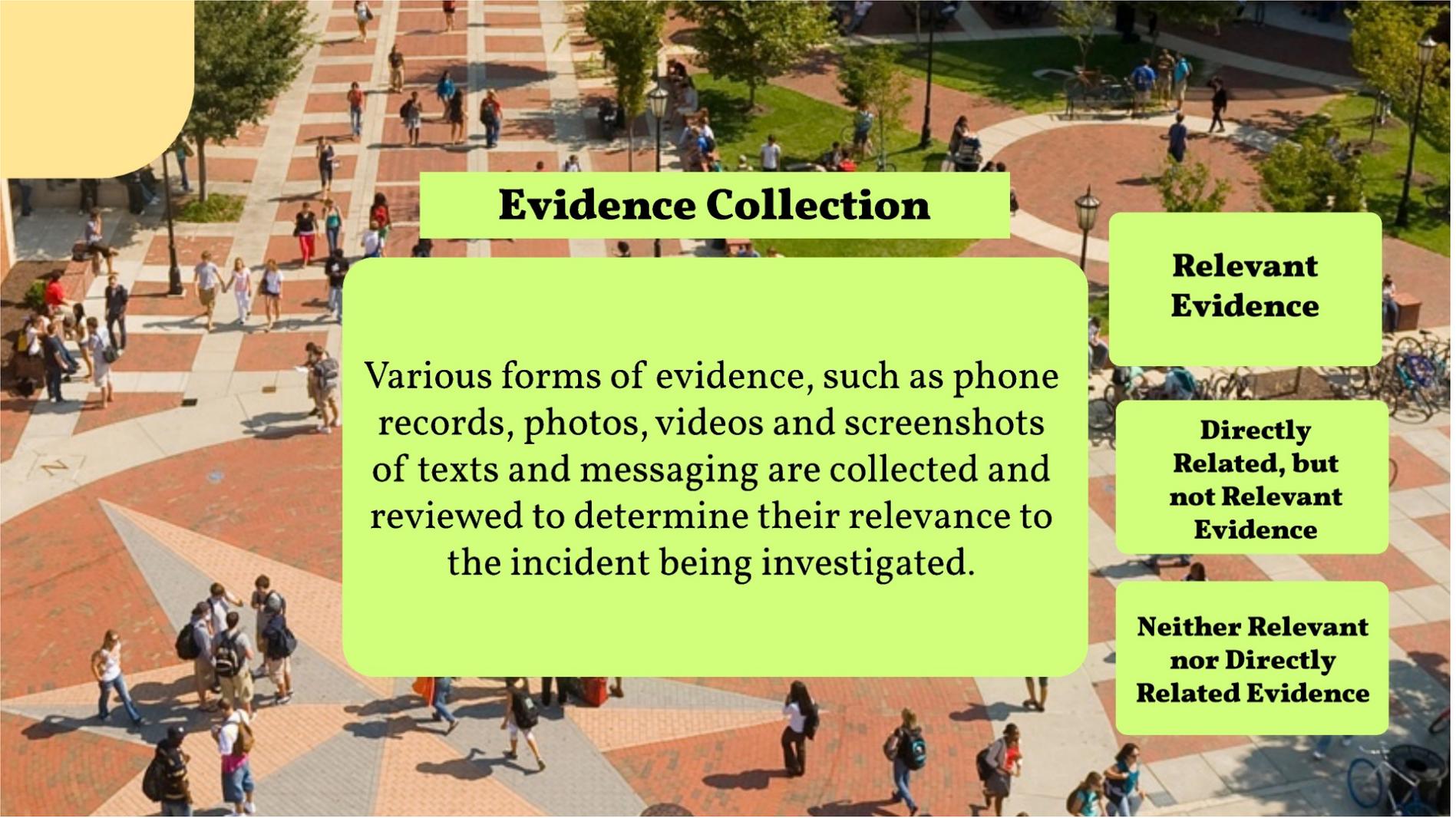
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An aerial photograph of a university campus. The ground is paved with red and grey bricks in a geometric pattern. Numerous students are walking, some carrying backpacks. There are trees, benches, and a large group of bicycles parked on the right side. A bright green rounded rectangle is overlaid on the center of the image, containing two paragraphs of text.

Evidence that has no relation to the investigation. Parties/Advisers/Decision-makers don't get to know about it.

Evidence should be maintained by the Investigator(s) but disregarded for purposes of the process.



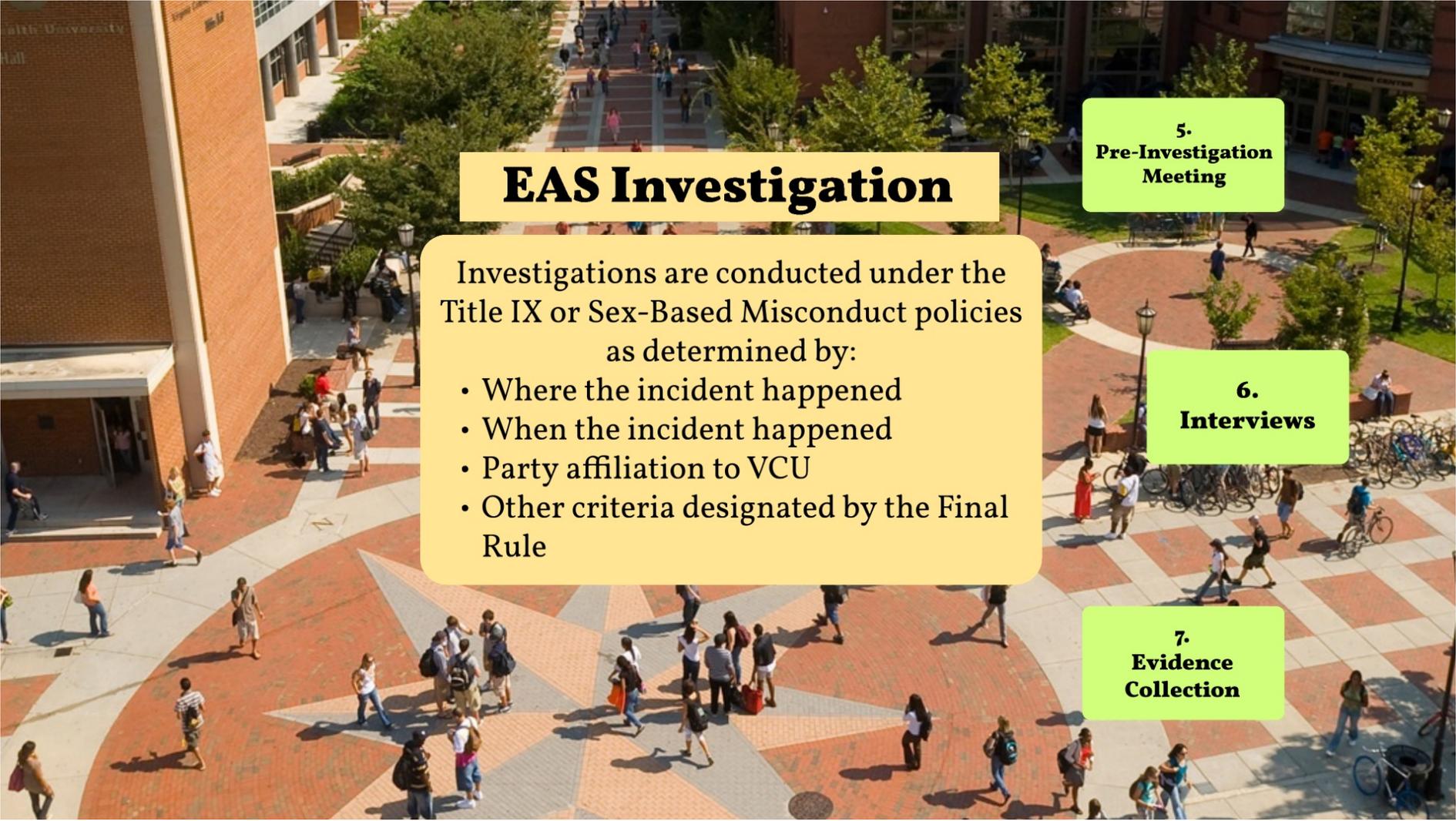
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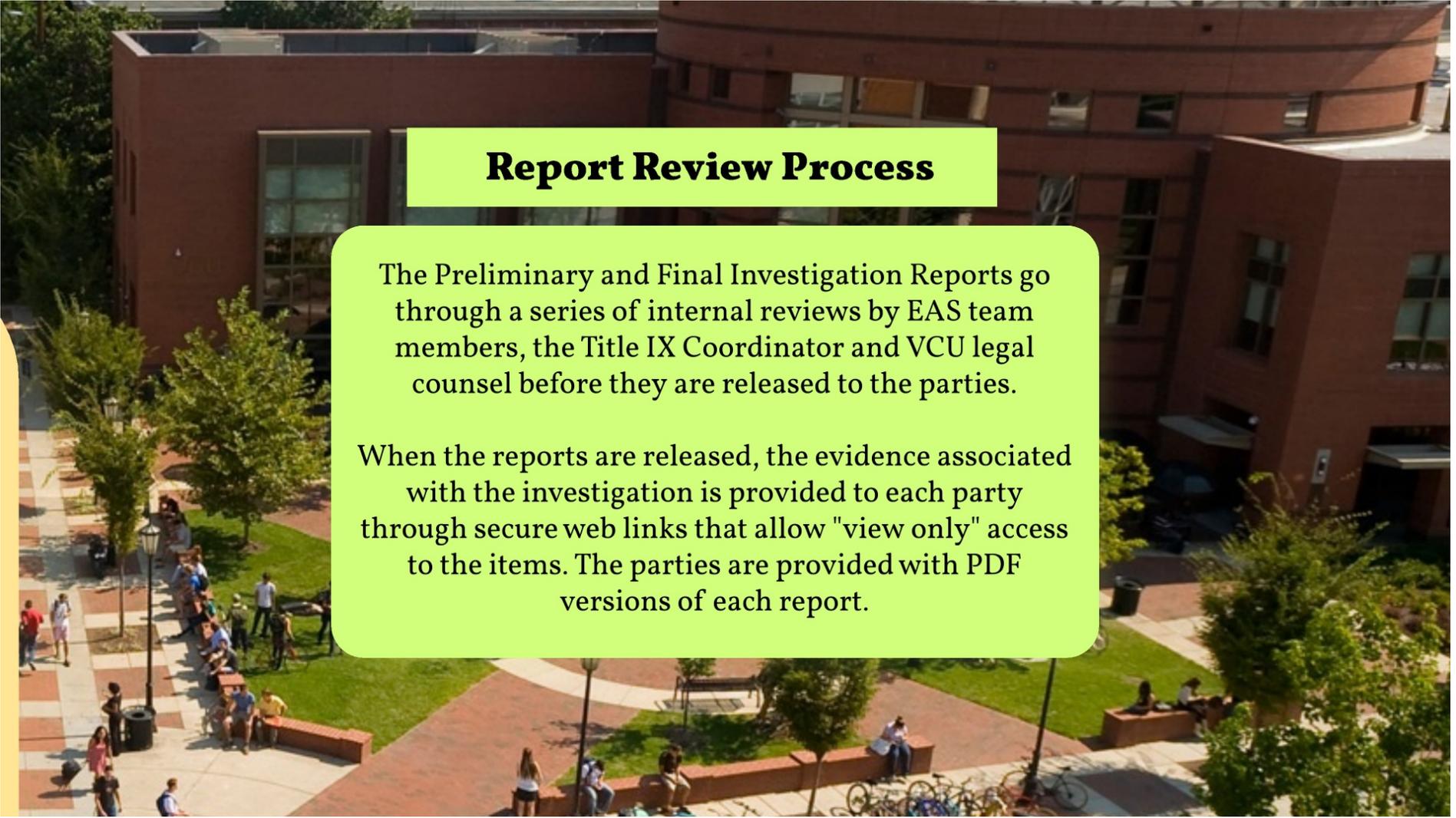
Once the investigator is confident they have gathered sufficient information, a Preliminary Investigation Report will be prepared, reviewed and submitted to the parties for review. Evidence gathered during the investigation that is relevant or directly related is made available for the parties to review.

After the parties have reviewed the preliminary report and submitted responses, the investigator prepares a Final Investigation Report.

**Report
Review
Process**

**Title IX Final
Report**

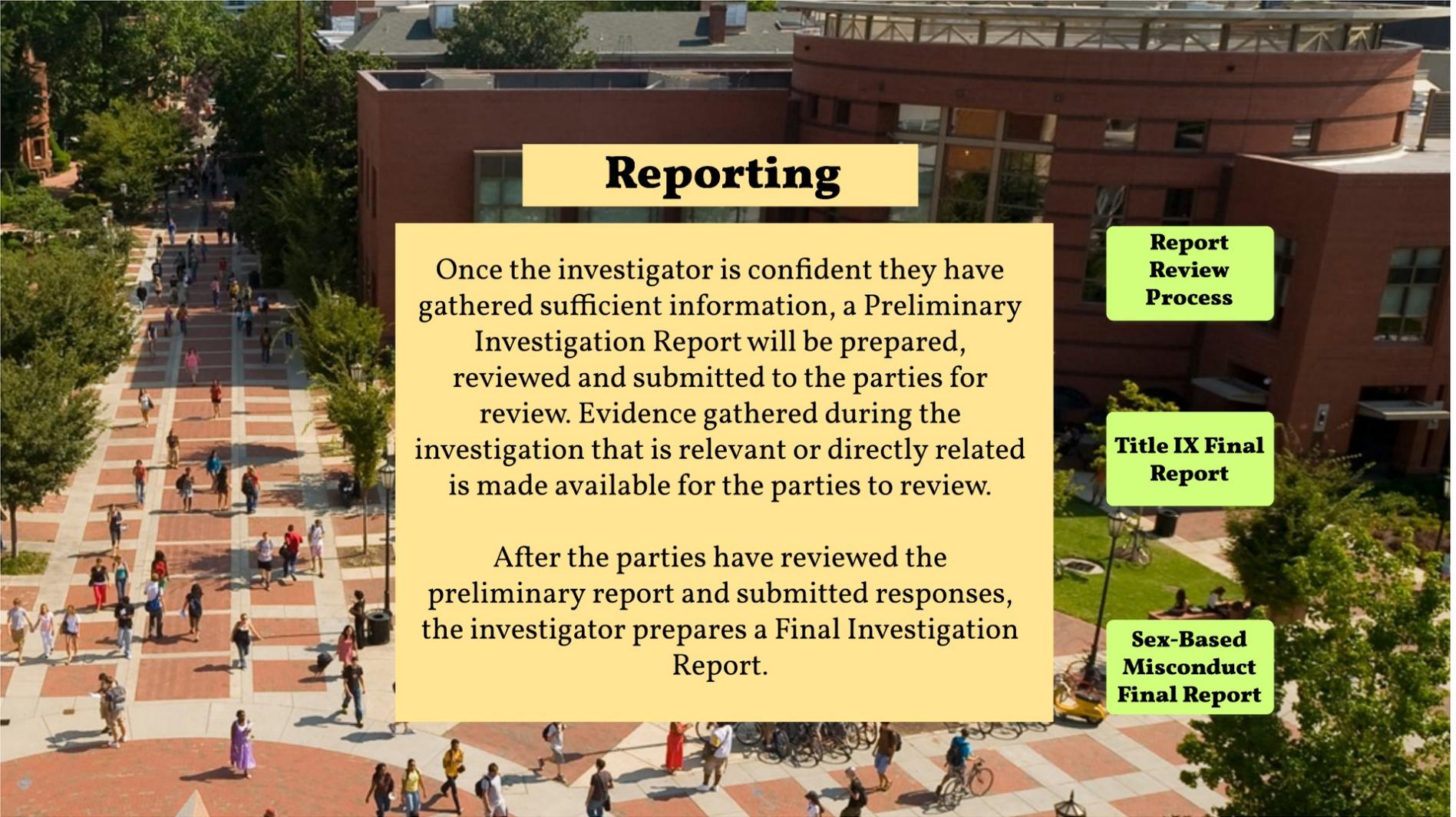
**Sex-Based
Misconduct
Final Report**



Report Review Process

The Preliminary and Final Investigation Reports go through a series of internal reviews by EAS team members, the Title IX Coordinator and VCU legal counsel before they are released to the parties.

When the reports are released, the evidence associated with the investigation is provided to each party through secure web links that allow "view only" access to the items. The parties are provided with PDF versions of each report.



Reporting

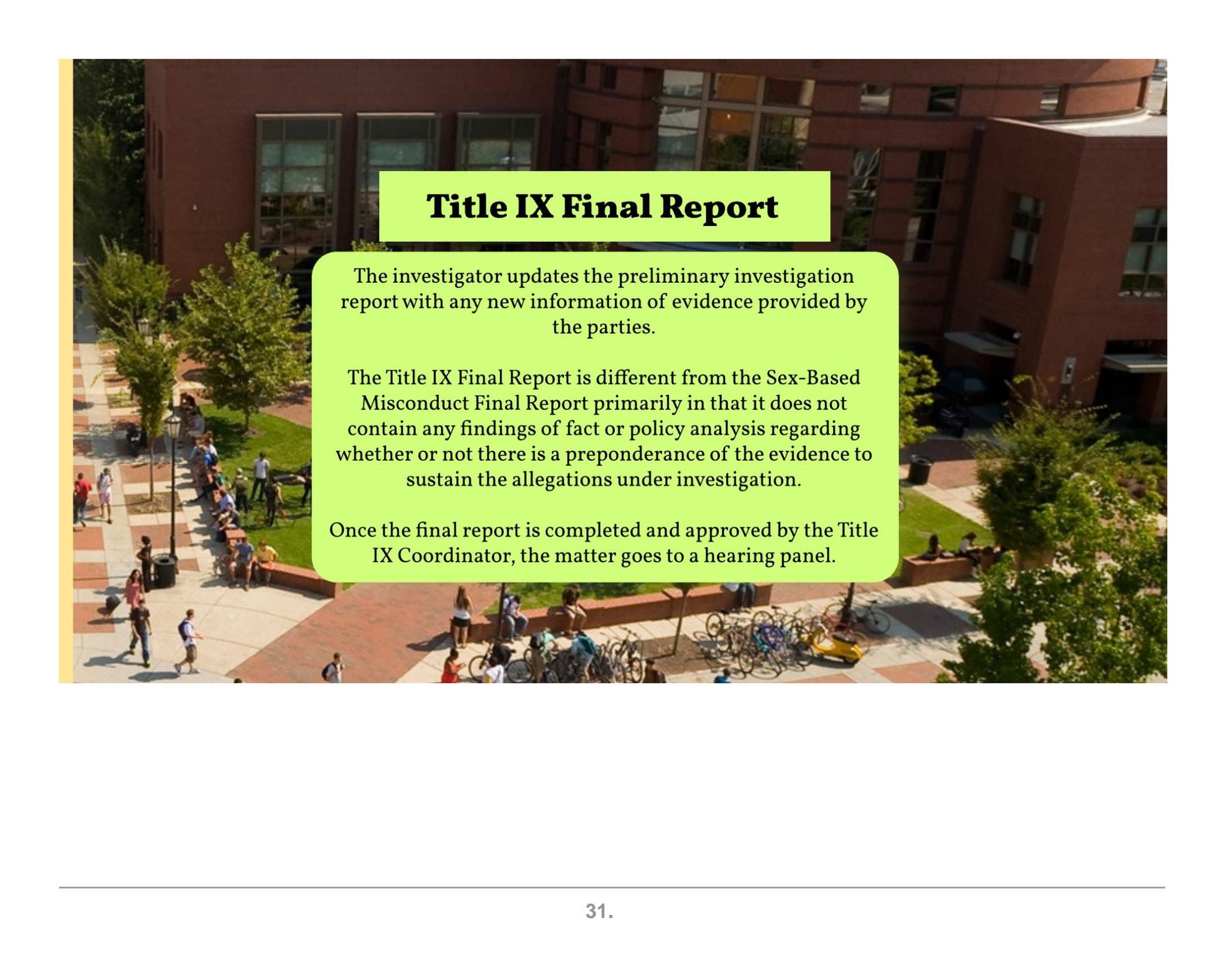
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Title IX Final Report

The investigator updates the preliminary investigation report with any new information of evidence provided by the parties.

The Title IX Final Report is different from the Sex-Based Misconduct Final Report primarily in that it does not contain any findings of fact or policy analysis regarding whether or not there is a preponderance of the evidence to sustain the allegations under investigation.

Once the final report is completed and approved by the Title IX Coordinator, the matter goes to a hearing panel.



Reporting

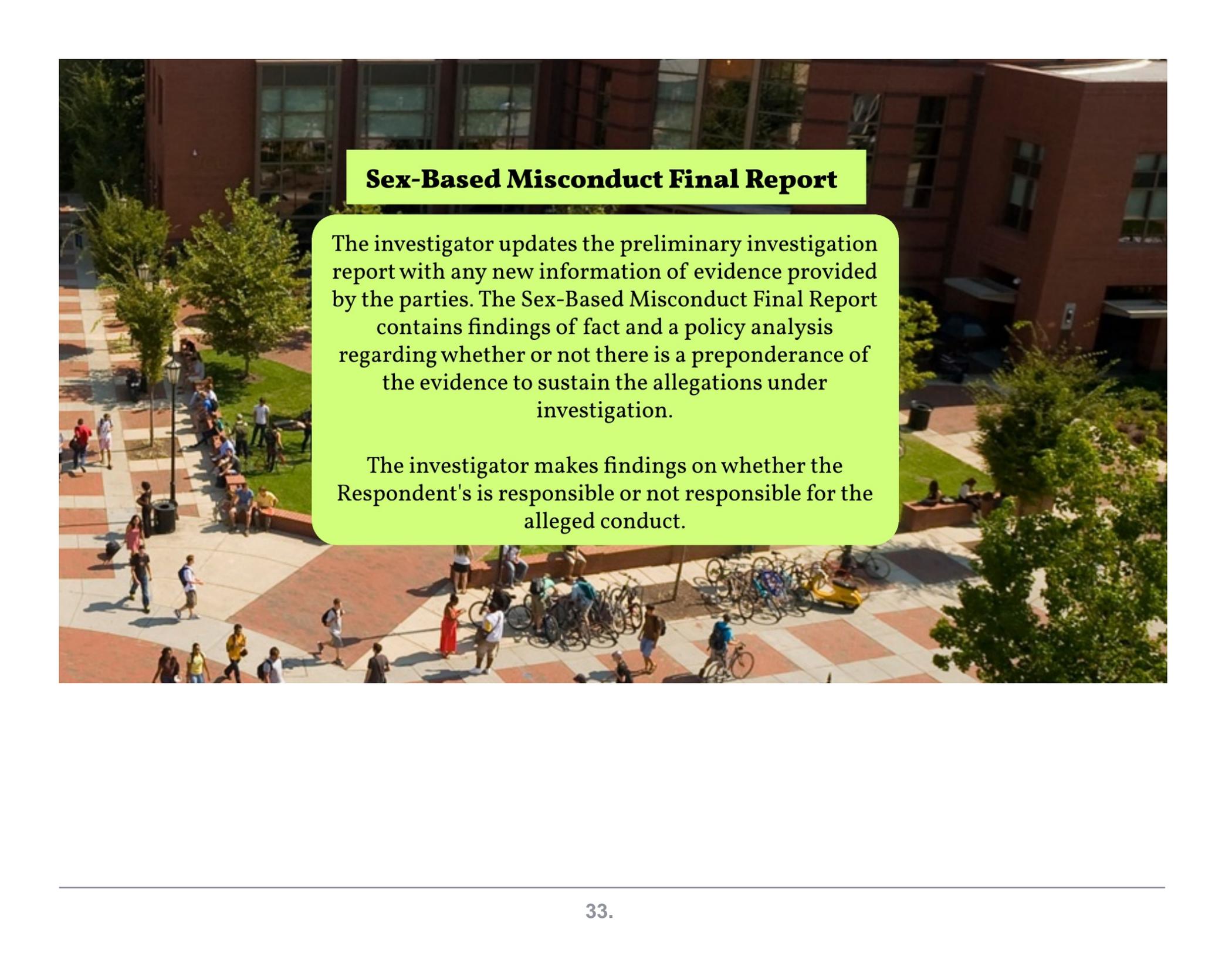
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Sex-Based Misconduct Final Report

The investigator updates the preliminary investigation report with any new information of evidence provided by the parties. The Sex-Based Misconduct Final Report contains findings of fact and a policy analysis regarding whether or not there is a preponderance of the evidence to sustain the allegations under investigation.

The investigator makes findings on whether the Respondent's is responsible or not responsible for the alleged conduct.



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