Informal Resolution Process

This flowchart accompanies Pepperdine's official Sexual Misconduct Policy: www.pepperdine.edu/titleix

The complainant has submitted a formal complaint, a notice of allegations has been sent to both parties, and both parties have agreed to participate in the informal resolution process.*

The Title IX coordinator provides the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in an informal resolution process, including information regarding any records that will be maintained or shared by the University.

Both parties confirm in writing that they wish to resolve the matter through informal resolution.

The Title IX Coordinator may serve as or appoint a facilitator with appropriate training in Title IX and informal resolution processes to work with both parties toward a resolution

The facilitator communicates with the complainant (and their advisor if applicable) to hear about what outcomes the complainant wishes to achieve.

Facilitator communicates with the respondent (and their advisor if applicable) to see if they agree with the outcomes the complainant is requesting, whether they want to alter any of the requested outcomes, and/or whether they refuse to agree with any/some of the requested outcomes.

Facilitator continues to communicate with the complanant and respondent (and their advisors) separately to see if they can agree on outcomes

Successful

The complainant and the respondent never have to see or have direct communication with each other throughout this process.

Both parties agree about the outcomes; facilitator drafts a written agreement that contains the agreed-upon outcomes, and sends a copy to each party.

Facilitator creates final copy of the written agreement; both parties sign the agreement and its terms are effective immediately. The informal resolution agreement is not subject to appeal. The Title IX Coordinator maintains a copy of the agreement and holds parties accountable to it. The matter is now closed and cannot be pursued through a formal grievance process (investigation and hearing).

Parties cannot come to an agreement on the outcomes, or either party declines to participate further in the process.

Informal resolution process does not proceed; the formal grievance process (investigation and hearing) begins.** If the complainant does not wish to proceed with a formal grievance, they can withdraw their formal complaint by notifying the Title IX coordinator, thus halting the process***.

*Informal resolution is a voluntary process that a student complainant and a student respondent can mutually agree to participate in as an alternative to a formal grievance process. An informal resolution process will not generally be offered to resolve allegations of sexual misconduct against a student by a Pepperdine employee. The University Title IX Coordinator, in their sole discretion, determines whether the informal resolution process will be used in a matter.

**It is not necessary to pursue informal resolution first in order to pursue a formal grievance process, and any party participating in informal resolution can stop the process at any time prior to reaching resolution and begin or resume the formal grievance process. Information disclosed during the informal resolution process that is not already in the record (e.g., in the formal complaint or from any investigation or hearing conducted before the information resolution process starts) is confidential and cannot be used in the formal grievance process that begins or resumes after the informal resolution process is terminated.

***In exceptional cases, the Title IX Coordinator may determine it is necessary to proceed with a formal investigation even if the complainant is not desirous of filing a formal complaint. Should this be necessary, the Title IX Coordinator will notify the complainant and explore supportive measures and next steps.

The informal resolution process can take 30 business days to reach a resolution; typically they are resolved earlier.

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