

## Civil Rights Appeal Procedure Diagram

Attachment A: Civil Rights Appeal Procedure H.1.2.2 - October 2014 Title IX/VII/ADA/504 **Designated Deputy** Provide Appeal Issue written Determination to all Coordinator or Convene hearing Written Complaint Resolution Appoint Deputy notification of within 10-15 days of parties and Refer any resulting recommendations to and decisions on student sanctions/ Coordinator to Appeal Hearing and impose or modify student sanctions or receipt of the Administrator employee disciplinary are complete./ conduct the Appeal a Hearing Schedule concurrently, within progressive discipline to Administration for Appeal. to all parties Process, an Appeal 2 business day of evaluation and action. Hearing Panel and concurrently. receipt of Panel Chair upon Provide at least 5 Determination. receipt of Appeal business days notice of the hearing. (complainant and accused) Parties to the Original Appealing Party: Submit written Appeal of the All Parties: Determination to Title IX/VII/ADA/ Submit Witness Lists Civil Rights Complaint and exhibits to Title 504 Coordinator within 5 business IX/VII/ADA/504 days of the later of: issuance of the Complaint Coordinator at least 2 business days prior Resolution or to Appeal Hearing. issuance of the student sanctions/employee discipline Deliberate **Appeal Panel** continuously during Appeals of the Student sanctions must be made through business hours until the student Code of Conduct Policy F.4.1.. a decision is Appeals of Employee Discipline must be made through rendered. the Progressive Discipline Policy D.9.1.. Recommend sanctions and/or disciplinary action deemed necessary. Appeal Panel Chair Prepare written decision and submit it to Title IX/VII/ADA/ 504 Coordinator within 2 days the conclusion of deliberation with any recommendations for sanctions or progressive discipline.