

Template Notice to Complainant who has not yet been offered resources and accommodations and where Title IX panel has not yet been appointed to review matter

Dear [Complainant],

I hope that this email finds you well.

I am the University's Title IX Administrator, and I was notified about an incident that occurred at --- on ----. Please be assured that the University takes this matter very seriously. Vice Provost Michele Minter (the University's Title IX Coordinator) has been informed of this incident and has contemplated that the University's policy regarding sex discrimination and sexual misconduct may be implicated. I am hoping that we can have a brief meeting to discuss next steps. Can you let me know what your schedule looks like during the week of ____?

In the meantime, I strongly encourage you to take advantage of the confidential resources and support services available to you through SHARE (<http://share.princeton.edu/>), Counseling and Psychological Services (CPS) (<http://www.princeton.edu/uhs/student-services/counseling-psychological/>), or with the chaplains at the Office of Religious Life (<http://www.princeton.edu/religiouslife/index.xml>). In addition, please let me know if you would like more information about possible accommodations that may be available to you (for example, a housing accommodation, an academic accommodation, a Dean's No Contact Order). And of course, please contact the Department of Public Safety (<http://publicsafety.princeton.edu/>) in the event you believe you may have been the victim of a crime or if you have any further questions about safety and security measures.

For further information regarding confidential resources and the investigation process, please see the full text of the Sex Discrimination and Sexual Misconduct Policy and FAQs at <http://sexualmisconduct.princeton.edu/> and section 1.9 of Rights, Rules, Responsibilities at <http://www.princeton.edu/pub/rrr/part1/index.xml#comp19>. For your reference, I have also attached a copy of our "Statement Regarding Contact with Witnesses" and a document entitled "Sex Discrimination, Sexual Misconduct, and Related Misconduct: Complaints involving Undergraduate and Graduate Students Frequently Asked Questions."

I look forward to hearing back from you.

Best,

Regan Crotty

Title IX Administrator

[attach FAQs]

Template Notice to Complainant who has already been offered resources and accommodations and where Title IX panel has already been appointed to review matter

Dear [Complainant],

I hope that this email finds you well.

I know that you have already spoken with ---- regarding resources and accommodations available to you, and I hope that the information provided by ---- has ensured that you feel safe and supported on campus. I would like to reiterate that we strongly encourage you to take advantage of the confidential resources and support services available to you through SHARE (<http://share.princeton.edu/>), Counseling and Psychological Services (CPS) (<http://www.princeton.edu/uhs/student-services/counseling-psychological/>), or with the chaplains at the Office of Religious Life (<http://www.princeton.edu/religiouslife/index.xml>). If you would like more information about other possible accommodations that may be available to you (for example, a housing or academic accommodation, a Dean's No Contact Order), please let me know. And of course, please contact the Department of Public Safety (<http://publicsafety.princeton.edu/>) in the event you believe you may have been the victim of a crime or if you have any further questions about safety and security measures.

With respect to the University's response to the incident, I am writing to explain the details of how we will proceed. Having conducted an initial assessment on the basis of existing information, Vice Provost Michele Minter (the University's Title IX Coordinator) has appointed a panel of three investigators to resolve the matter. The investigative panel will consist of [list three panel members]. The panel will conduct a fact-finding inquiry, during which you will be invited to submit information, make written statements, read and consider all of the documents, and meet with the panel. The same invitation will be made to the respondent in this case. The investigative panel will determine, by a preponderance of the evidence, whether the respondent is responsible for any charge(s). If found responsible, Deans Kathleen Deignan and Cole Crittenden will determine the appropriate penalty. The findings regarding responsibility, as well as any decision regarding penalty, will be conveyed to you and the other party in writing.

I will of course explain this to you in further detail and answer any questions you may have when we meet in person, but I wanted to give you some initial information at this juncture. Moreover, for further information regarding the investigation and adjudication process, including the finding of responsibility, determination of penalty and appeal rights, please see the full text of the Sex Discrimination and Sexual Misconduct Policy at <http://sexualmisconduct.princeton.edu/> and section 1.9 of Rights, Rules, Responsibilities at <http://www.princeton.edu/pub/rrr/part1/index.xml#comp19>. For your reference, I have also attached a copy of our "Statement Regarding Contact with Witnesses" and a document entitled "Sex Discrimination, Sexual Misconduct, and Related Misconduct: Complaints involving Undergraduate and Graduate Students Frequently Asked Questions."

I also want you to know that you are entitled to an adviser of your choice, who may accompany you to any meetings or related proceedings. However, your adviser may not participate in the interview process. Many students in such situations choose to be advised by a member of the residential college staff; therefore, I am copying ---- on this email. If you choose to be accompanied by an adviser, please let me know who that person will be.

As a next step, I will schedule a meeting for you with the panel, and I will be back in touch with you with some potential times to meet. Meanwhile, if you have any questions, please do not hesitate to contact me.

Sincerely,

Regan Crotty
Title IX Administrator

[attach FAQs and Statement regarding Contact with Witnesses]