Appeals Process to the President’s Office

1. OEO issues Final Letter of Determination (FLOD).

2. Party submits appeal within five (5) business days of receipt of FLOD.
   a. Via email to PresidentStokes@unm.edu, submitted by mail to MSC05 3300, Scholes Hall Suite 144, 1 University of New Mexico, Albuquerque, NM 87131, or hand delivered to the Office of the President at Scholes Hall Suite 144.
   b. President’s Office logs appeal and provides copy to President, Chief of Staff, OEO (Director, Title IX Coordinator, and Administrative Assistant) and OUC (Chief Counsel and/or Deputy Chief Counsel).
   c. OEO provides President’s Office with parties’ contact information and associated documents.

3. President’s Office
   a. President’s office e-mails parties that appeal has been submitted, including a copy of the appeal
   b. OEO provides Draft Report (including exhibits), Preliminary Letter of Determination (PLOD), and Final Letter of Determination to OUC.
   c. If there is a process challenge, OEO will respond in writing to President’s Office.

4. OUC provides guidance to President within 15 business days.
   a. OUC available to discuss with President.
   b. President’s office provides decision to parties and cc’s OEO (best efforts shall be made to make a decision within 20 business days after the appeal is received). OEO sends Draft Report, PLOD, FLOD and appeal result to sanctioning party if POLICY VIOLATION finding.

5. OEO sends closure letter (or next communication if remanded for additional investigation or other process from president) within 1 business day.