

Title IX Appeal Preparation Instructions

Instructions for Appeal

Both the complainant(s) or respondent(s) will have the right to appeal any decision made by a Hearing Panel on the following grounds:

1. Evidence not previously available to, and not withheld by the appealing party from, the investigators (or Hearing Panel) that could influence the outcome;
2. Material defects in the process leading to the decision; or
3. Consideration of whether the sanction is disproportionate to the findings.

First Appeal:

Appeals must be filed within seven (7) calendar days of receiving the Hearing Panel Report. All appeals need to be sent to the Title IX Coordinator via email at pat_caudle@redlands.edu. An Appeal Officer is appointed by the Title IX Coordinator and has seven (7) calendar days to provide a written response to the appeal.

Second Appeal:

Decisions of an Appeals Officer may be appealed to the President (using the same grounds for appeal identified above) by submitting a second appeal within seven (7) calendar days of receiving the Appeal Officer's decision. The second appeal needs to be sent to the Title IX Coordinator via email at pat_caudle@redlands.edu. The President (or the President's designee) will issue a written decision to any second appeal within seven (7) calendar days. All decisions of the President are final.

Parties who choose to submit either a first or second Appeal must use this format and submit it electronically to the Title IX Coordinator at pat_caudle@redlands.edu. The Appeal should include the following:

- I. Indicate the grounds you are requesting to Appeal.
I am requesting an appeal on the grounds of: (see grounds listed above)
- II. Provide rationale based on your grounds for the appeal.
In presenting rationale, the parties should be responsive to the Hearing Panel Report and Investigation Report by directly addressing and responding to specific information contained in the investigation report and citing specific page numbers.
- III. The parties may want to call the Appeal Officer's attention to specific interview statements or evidentiary materials contained in the Hearing Panel Report or Investigation report.
In presenting this information, the parties should be responsive to the Investigation Report and Hearing Panel Report by directly addressing and responding to specific information contained in the investigation report and citing specific page numbers.
In presenting rational for sanction parties need to specify their concerns with the recommended sanctions defined in their investigation report and provide their rational for their concerns.

Appeals must be filed within seven (7) calendar days of receiving the Hearing Report Panel Decision.