

# TYPES OF FORMAL COMPLAINTS

There are many important differences between an **Equitable Resolution Procedures ("ERP") Complaint** and a **Grievance Process Complaint**.

This guide provides a **very general overview** - all Ramblers are encouraged to review the [Comprehensive Policy](#) or reach out to a staff member in the Office for Equity & Compliance for a more robust understanding of the implications of taking any action described here.

Both types of formal complaints may, in some cases, be addressed via informal resolution options as described in the *Comprehensive Policy*.

## What's that?

**Complainant** - an affected party who has chosen to file a formal complaint against a respondent

**Respondent** - an individual who has allegedly engaged in prohibited conduct that could constitute a violation of the Comprehensive Policy

**Title IX Sexual Harassment** - a definition of sexual harassment, provided by the Department of Education, that is outlined in full in Article 3 of the Comprehensive Policy

**Report** - [reports](#) are not described on this graphic, and are different than formal complaints.

THERE ARE **TWO TYPES** OF FORMAL COMPLAINTS.

## EQUITABLE RESOLUTION PROCEDURES- ERP COMPLAINT

Formal complaints of alleged discrimination, sexual misconduct, and other related offenses that **DO NOT MEET** the definitional and jurisdictional requirements of Title IX sexual harassment

...described in Article 2 of the Comprehensive Policy

...may lead to an investigation, but will not include an in-person hearing or live cross-examination

...adheres to administrative policy and procedure, informed by both law and university values

...applicable regardless of where the alleged violation occurred

...must be filed by the affected party\*, who becomes a 'complainant' upon filing

...allows for advisors (optional) for students only

## GRIEVANCE PROCESS COMPLAINT

Formal complaints of alleged misconduct that **MEET** the definitional and jurisdictional requirements of Title IX sexual harassment

...described in Article 3 of the Comprehensive Policy

...will typically include an investigation, in-person hearing, and live cross-examination

...must adhere to specific definitional and procedural requirements

...only applicable when alleged violation occurred in the United States

...must be filed by a complainant\* that is participating in Loyola's education program or activities

...requires advisors for all complainants and respondents

\*or by the Executive Director of Equity & Compliance / Title IX Coordinator

For more information and to view the *Comprehensive Policy*, visit [luc.edu/equity](http://luc.edu/equity)