

DISCRIMINATION CLAIMS PROCEDURE

I. NOTICE OF COMPLAINT

Any student, staff, faculty member, or applicant who believes that he or she has experienced an action that violates his or her civil rights or that he or she believes to be discriminatory may bring concerns

II. OEO MEETS WITH COMPLAINANT

A Claimant may choose to pursue one of the **three (3)** options

Withdraw Complaint

Educational Conference

Formal Investigation

III. OEO DETERMINES JURISDICTION

VI. COMPLAINANT & RESPONDENT ARE NOTIFIED IF CASE IS JURISDICTIONAL

V. COMPLAINANT & RESPONDENT ARE INTERVIEWED

VI. OEO CONDUCTS the INVESTIGATION

VII. OEO will provide a Draft Report to Complainant(s) and Respondent(s)

VIII. The Complainant (s) and Respondent(s) will have 5 business days to respond and provide new factual information

IX.

OEO will write the Preliminary Letter of Determination (PLOD)

X.

Parties will have 2 business days to review the PLOD

XI.

OEO will write the Final Letter of Determination (FLOD)

XII.

After the conclusion of any appeals to the President OEO will close the investigative file and send notice to the parties.