Submit Complaint to OIE
OIE may receive a complaint from: 1) Claimant, 2) a mandatory reporter, 3) a third party, or 4) MSU police.

OIE is a mandatory reporter to the police, but Claimant can choose the level of his or her participation in police investigation.

OIE Contacts Claimant
OIE generally contacts Claimant via email highlighting available university resources and inviting Claimant to meet with an OIE investigator.

Claimant Meets with OIE Investigator
Discuss interim measures, investigation procedures, privacy and no-retaliation policies in addition to details of the incident. Claimant is welcome to bring a person of support to the meeting.

If Claimant chooses not to meet with OIE, OIE will not proceed with an investigation unless OIE has enough information to determine there is a safety risk to the campus community. If the investigation proceeds, the investigation will begin as of the date of the meeting with Claimant, or as of the date MSU determines there is a safety risk to the campus community.

OIE Conducts Investigation
OIE meets with witnesses and reviews evidence.

OIE also meets with Respondent to discuss interim measures, investigation procedures, privacy, and no-retaliation policies in addition to the details of the incident. Respondent is welcome to bring a person of support to the meeting. OIE will proceed with an investigation based on other information even if Respondent is not cooperative.

OIE Issues a Report
Both parties are provided with the preliminary investigation report. The parties may provide a written response, and the investigator will incorporate relevant feedback and re-issue the report.

Hearing (If Necessary)
If credibility is in dispute and material to the outcome, and either party requests a hearing, a Resolution Officer will conduct a pre-hearing conference with each party, followed by a hearing.

Revised: February 8, 2019
Appendix G: Flow Chart: Formal Complaint Process and Time Frame

**Decision**
If a hearing is held, the Resolution Officer will issue a written decision that explains whether the evidence is sufficient to support a violation of the policy.

If no hearing is held, the OIE investigator will issue a written decision that explains whether the evidence is sufficient to support a violation of the policy.

**Appeals, Sanctions, and Remedies**
Both parties will have the opportunity to appeal any decision.

MSU (through Human Resources, Academic Human Resources, the Dean of Students Office and/or the Office for Civil Rights and Title IX Compliance) will take prompt and effective steps to end any sexual misconduct, relationship violence, or stalking found to have occurred; eliminate the hostile environment and prevent its recurrence; and remedy the discriminatory effects on the claimant and others.

MSU will conduct a fair, impartial investigation in a timely manner designed to provide all parties with resolution. Parties can expect investigations to be completed within 60 days after OIE begins an investigation unless good cause exists to extend. In cases where a hearing is not held, parties can expect to receive a written decision within 90 days after OIE begins an investigation unless good cause exists to extend. In cases where a hearing is held, parties can expect to receive a written decision within 120 days after OIE begins an investigation unless good cause exists to extend. Good cause for extension may exist for a variety of factors, including the complexity of the circumstances of each allegation, the integrity and completeness of the investigation, to comply with a request by law enforcement, to accommodate the availability of witnesses, to account for University breaks or vacations, or to address other legitimate investigatory issues. If a decision is appealed, parties can expect a written decision on the appeal in less than 30 days.