Formal Grievance Process: Investigation and Hearing

This flowchart accompanies Pepperdine's official Sexual Misconduct Policy: www.pepperdine.edu/titleix

The complainant has submitted a formal complaint, a notice of allegations has been sent to both parties, the informal resolution process has been ruled out at this time, and the complainant has chosen the formal grievance process, which includes an investigation, hearing, and opportunity for both parties to appeal. Investigation Phase: The University Title IX Coordinator refers the formal Investigations are conducted by trained, complaint to an investigator who collects evidence and conducts professional investigators, normally in the party/witness interviews. Department of Public Safety (DPS). Investigations are completed expeditiously, normally within 90 business days, though some investigations may take Evidence Review Phase: Parties and their advisors have the opportunity longer, depending on the to review and respond to evidence collected by the investigator. nature, extent, and complexity of the allegations, availability and number of witnesses, law enforcement involvement, etc. **Investigation Report Phase:** Parties and their advisors have the opportunity to review and respond to the final investiagion report that summarizes all relevant evidence. At the discretion of the Hearing Officer, in consultation with the Title IX Coordinator, the **Hearing Phase:** A hearing officer conducts a live hearing via video hearing can be with one decision maker (an conference with the parties, their advisors, and relevant witnesses. The hearing process normally administrative hearing) or with three decision takes 15 business days when makers (a hearing panel). the respondent is a student. When the respondent is an employee, the hearing process normally takes 30 business days because of the additional Decision Phase: The hearing officer issues a decision about responsibility time needed for the supervisor and sanctions, if applicable. or faculty body to review any recommended sanctions by the hearing decision maker(s). If the hearing decision is appealed by either party, this process normally takes 20 business days. Appeal Phase: Either/both parties are able to appeal the decision to the appeal officer. The non-appealing party may respond to the appeal. The formal grievance process is complete after the appeal phase is over or if neither party appeals the hearing decision. Sanctions and remedies, if applicable, are effective immediately following the end of the process.

- The University Title IX Coordinator or designee serves as liaison throughout this process and provides updates to both parties.
- Both the complainant and the respondent are offered supportive measures by the Title IX Coordinator or designee throughout the process.
- At any point prior to the hearing decison maker(s) issuing a decision, the parties may request to move to the informal resolution process to attempt to come to an agreement. Both parties must agree to pursue the informal resolution process to move forward with that option. Either party may contact the Title IX Coordinator to make this request.

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