



STUDENT INVESTIGATION AND RESOLUTION PROCESS

This document explains how UCLA investigates and resolves complaints of sexual violence when the allegations are against a UCLA student. More detailed procedures are set forth in the [Student Conduct Procedures for Allegations of Prohibited Conduct under the UC Policy on Sexual Violence and Sexual Harassment](#) (“Procedures”).

The person who has filed a complaint or who has reportedly been the subject of sexual violence or other Prohibited Conduct is called a “**Complainant**.” The person who has been accused of committing the sexual violence or other Prohibited Conduct is called a “**Respondent**.” Definitions of Prohibited Conduct are found in the [UC Policy on Sexual Violence and Sexual Harassment](#) (“SV and SH Policy”).

Report: University Receives Notice of Sexual Violence or Other Prohibited Conduct. When the Title IX Office receives a report of sexual violence involving a student, it may work with the Dean of Students’ Office of Student Conduct (“Dean”), the UC Police Department, and others to conduct an initial inquiry to determine whether a potential violation of the SV and SH Policy and/or the UCLA Student Conduct Code (“Conduct Code”) occurred, and whether the University has enough information to conduct an investigation. This often includes an initial interview with the Complainant.

STEP 1: Joint Notice of Charges. If the facts support conducting a formal investigation, the Title IX Office and Dean jointly issue a letter called the Notice of Charges that goes to both the Complainant and Respondent. The Notice of Charges briefly summarizes the conduct alleged to have occurred, and the Conduct Code provisions allegedly violated. (See Procedures at V.B.)

As explained in the Notice of Charges, both the Complainant and Respondent have the right to have an advisor and/or a support person accompany them throughout the investigation and resolution process. (See Procedures at I.A, I.K.)

STEP 2: Title IX investigation. Soon after the Notice of Charges is sent, a Title IX investigator will contact the Respondent to introduce themselves and set up a time for an interview. (If the investigator’s interview with the Complainant has not yet occurred, the Complainant would receive similar contact from the Title IX investigator.) The investigator will want to gather all relevant facts, and will seek to separately interview the Complainant and Respondent and any other witnesses who may have relevant information. The investigator will also want to review any relevant documents or other evidence, such as text messages and other information. (See Procedures at V.B.)

When making their findings, the Title IX investigators apply a preponderance of the evidence standard. This means they determine whether it is more likely than not that the alleged conduct occurred in violation of the SV and SH Policy and/or Conduct Code. (See Procedures at I.G.)

STEP 3: Investigation report with Notice of Findings and Recommendations. The Title IX investigator will write an investigation report that includes findings of fact and a recommendation that explains whether the facts found show that the Respondent violated the SV and SH Policy and/or the Conduct Code. (See Procedures at V.B.)

- The Title IX Office and the Dean will send this investigation report along with a Notice of Findings and Recommendations to the Complainant and Respondent. (See Procedures at V.B.)

- The Dean will offer both students a chance to respond to the investigation report, in writing and/or through an in-person meeting with the Dean. (See Procedures at V.B.)

STEP 4: Dean issues Notice of Decision. Within 10 business days after the investigation report is issued, the Dean will issue a Decision stating whether it accepts the investigator’s recommendation. If the Dean finds that a violation of the SV and SH Policy and/or Conduct Code occurred, the Dean will decide sanctions. (See Procedures at V.B.)

- The guidelines for what kind of sanction(s) will be assigned are set forth in the Procedures. (See Procedures at VII.)
- The University strives to complete Steps 1-4 within 60 business days. If additional time is needed for good cause, the Complainant and Respondent will be informed via email and will be given a new date of completion. (See Procedures at V.B.)

If no appeal is filed, the Dean’s Decision becomes final and any sanctions will take effect.

STEP 5: Appeal. After the Dean has issued a Decision, the Complainant and Respondent have 10 business days to file an appeal. Appeals can challenge the Dean’s Decision on four grounds: (1) procedural error; (2) decision was unreasonable based on the evidence; (3) new material information; or (4) disproportionate sanction. (See Procedures at VI.)

STEP 6: In-person appeal hearing. If the Appeal Body Chair determines that the Complainant and/or Respondent have stated adequate grounds for appeal, a hearing will be held. (See Procedures at VI.) The hearing will be conducted by two Appeal Panelists and the Appeal Body Chair.

STEP 7: Appeal Body’s Determination. After the hearing, the Appeal Body will determine whether to uphold, overturn, or modify the Dean’s Decision. The Appeal Body will issue a written memo explaining its determination. (See Procedures at VI.)

STEP 8: Written review to Vice Chancellor for Student Affairs. If the Appeal Body upholds the Dean’s Decision in every respect, the matter is closed. However, if the Appeal Body changes or overturns the Dean’s Decision, the Complainant and/or Respondent can submit a written appeal to the Vice Chancellor for Student Affairs within five business days. The Vice Chancellor will then issue a final decision in the matter within 10 business days of receiving the appeal. (See Procedures at VI.)

- The University strives to complete Steps 5-8 within 60 business days. If additional time is needed for good cause, the Complainant and Respondent will be informed and will be given a new date of completion. (See Procedures at VI.P.)
- Retaliation based on a Title IX report, or based on participation in the Title IX process, is prohibited.

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