

COORDINATORS MODULE • SPOT THE ERRORS

Notice of Allegations

You may find even more to argue with, but we intentionally embedded seven errors in this Notice of Allegations. Most are statements that are incorrect or incomplete. Two errors concern required information which is missing altogether.

Can you spot the errors?

Notice of Allegations to Respondent

September 3, 2021

Pat Respondent
100 Campus Lane, Apt. 123
Charlotte, NC
Re: Notice of Allegations in Formal Complaint

Dear Pat Respondent,

On August 30, 2021, the University received a Formal Complaint of Sexual Harassment pursuant to the University's Title IX Policy (University Policy 14.01), which prohibits discrimination on the basis of sex. A copy of this Policy is enclosed and is also available at [Title IX take place at noon on September 4, 2021 in this of ce. Based on the

nature of the allegations, the Title IX team will likely interview other witnesses who may or may not have been referenced in the Formal Complaint. To ensure the effectiveness of the investigation, we will treat you and the Complainant equitably and limit both of your abilities to

Notice of Allegations to Respondent

September 3, 2021

Pat Respondent
100 Campus Lane, Apt. 123
Charlotte, NC
Re: Notice of Allegations in Formal Complaint

Dear Pat Respondent,

On August 30, 2021, the University received a Formal Complaint of Sexual Harassment pursuant to the University's Title IX Policy (University Policy 14.01), which prohibits discrimination on the basis of sex. A copy of this Policy is enclosed and is also available at [Title IX Office hyperlink].

As the University's Title IX Coordinator, I am opening an investigation to determine whether the **allegations that occurred on the night of August 14, 2021** constitute Sexual Harassment in violation of the Policy referenced above.

The investigation will involve multiple interviews. Your interview will take place at noon on September 4, 2021 in this office. **Based on the nature of the allegations, the Title IX team will likely interview other witnesses who may or may not** have been referenced in the Formal Complaint. To ensure the effectiveness of the investigation, we will treat you and the Complainant equitably and **limit both of your abilities to inspect or review any evidence** gathered prior to the conclusion of the investigation. Throughout this process, you may be accompanied by an advisor of your choice, so long as the individual designated as your **advisor is not an attorney**. All parties and their advisors will be permitted to review the investigative report and will have 10 days to submit a written response, which will be considered before the investigative report is finalized.

The University's Title IX Policy prohibits retaliation against anyone who files a complaint or participates in an investigation of alleged Sexual Harassment. Please email or call me immediately using the contact information below **if you experience harassment**, coercion, intimidation, threats, or discrimination by an employee or student because of your participation in this investigation.

Please contact me with any questions or concerns.

Sincerely,

Catie Coordinator
Title IX Coordinator
catie.coordinator@university.edu
(555) 000-1234

1. Insufficient details re: allegations, including behavior and identity of Complainant
2. Insufficient description of process and initial interview is set too soon
3. Entitled to inspect and review evidence
4. Advisor may be an attorney
5. Retaliation provision should also warn Respondent not to retaliate against others
6. Missing a statement that Respondent is presumed not responsible
7. Missing a statement that the Code of Conduct prohibits making knowingly false statements, if applicable