Equal Opportunity & Access + Title IX Flowchart

**Report**
The Office Of Equal Opportunity and Access + Title IX receives a report.

**Outreach**
The Coordinator will reach out to the Complainant, provide resources, and offer to meet.

**Intake Meeting**
The Coordinator and Complainant will meet to discuss the complaint, options moving forward, and needs.

**Investigation Starts**
When the complainant returns their signed statement.

**Complainant Interview**
The assigned Investigators will interview the complainant and take a statement.

**Assessment**
The Coordinator will determine if the complaint meets the requirements to pursue a formal investigation.

**Notice to Respondent**
The Coordinator will notify the respondent of the allegations and provide resources.

**Informal Meeting**
The Coordinator and Respondent will discuss the allegations and how the process will proceed.

**Respondent Interview**
The Investigators will interview the Respondent and request a statement/response to the allegations.

**Response**
Parties have 10 calendar days to submit any comments in response to the preliminary report.

**Preliminary Report**
Issued to the parties for review; does not contain any findings, only information gathered.

**Investigation**
The Investigators will interview Witnesses and gather additional evidence.

**Final Report**
Issued to parties with a conclusion determining whether or not WIU policies were violated.

**Outcome for Students**
If there is a finding, the Hearing Officer will determine sanctions.

**Outcome for Employees**
If there is a finding, the report will be shared with the supervisor and VP to determine sanctions.

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**Coordinator**: An employee of EOA who will reach out to the individuals about the process.

**Complainant**: The person who is making the complaint or has been named as the victim.

**Respondent**: The person who is allegedly violating WIU policy against the Complainant.

**Investigators**: Employees of the EOA office who will be interviewing each party so they can complete the investigation.

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**Stephanie Kinkaid**
Director of EOA + Title IX Coordinator
312 Sherman Hall
309-298-1977
SM-kinkaid@wiu.edu

**Tami McCoy**
Assistant Director of EOA + Deputy Title IX Coordinator
312 Sherman Hall
309-298-1977
TK-mccoy@wiu.edu