Civil Rights Complaint Procedure Diagram – Process B

Complaining Party

- Selects a reporting method to notify Alamo Colleges of a Civil Rights Complaint within 90 days of last occurrence.
  - Notify the Title IX/VII/ADA/504 Coordinator in person or web-report.
  - OR notify ACPD or Responsible Person designated by the Alamo Colleges.

Accused Party

- Provide any additional information to the Investigative Panel with 5 business days.
- Receive Civil Rights Complaint Determination
  - OR Submit an Appeal of the Decision to the Title IX/VII/ADA/504 Coordinator
  - Proceed to Appeal Process for Civil Rights Complaints

Title IX/VII/ADA/504 Coordinator or

- Assist Complaining Party to prepare a formal written Complaint, including determination of eligibility for the process.
  - Establish appropriate interim and/or supportive measures for each party.
  - Notify and coordinate with ACPD of potential Police matters.
  - If the complaint is eligible, appoint & brief Investigative Team from pool of trained investigators.
  - Concurrently notify Accused, Complainant and Administration of the Complaint within 5 days of the launch of the investigation.
  - Determine appropriate Resolution of Complaint based on the Final Investigative Report and preponderance of evidence.
  - Provide written notification of Resolution simultaneously to all parties and Administration.
  - Refer recommendations for student sanctions and/or employee progressive discipline to Administration for evaluation and action.

Investigative Panel

- Investigation begins
  - Concurrently provide preliminary conclusions to all parties. Provide a 5 business day opportunity to submit any final information.
  - Investigative Panel considers all information and issues a Final Report of Findings to Title IX/VII/ADA/504 Coordinator.

ACPD

- Alamo College Police Department
  - Police Investigation and collect evidence over 3-10 days if sexual misconduct/assault is reported.

Diagram Notes: This diagram is only a guide. Refer to Procedure H.1.2.1 for specific process requirements. Unless noted otherwise, all days are calendar days. The entire complaint and appeals process should be completed within 90 days of receipt of the written complaint.