






TITLE IX GRIEVANCE TIMELINE

COMPLAINT FILED: PRE-HEARING

Acknowledge Complaint and Give Support	Send Written Notice of Allegations to Both Parties	Begin Investigation	Submit Evidence to Both Parties	Receive Written Response from Both Parties	Send Notice of Hearing: Submit Written Investigative Report
					
College has 3 instructional days to acknowledge complaint. If interim suspension, appeal must be filed within 2 instructional days.	College has 7 instructional days to issue Notice.	Allow 30-45 instructional days . Parties must have 3 days notice prior to meetings. Evidence must be submitted within 10 instructional days of Notice.	Provide 10 day review period. Any additional evidence provided must be submitted to both parties and restarts 10-day period.	Allow 10 instructional days to respond.	Send 10 instructional days prior to hearing. May extend by 5 days with explanation.

COMPLAINT FILED: HEARING • POST-HEARING

Hold Live Hearing	Send Written Determination to Both Parties	Receive Appeal if Filed	Assign to Appeals Officer	Send Written Decision to Both Parties
				
Required for all sexual harassment cases.	Send within 3 instructional days of live hearing.	Parties have 10 instructional days upon receipt of written determination to file an appeal.	College has 3 instructional days to assign the appeal.	Appeals officer has 3 instructional days to reply with a decision. May be extended in 5 day increments with explanation.

