

# WRITING THE DECISION

Equity & Title IX Annual Volunteer Training  
August 2023

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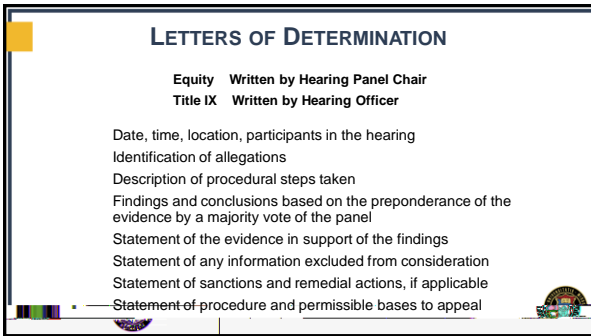
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## LETTERS OF DETERMINATION

**Equity** Written by Hearing Panel Chair  
**Title IX** Written by Hearing Officer

- Date, time, location, participants in the hearing
- Identification of allegations
- Description of procedural steps taken
- Findings and conclusions based on the preponderance of the evidence by a majority vote of the panel
- Statement of the evidence in support of the findings
- Statement of any information excluded from consideration
- Statement of sanctions and remedial actions, if applicable
- Statement of procedure and permissible bases to appeal

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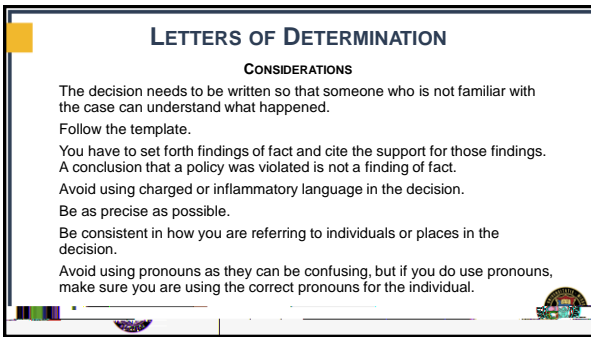
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## LETTERS OF DETERMINATION

### CONSIDERATIONS

- The decision needs to be written so that someone who is not familiar with the case can understand what happened.
- Follow the template.
- You have to set forth findings of fact and cite the support for those findings. A conclusion that a policy was violated is not a finding of fact.
- Avoid using charged or inflammatory language in the decision.
- Be as precise as possible.
- Be consistent in how you are referring to individuals or places in the decision.
- Avoid using pronouns as they can be confusing, but if you do use pronouns, make sure you are using the correct pronouns for the individual.

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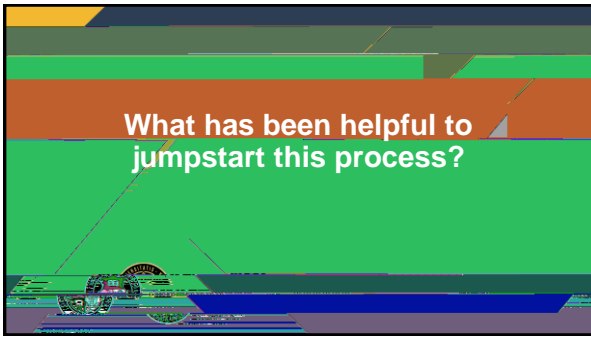
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