

Report

Incident Report filed with TIX Coordinator

- TIX Coordinator reaches out immediately to Complainant to discuss Supportive Measures and Grievance Process

Formal Complaint

Formal Complaint signed by Complainant

- NOTICE OF DISMISSAL sent to Complainant within 10 days of receiving Formal Complaint
 - Complainant can appeal within 3 days and TIX Coordinator has 3 more days to submit appeal to Dean of Students
- NOTICE OF ALLEGATIONS sent to both Parties within 3 days of receiving Formal Complaint

Notice of Allegations

Sent by TIX Coordinator

- Each Party sends ADVISOR SELECTION NOTICE to TIX Coordinator within 10 days of receiving Notice of Allegations
- TIX Coordinator assigns advisor to each Party within 2 days of receiving Advisor Selection Notice

Inspection of Evidence

Parties have 10 days to inspect before completion of Investigative Report

Investigative Report

Completed by Investigators

- INVESTIGATIVE REPORT sent to Parties, Witnesses, and Advisors at least 10 days prior to hearing
- Parties can respond to TIX Coordinator within 5 days of receiving Investigative Report
- HEARING will take place 10-30 days after receiving Investigative Report

Hearing

Live Hearing

- TIX Coordinator notifies Parties of date/time/location of hearing at least 10 days before hearing
- Parties/Witnesses confirm attendance at hearing at least 7 days before hearing
- PRE-HEARING SUBMISSION submitted to hearing panel at least 5 days before hearing
- Parties/Witnesses notify TIX Coordinator of necessary accommodations at least 5 days before hearing

Written Determination

Results of Hearing

- WRITTEN DETERMINATION sent to Parties within 10 days of hearing completion

Appeal

Both Parties can Appeal

- Parties can file an appeal within 10 days after receiving Written Determination
 - TIX Coordinator has 3 days to determine validity of appeal
 - TIX Coordinator notifies Appellate Board within 5 days of determining validity of appeal
 - Appellate Board has 10 days to render a final decision