

## Civil Rights Appeal Procedure Diagram – Process B

Attachment B | Process B: Civil Rights Appeal Procedure H. 1.2.2 July 2021 Title IX/VII/ADA/504 **Designated Deputy** Issue written Provide Appeal Appoint a Deputy Coordinator or Written Complaint Resolution and Convene hearing notification of Determination to all Coordinator to Refer any resulting recommendations to decisions on student/sanctions/ within 10-15 days of Appeal and a parties and conduct the Appeal impose or modify student sanctions or employee disciplinary actions are receipt of the Hearing Schedule to Administrator Process, an Appeal progressive discipline to Administration for complete. Appeal. all parties concurrently, within Hearing Panel and evaluation and action. concurrently. 2 day of receipt of Panel Chair upon Provide at least 5 Determination. receipt of the days notice of the Appeal. hearing. Parties to the Original All Parties: Appealing Party: Submit written Appeal of the Determination to Title IX/VII/ **Submit Witness Lists** Civil Rights Complaint and exhibits to Title ADA/504 Coordinator within 5 business IX/VII/ADA/504 days of the later of: issuance of Complaint Resolution Determination; Coordinator at least 2 days prior to or, issuance of the student sanctions/ Appeal Hearing. employee discipline Deliberate **Appeal Panel** continuously during business hours until a decision is rendered. Appeals of the Student sanctions must be made through Recommend the student Code of Conduct Policy F.4.1.. sanctions and/or Appeals of Employee Discipline must be made through disciplinary action the Progressive Discipline Policy D.9.1.. deemed necessary. Appeal Panel Chair Prepare written decision and submit it to Title IX/VII/ADA/ 504 Coordinator within 2 days of the conclusion of deliberation with any recommendations for sanctions or progressive discipline.