Civil Rights Appeal Procedure Diagram – Process A

Attachment A | Process A: Civil Rights Appeal Procedure. H. 1.2.2 July 2021

Decision Maker

Deliberate and submit a written Determination on Appeal to the Assigned Title IX Coordinator within 15 days.

Non-Appealing Party

Submit in writing all statements and arguments to support the grounds for upholding the Appeal and explaining/supporting reversal of the Determination or Sanctions/Discipline with specific evidence that would render a different result within 10 calendar days from the date the Appeal was submitted.

Appealing Party

Submit a written or electronic Notice of Appeal of the Determination to the Assigned Title IX Coordinator within 10 calendar days from the date of the Decision Maker’s written Determination; within 10 calendar days from written notification student sanctions or employee discipline is being imposed if sanctions or discipline is being imposed.

Submit in writing all statements and arguments to support the grounds for the Appeal and explaining/supporting reversal of the Determination or Sanctions/Discipline with specific evidence that would render a different result within 10 calendar days from the date the Appeal was submitted.

Provide a copy of the Note of Appeal with stated grounds for appeal and any document submit with the Notice appeal withing 5 calendar days from the date the Appeal was submitted.

Provide the Appealing Party’s submission to the Non-Appealing Party and provide Non-Appealing Party 10 calendar days to respond.

Designate a Decision Maker for the Appeal. Provide all Hearing and Appeal documents, records, recordings, responses and other relevant materials to make a decision. Provide written notice that a Decision must be provided within 15 business days of receipt of all materials.

Provide Appeal Determination to all parties and Administrator concurrently, within 2 days of receipt of Determination.

Provide Write Determination to the Assigned Title IX Coordinator within 15 days.

Written Complaint Determination is issued to both parties; and/or notification student sanctions/employee disciplinary.

Acknowledge of Receipt of an Appeal in writing to both Parties to the Complaint and inform both parties of their right to submit a written statement supporting or challenging the resulting from the live hearing.