

FROM COMPLAINT TO FINDING

The ASC Title IX Investigative Program · 16 hours · Higher Education and K-12 · Course Syllabus

USE RESTRICTED

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From Complaint to Finding is a 16-hour training program for Title IX Coordinators, investigators, decision-makers, informal-resolution facilitators, conduct administrators, and K-12 administrators. It covers the training elements required for Title IX personnel under the regulations in effect, and the investigative interviewing methodology used to conduct complainant, respondent, and witness interviews that are impartial, uncontaminated, and defensible on appeal and under OCR review. Delivered as two days on site or four half-day virtual sessions. Assessment: written examination and a recorded interview practicum evaluated against a published rubric.

DAY ONE: THE FRAMEWORK AND THE FAILURE

Module 1	The Regulatory Foundation The rule in effect. The regulatory definition of sexual harassment. Scope of the education program or activity. Jurisdiction, formal complaints, and intake obligations. Higher-ed and K-12 tracks diverge here and rejoin at Module 4.
Module 2	Impartiality as an Operating Discipline Serving impartially: avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Why materials must not rely on sex stereotypes, and what that means in the interview room. How prejudgment shows up in question design, sequencing, and note-taking, and how to build the record that demonstrates impartiality instead of asserting it.
Module 3	Why Findings Get Reversed Taught from the ASC Title IX Reversal Tracker. The recurring failure patterns in the published case law, worked through opinion by opinion. Closes with the seven interview failure modes and the discipline that prevents each.
Module 4	The Grievance Process, End to End Notice with sufficient detail and time to prepare. The investigation. The parties' review of the evidence. The investigative report that fairly summarizes relevant evidence. The decision phase: live hearings with advisor-conducted cross-examination in higher education; written question processes where hearings are not held. Written determinations, appeals, informal resolution, supportive measures.
Module 5	Relevance and the Shield Relevance rules for questions and evidence, including the protections limiting questions about a complainant's prior sexual behavior and their narrow exceptions. Privileged and treatment records. Decision-maker calibration: ruling on relevance in real time, and hearing technology. Investigator calibration: relevance as the organizing test for the report.

DAY TWO: THE INTERVIEW

Module 6	The Compass in the Title IX Room The Adaptive Strategies Compass™ calibrated for education-sector investigations: eight directions, equal rigor as the governing principle, one architecture across complainant, respondent, and witness interviews.
Module 7	Planning and Sequencing The Route Map for a Title IX case: interview order, contamination prevention, notice and scheduling inside procedural constraints, advisor logistics, documentation method decided before the first question.
Module 8	The Complainant Interview Trauma-informed technique that stays impartial: relational safety, free narrative first, cognitive interviewing for accounts that surface non-linearly, and the difference between accommodating trauma and assuming credibility.
Module 9	The Respondent Interview Non-accusatorial, evidence-based respondent interviewing: notice obligations honored in the room, questions that test the account without prejudging it, and the equal-rigor record no appeal can call one-sided.
Module 10	Witnesses, Evidence, and the Record Witness interviews that fill the record instead of echoing the parties. Evidence sequencing adapted to a process where the parties will review everything. Digital evidence and the follow-up discipline the reversal case law demands.
Module 11	Credibility and the Written Product Credibility assessment with stated, specific, evidence-based reasons, applied with equal rigor to every party. Resolving and recording inconsistencies. Writing the report that fairly summarizes relevant evidence.
Module 12	Practicum and Assessment Recorded mock interviews across all three party types, evaluated against a published rubric. Written assessment on the Day One elements. Debrief and 90-day retention plan.

Assessment, certificate, and delivery

The program closes with a written assessment covering the Day One regulatory elements and a recorded interview practicum: mock complainant, respondent, and witness interviews evaluated against a published rubric with structured instructor feedback. A certificate of completion listing contact hours and the compliance elements covered is issued within one week of course completion. The program is delivered in a Higher Education calibration and a K-12 calibration; the K-12 track substitutes the written question process for the live-hearing modules and adds age-appropriate interviewing of minors, parent interviews, and, for New York districts, the DASA overlay. Attendee materials include workbooks and reference cards, with 30 days of post-course instructor email support.