Civil Rights Appeal Procedure Diagram – Process B

Title IX/VII/ADA/504 Coordinator or Designated Deputy:
- Written Complaint Resolution and decisions on student/sanctions/employee disciplinary actions are complete.
- Appoint a Deputy Coordinator to conduct the Appeal Process, an Appeal Hearing Panel and Panel Chair upon receipt of the Appeal.
- Issue written notification of Appeal and a Hearing Schedule to all parties concurrently. Provide at least 5 days notice of the hearing.
- Convene hearing within 10-15 days of receipt of the Appeal.
- Provide Appeal Determination to all parties and Administrator concurrently, within 2 days of receipt of Determination.
- Refer any resulting recommendations to impose or modify student sanctions or progressive discipline to Administration for evaluation and action.

Parties to the Original Civil Rights Complaint:
- Appealing Party: Submit written Appeal of the Determination to Title IX/VII/ADA/504 Coordinator within 5 business days of the later of: issuance of Complaint Resolution Determination; or, issuance of the student sanctions/employee discipline.
- All Parties: Submit Witness Lists and exhibits to Title IX/VII/ADA/504 Coordinator at least 2 days prior to Appeal Hearing.

Appeal Panel:
- Deliberate continuously during business hours until a decision is rendered. Recommend sanctions and/or disciplinary action deemed necessary.

Appeal Panel Chair:
- Appeals of the Student sanctions must be made through the student Code of Conduct Policy F.4.1.
- Appeals of Employee Discipline must be made through the Progressive Discipline Policy D.9.1.
- 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.