

Tiffin University's **Formal Grievance Process** is a method of formal resolution designated by the University to address conduct that falls within the policies which complies with the requirements of 34 CFR Part 106.45. The University will make a good faith effort to complete the resolution process within 60-120 business days, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator.

Formal Grievance Process Overview:

1 **Notice of Investigation & Allegations (NOIA)**

The Title IX Coordinator will provide simultaneous written Notice of the Investigation and Allegations (NOIA) to the Complainant and Respondent upon commencement of the Formal Grievance Process and receipt of a signed Formal Complaint.

Appointment of Investigators

Once the decision to commence a Formal Grievance Process is made, the Title IX Coordinator appoints a Title IX & Civil Rights Resolution Team Member(s) to conduct the investigation (typically using one or a team of two Investigators), usually within 2-5 business days of determining that an investigation should proceed.

2 **Investigation**

Investigations are completed expeditiously, normally within 30-60 business days. Depending on the nature, extent, and complexity of allegations, availability of witnesses, police involvement, etc., this timeline may be extended with just cause. The University will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the Parties to update them on the progress and timing of the investigation.

3 **Draft Investigation Report**

Investigator(s) will write a comprehensive Draft Investigation Report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence, including appendices with relevant physical, or documentary evidence.

4 **First 10-Day Review & Comment Period**

The Draft Investigation Report and evidence will be shared with the Complainant, Respondent and their Advisors through secure electronic transmission for a ten business day review and comment period. Investigator(s) will update the Draft Investigation Report following the initial ten business day comment period incorporating the Parties' comments and suggestions, as appropriate, into a Final Investigation Report.

5 **Final Investigation Report**

The Final Investigation Report and evidence will be shared with the Complainant, Respondent and their Advisors through secure electronic transmission at least ten business days prior to a hearing.

6 **Second 10-Day Review & Comment Period**

During the ten business day period prior to the hearing, the Parties have the opportunity for continued review and comment on the final investigation report and available evidence.

7 **Notice of Hearing**

At the conclusion of the investigation, once the Final Investigation Report is shared with the Parties, the Title IX Coordinator will send a Notice of the Hearing to the Parties.

Appointment of Hearing Panel

The Title IX Coordinator will designate a three-member panel from the Title IX & Civil Rights Resolution Team. One of the three members will be appointed as Hearing Chair by the Title IX Coordinator.

8 **Pre-Hearing Meeting**

The Parties and their Advisors will meet with the Hearing Chair virtually via zoom to review the Hearing procedures, the rights and expectations of the Parties in the Hearing process, and answer any questions in preparation for the Hearing.

9 **Hearing**

A Hearing will take place virtually via zoom. At the Hearing, the three-member panel has the authority to hear and make determinations on all allegations of policy violations including those allegations that may not specifically fall within the Title IX & Civil Rights Policy.

10 **Deliberations & Decision-Making**

The three-member panel will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question.

11 **Notice of Outcome**

Following deliberations, the Title IX Coordinator will work with the hearing chair to prepare a Notice of Outcome. The Notice of Outcome will then be reviewed by legal counsel. The Title IX Coordinator will then share the Notice of Outcome, including the final determination, rationale, and any applicable sanction(s) with the Parties and their Advisors.

12 **Appeals (if applicable)**

Any Party may file a Request for Appeal, but it must be submitted in writing to the Title IX Coordinator within five (5) business days of the delivery of the Notice of Outcome and must state the specific grounds for appeal.

13 **Sanctions & Remedies (if applicable)**

The Sanctions (if applicable) will be implemented as soon as feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.