Civil Rights Complaint Procedure Diagram

**Complaining Party**

- Student or employee selects route to notify Alamo Colleges of a Civil Rights Complaint
- Notify the Title IX/VII/ADA/504 Coordinator in person or web-report.
- OR Notify ACPD or Responsible Person designated by the Alamo Colleges.
- OR Notify a Federal Agency with jurisdiction to process the Complaint in accordance with agency protocols.
- Notice from Federal Agency forwarded.

**Accused Party**

- OR Notify a Federal Agency with jurisdiction to process the Complaint in accordance with agency protocols.
- 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 Designee**

- Assist Complaining Party to prepare a Formal Complaint
- Establish interim remedies needed for a safe, harassment free environment.
- Notify and coordinate with ACPD of potential Police matters.
- Appoint & brief Designated Deputy Coordinator and 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.
- Process Note: The entire process should be completed, a written decision rendered, and any resulting sanctions/discipline issued within 60 calendar days of receipt of the written complaint.

**ACPD**

- Police Investigation and collect evidence over 3-10 days if sexual misconduct/assault is reported.
- OR Notify ACPD or Responsible Person designated by the Alamo Colleges.
- OR Submit an Appeal of the Decision to the Title IX/VII/ADA/504 Coordinator.
- Proceed to Appeal Process for Civil Rights Complaints.

Accept the Civil Rights Complaint Process Determination as issued

**Attachment A:** Alamo Colleges Civil Rights Complaint Procedure - October 2014