Civil Rights Appeal Procedure Diagram

Written Complaint Resolution and decisions on student sanctions/employee disciplinary are complete.

Appoint Deputy Coordinator to conduct the Appeal Process, an Appeal Hearing Panel and Panel Chair upon receipt of Appeal.

Issue written notification of Appeal Hearing and a Hearing Schedule to all parties concurrently. Provide at least 5 business 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 business day of receipt of Determination.

Refer any resulting recommendations to impose or modify student sanctions or progressive discipline to Administration for evaluation and action.

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 the Complaint Resolution 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 business days prior to Appeal Hearing.

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

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.

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.