

Grievance Process Timeline

Alverno College takes all complaints of sexual harassment and sexual misconduct seriously and will promptly and equitably respond to the request for an investigation and/or adjudication of the complaint. The process will begin with a preliminary inquiry conducted by a Title IX investigator. Based on the specific allegation(s), an informal resolution may be an option if agreeable to both parties. In cases of sexual assault, an informal resolution is not an option. Both parties will be regularly apprised of the status of the investigation as it unfolds. An option to submit a request for an appeal will be available to both parties.

Targeted Timeline to Complete Each Step of the Process Action Steps	Time Frame*
Preliminary inquiry; assignment of Investigator, Formal Notice of Complaint issued, and Advocates Offered	3 business days
Formal investigation	30 calendar days
Review of Draft Investigation Report	10 business days
Follow up period from review of Draft Investigation Report	10 business days
Case files are created for hearing administrator, Complainant and Respondent(s); and hearing is scheduled	10 business days from receipt of final investigative report
Hearing Adjudicators decision and sanctions issued	5 business days
Appellate period to file	10 business days
Appellate consideration period	5 business days

*Time frame may be extended for extraordinary circumstances or to ensure a fair chance for participants to provide evidence or testimony. Decision to extend timeframes will be at the discretion of the Title IX Coordinator.