

## UCF Timeline of Action Steps Pursuant to Title IX Grievance Policy

Key: ■ Student Respondent Cases Only

■ Employee Respondent Cases Only

Action Step	Responsible Party	Timeline <i>Timelines are subject to extension for good cause and impacts of circumstances not within University's control including but not limited to parties' and witnesses' responsiveness, rescheduling based on parties' and/or attorneys' schedules, parties' needs for extensions, University closures (i.e. holidays, winter break, hurricane closures), and deadline falls on a weekend</i>	Cumulative Timeline <i>Not including appeals</i>  <i>Timelines are subject to extension for good cause and impacts of circumstances not within University's control including but not limited to parties' and witnesses' responsiveness, rescheduling based on parties' and/or attorneys' schedules, parties' needs for extensions, University closures (i.e. holidays, winter break, hurricane closures), and deadline falls on a weekend</i>
Receipt of report and issuance of case management email to Remedial Measures Specialist and/or Investigator	Title IX Coordinator or designee	Within 2 days of receipt of incident report	2 calendar days
Remedial measures outreach	Remedial Measures Specialist	Within 3 days of case management email	5 calendar days
Intake meeting with investigator	Title IX Investigator or EEO Investigator	Within 7 days of case management email, unless declined by Complainant, Complainant is nonresponsive to outreach, or Complainant requests later meeting	9 calendar days
Assessment of jurisdiction/action and subsequent issuance: Notice of investigation OR Dismissal Memo	Title IX Investigator or EEO Investigator	Within 15 days of receipt of signed formal complaint from Complainant	24 calendar days
Conclusion of investigation and issuance of investigative report	Title IX Investigator or EEO Investigator	Within 105 days of issuance of Notice of Investigation	129 calendar days
Review and response by parties	Complainant(s); Respondent(s); Title IX Investigator or EEO Investigator	10 days from issuance of investigative report; investigator then issues report and supporting documents to OSRR (student matters) or Human Resources/Office of Provost (employee matters)	139 calendar days
Cause recommendation from OSRR and referral to SCAI (student matters only)	Deputy Title IX Coordinator for Students	6 days from receipt of referral from ONAC	145 calendar days

<b>Live Hearing</b>	Student Conduct & Academic Integrity	Within 30 days of cause recommendation	175 calendar days
	Human Resources or Office of Provost	Within 30 days of expiration of 10-day review period of investigative report	169 calendar days
<b>Issuance of outcome letter</b>	Student Conduct & Academic Integrity	Within 5 days of conclusion of the live hearing	180 calendar days
	Human Resources or Office of Provost	Within 5 days of conclusion of the live hearing	174 calendar days

### UCF Timeline for Appeals Pursuant to Title IX Grievance Policy

Action Step	Responsible Party	Timeline <i>Timelines are subject to extension for good cause</i>
<b>Party Appeal of ONAC Investigation</b> A party may file an appeal of ONAC's investigative report within 10 days of ONAC issuing the report to the parties	Complainant(s); Respondent(s)	Within 10 days of ONAC issuing the investigative report
<b>Investigative Appeal</b> If one or more parties file an appeal within 10 days of issuance of ONAC's investigative report to the parties; investigative appeal review and issuance of appeal outcome letter	Appellate Officer:  VP Compliance, Ethics, and Risk or designee	Within 20 business days of receipt of the appeal(s)
<b>Party Appeal of Adjudication</b>	Complainant(s); Respondent(s)	Within 10 business days of issuance of the outcome letter
<b>Adjudication Appeal</b> If one or more parties file an appeal within 10 business days of issuance of the live hearing or administrative hearing outcome letter; adjudication appeal review and issuance of appeal outcome letter	Vice President of Student Success and Wellbeing or designee	Within 20 business days of issuance of the appeal(s)
	Vice President of Compliance, Ethics, and Risk or designee	Within 20 business days of receipt of the appeal(s)