



Formal Resolution Process

The formal resolution process is the procedure by which allegations in a formal complaint are investigated and then presented in a formal PM-73 hearing for a determination as to whether any of the policies were violated.

This guide is meant to provide a broad snapshot of the formal resolution process. For more detailed information on terms and process, please see PM-73 or scan the QR code.



Step 1

Report Received and Outreach

- Report of misconduct from the LSU community is received and reviewed by the Title IX Office.
- Title IX staff reach out to harmed person(s) to offer supportive measures and review applicable reporting options.
- *Timeline: One business day**

Step 2

Formal Complaint

- Harmed person chooses to file a formal complaint to initiate an investigation.
- Title IX coordinator may choose to file formal complaint on behalf of the university.
- *Timeline: There is no set deadline to file a formal complaint.*

Step 3

Investigation and Report Writing

- A written notice of the allegation and investigation is sent to the complainant and respondent, and their advisors.
- Formal investigation occurs: interviews of parties and witnesses, gathering of relevant evidence.
- A preliminary report is drafted to include all relevant evidence.
- *Timeline: Approximately 45-60 business days**

Step 4

Report Review

- The preliminary investigative draft report with all relevant evidence is shared with parties and advisors.
- Parties review and submit comments, edits, and feedback.
- The investigator finalizes the report, which is sent to parties and advisors.
- *Timeline: At least 10 business days**

Step 5

Adjudication

- Pre-hearing conference: Parties and advisors meet with the panel chair to discuss the hearing and answer questions about procedure.
- Formal hearing: A hearing panel of three determines whether policy was violated and, if so, what sanctions to apply.
- Hearing panel provides their determination to the Title IX coordinator, who then relays outcomes to parties and advisors.
- *Timeline: At least 10 business days for hearing preparation*; determination shared with parties within approximately five to eight business days after hearing*

Step 6

Appeal

- Both parties may appeal the hearing panel's finding(s).
- Appeals are analyzed by an impartial appeal reviewer who makes an appeal decision(s).
- Decisions of the appeal reviewer are final.
- *Five business days are given for parties to appeal outcome of hearing*
- *Entire appeal process may take up to approximately 20 business days*

*Please note that timeframes vary based on: complexity of case circumstances, the academic calendar, investigator caseload, party and witness availability, and unforeseeable interruptions. From the receipt of a formal complaint, the Office of Civil Rights & Title IX strives to have the preliminary draft report out to parties in approximately 45-60 business days.