

TITLE VI PROCESS

TITLEVI COMPLAINT AGAINST A STAFF/ADMINISTRATOR

ADAPTED FROM APPENDIX A

PART A: INTAKE MEETING AND ALTERNATIVE SOLUTIONS

Step 2: Individual Intake Meetings for Step I: Complainant & Respondent Incident Report with Title VI Coordinator / Deputy Coordinator Step 4: Alternative Solution Options Step 3: Dismissal of Letter Complaint Summarizing Independent Course Intake Meeting of Action

If Alternative Solutions
Are Not Applicable or
Satisfiable, the Process
of an Informal
Resolution Will Begin



PART B: INFORMAL RESOLUTION

Step I:

Complainant meets with Title VI Coordinator/
Deputy Coordinator to review Informal Resolution policy and procedures

Step 2:

Title VI Coordinator/ Deputy
Coordinator gathers
additional information from
Complainant and Respondent

Informal Resolution

Step 3:

Letter summarizing information gathered is provided to complainant and respondent

Step 4:

Assessment of Informal Resolution with Title VI Coordinator/ Deputy Coordinator

If Informal Resolution is Not Applicable or Satisfiable, the Option to Pursue the Formal Resolution Process



PART C: FORMAL RESOLUTION

Step 1:

Meetings with

Deputy

Coordinator to

discuss formal

resolution process

Step 2: Investigation from AVP of HR/College's Investigator

Step 3:
Primary
Investigative Report
will be prepared
and reviewed by all
parties

Final Investigative Report will be submitted to Title VI Coordinator or Case Coordinator and staff/administrator's divisional vice president

Step 4:

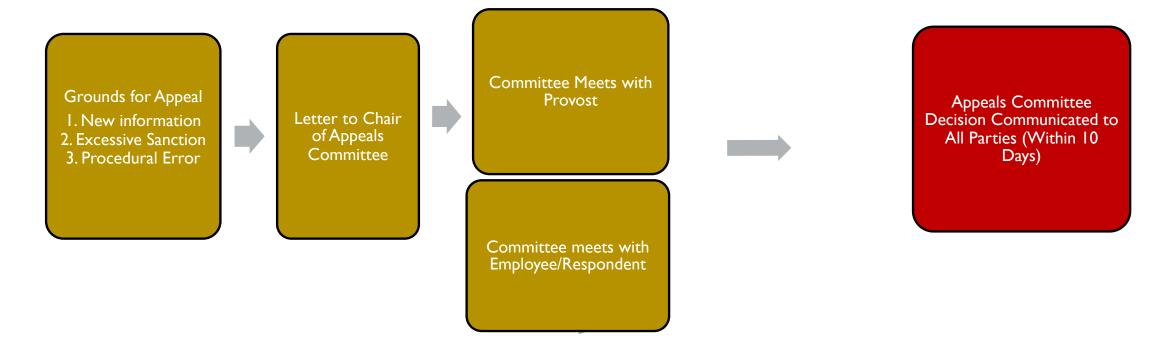
If Found "responsible",
Divisional Vice President
will Issue Appropriate
Sanctions

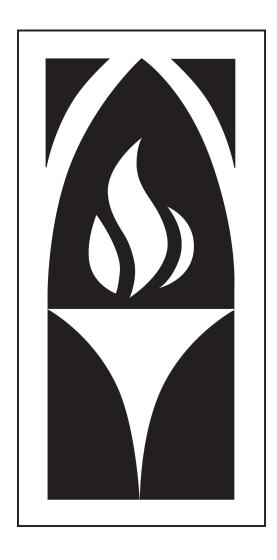
If Found "Not Responsible", the Decision is Final, and the Matter is Concluded

4



PART D - RIGHT TO APPEAL (WITHIN 5 BUSINESS DAYS OF FINAL OUTCOME)





TITLE VI PROCESS

TITLE VI COMPLAINT AGAINST A FACULTY MEMBER

ADAPTED FROM APPENDIX B

PART A: INTAKE MEETING AND ALTERNATIVE SOLUTIONS

Step 2: Individual Intake Meetings for Step I: Complainant & Respondent Incident Report with Title VI Coordinator / Deputy Coordinator Step 4: Alternative Solution Options Step 3: Dismissal of Letter Complaint Summarizing Independent Course Intake Meeting of Action

If Alternative Solutions
Are Not Applicable or
Satisfiable, the Process
of an Informal
Resolution Will Begin



PART B: INFORMAL RESOLUTION

Step I:

Complainant meets with Title VI Coordinator/
Deputy Coordinator to review Informal Resolution policy and procedures

Step 2:

Title VI Coordinator/ Deputy
Coordinator gathers
additional information from
Complainant and Respondent

Informal Resolution

Step 3:

Letter summarizing information gathered is provided to complainant and respondent

Step 4:

Assessment of Informal Resolution with Title VI Coordinator/ Deputy Coordinator

If Informal Resolution is Not Applicable or Satisfiable, the Option to Pursue the Formal Resolution Process

8



PART C: FORMAL RESOLUTION

Step 1:

Meetings with

Deputy

Coordinator to

discuss formal

resolution process

Step 2:
Investigation from appropriate school Dean/College's Investigator

Step 3:
Preliminary
Investigative Report
will be prepared and
reviewed by all
parties

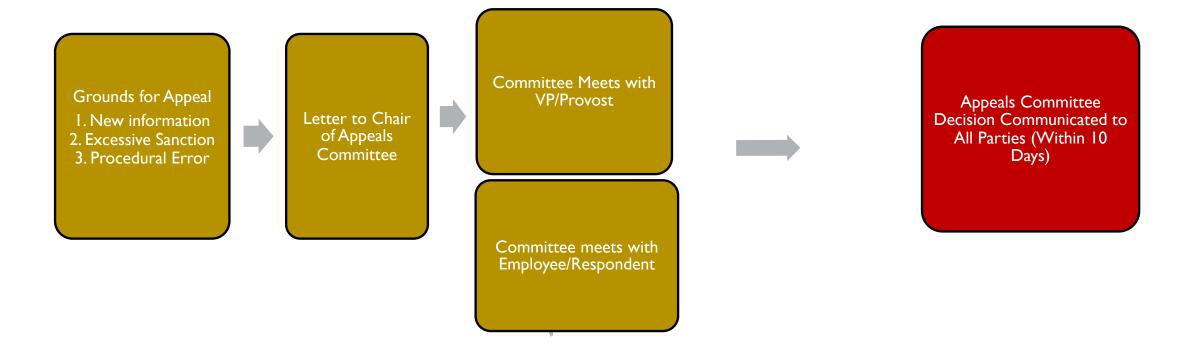
Step 4: Final Investigative Report will be submitted to Title VI Coordinator or Case Coordinator and Provost If Found "Responsible",
Provost will Issue
Appropriate Sanctions

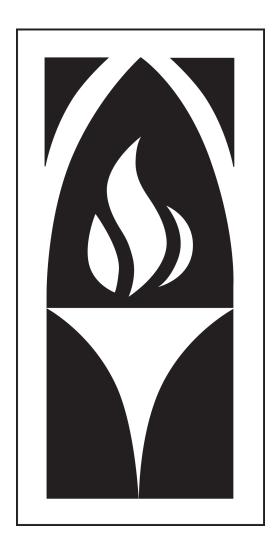
If Found "Not Responsible", the Decision is Final, and the Matter is Concluded

9



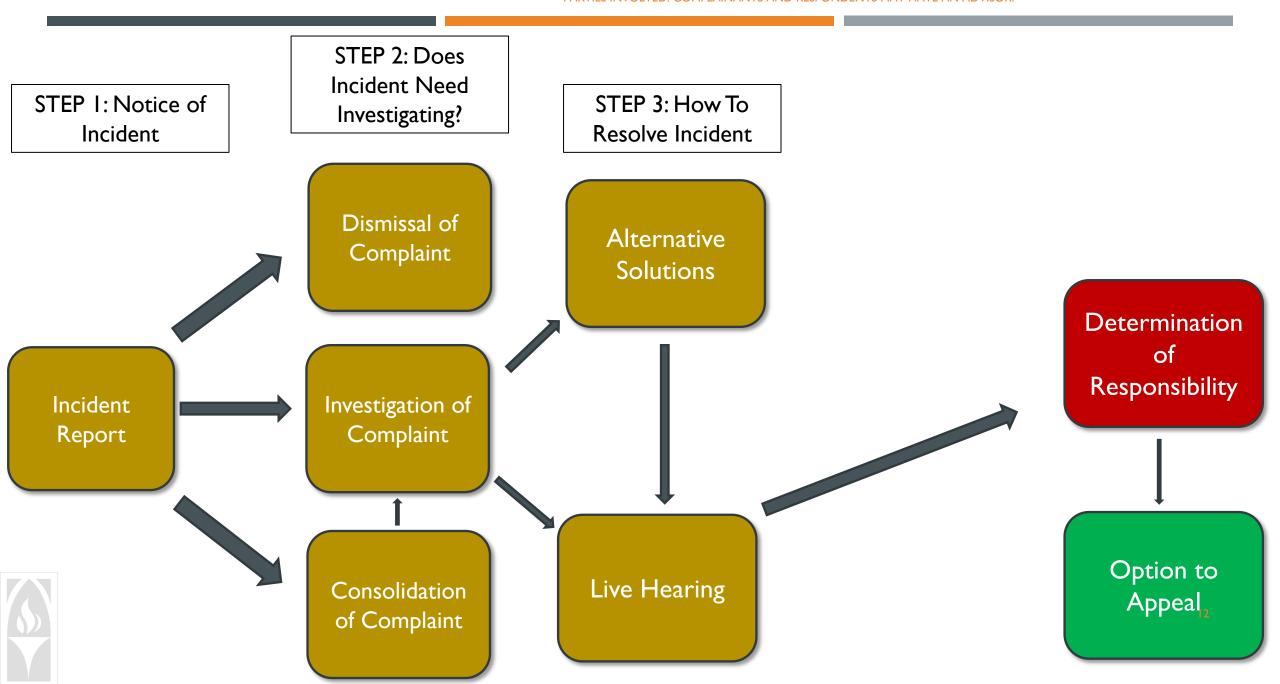
PART D - RIGHT TO APPEAL (WITHIN 5 BUSINESS DAYS OF FINAL OUTCOME)





TITLE VI PROCESS

TITLE VI COMPLAINT: STUDENT TO STUDENT



STEP 4: RIGHT TO APPEAL (WITHIN 5 BUSINESS DAYS OF OUTCOME LETTER)

Within 5 business days of outcome letter, students can write an appeal letter to AVP/Dean of Students or Designee

Grounds for Appeal

- I. Procedural Error
- 2. Excessive Sanction
- 3. New Information

Appellate Officer will receive appeal letter and decide a course of action based on appeal letter. Officer's decisions are:

Grant/Deny Appeal or Modify Sanction or Remand Sanction Student will be notified within 10 business days of Appellate Officer Decision

If sanction is dismissal or suspension, student may file an appeal with the Executive Vice President. Letter must be filed within 5 business days



Executive Vice President will review appeal.
Executive Vice President will either deny appeal or modify appeal. An Email from the Executive Vice President will be sent to student within 10 business days. Decisions made are final.