

Title IX Formal Grievance ("Process A") Appeal Request Form

Today's Date: _____

Decision Letter Date: _____

Name: _____

A#: _____

Phone: _____

E-mail: _____

Affiliation: Student Faculty Staff

Any party may appeal the College's decision under Policy #4216. This request for appeal must be submitted to the Title IX Coordinator within 5 business days of the delivery of the Notice of Outcome, subject to reasonable requests for extensions that may be granted upon request. The process followed when a request for appeal is submitted is described in Policy #4216 and Procedures, both of which can be found on the College's [Title IX webpage](#).

Appeals are limited to the grounds specified in College policy. You may request an appeal on one or more bases. The request must set forth specific facts supporting the ground(s) for appeal and all documentation to be considered for the appeal must be submitted with this form.

I am appealing the decision of an outcome of a formal complaint alleging violation(s) of Policy #4216 on the following ground(s):

_____ Procedural irregularity that affected the outcome of the matter

_____ New evidence that was not reasonably available at the time the determination regarding dismissal was made, that could affect the outcome of the matter

_____ The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter

By signing this document and requesting an appeal of the outcome of a formal complaint alleging violations of Policy #4216, I understand that:

- I must submit this document to the Title IX Coordinator by email, mail, or hand delivery in order for my Appeal Request to be considered.
- I will receive written notice of the outcome of the Appeal Request.
- If any of the grounds in the Request for Appeal do not meet the specified grounds, that request will be denied, and the parties and their Advisors will be notified in writing of the denial and the rationale.

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- If any of the grounds in the Request for Appeal meet the specified grounds, then the Appeal Decision-maker(s) will notify the other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker(s).
 - The other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker(s) will be provided a copy of the request for an appeal with the approved grounds and then will be given 7 business days to submit a response to the portion of the appeal that was approved and involves them.
 - All responses, if any, will be forwarded by the Appeal Decision-maker(s) to all parties for review and comment.
 - Upon being notified of a request for appeal, the non-appealing party (if any) may also choose to raise a new ground for appeal. If so, that request will be reviewed to determine if it meets the grounds in College policy. If approved, it will be forwarded to the party who initially requested an appeal, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Decision-maker(s) who will submit their responses. If not approved, the parties will be notified accordingly, in writing.
 - The Appeal Decision-maker(s) will render a determination of the appeal in writing to the parties, with a rationale for the decision within 7 business days, barring exigent circumstances.
 - The appeal outcome is final and cannot be appealed.

Signature: _____