

## **222.1 Title IX Grievance Procedure**

The Title IX Grievance Procedure listed below is meant to provide for prompt and equitable resolution of student and employee complaints. All attempts should be made to resolve grievances at the lowest level possible.

### Level I – Informal Procedure

If a student or employee believes there is a basis for a grievance related to Title IX, he or she may present the grievance to the Title IX Coordinator within fifteen (15) calendar days of the conduct alleged to be in violation of Title IX. The Title IX Coordinator shall investigate the alleged grievance. The Title IX Coordinator and the student or employee shall meet in an effort to resolve the matter informally. The Title IX Coordinator shall make a decision on the grievance and shall give that decision orally to the student or employee.

### Level II – Formal Procedure (Executive Committee of the Board)

If the student or employee believes that there still is a basis for a grievance, he or she may make a written statement of the grievance to the Board. This written statement must be filed within ten (10) working days of the date of the Title IX Coordinator's decision and shall state the date and nature of the alleged grievance and the relief sought. If the grievant is a student, the Title IX Coordinator shall assist in preparing the written statement and assure it is timely filed.

The Board or its designee (1-3 members of the Board) shall make a decision on the grievance and shall give that decision in writing to the Title IX Coordinator and the Student or employee.

### Level III – Office for Civil Rights

If the student or employee is not satisfied with the Executive Committee's decision, he or she may appeal it to the Office for Civil Rights.

A student or employee who believes there is a basis for a grievance related to Title IX may file a written complaint with the Office for Civil Rights, U.S. Department of Education, 600 Superior Avenue East, Suite 750, Cleveland, Ohio 44114-2611. Any such written complaint must be filed within one hundred eighty (180) days from the date of the alleged discrimination.