

Appendix G: OIE Formal Complaint Process

Submit Complaint to OIE

OIE may receive a complaint from: 1) Claimant, 2) a mandatory reporter, 3) a third party, or 4) MSU police.

OIE is a mandatory reporter to the police, but Claimant can choose the level of his or her participation in police investigation.



OIE Contacts Claimant

OIE generally contacts Claimant via email highlighting available university resources and inviting Claimant to meet with an OIE investigator.



Claimant Meets with OIE Investigator

Discuss interim measures, investigation procedures, privacy and no-retaliation policies in addition to details of the incident. Claimant is welcome to bring a person of support to the meeting.

If Claimant chooses not to meet with OIE, OIE will not proceed with an investigation unless OIE has enough information to determine there is a safety risk to the campus community.



OIE Conducts Investigation

OIE meets with witnesses and reviews evidence using the preponderance of evidence standard.

OIE also meets with Respondent to discuss interim measures, investigation procedures, privacy, and no-retaliation policies in addition to the details of the incident. Respondent is welcome to bring a person of support to the meeting. OIE will proceed with an investigation based on other information even if Respondent is not cooperative.

Generally takes 60 days to complete an investigation.



OIE Issues a Report

The report determines whether there was a violation of the Relationship Violence and Sexual Misconduct Policy. Both parties are notified in writing of the outcome of the investigation, rationale for the outcome, and process to appeal the findings.