

**INVESTIGATION TIMELINE COMPLIANCE
EXAMPLE**

	Timeline (60 days +/-)	Date Satisfied	Delay (Y or N)?	Reason for the Delay	NOTES
Notice of Grievance to Coordinator	Within 24-48 hours				
Title IX Eligibility Determined	Simultaneous with Notice of Grievance				
Symplicity Case Initiated (use the workflow)	Simultaneous with Notice of Grievance				
Assignment to Investigation Team	Typically 1-3 days				
Notice to College Faculty Senate President, if applicable	Varies, but as soon as possible				
Notice of Investigation to Both Parties (includes providing Respondent with the complaint details)	Varies, but as soon as possible				
Investigation Interviews including follow-up interviews and document collection	Typically 10-20 days				
Drafting of Final Investigative Report	Typically 1-5 days				

Review of Final Investigative Report by Title IX Coordinator and Office of General Counsel	Typically 1-5 days				
Notice of Findings/Outcomes & Information on Appeals Process	Varies, but as soon as possible after final report is approved				
Updated: All records uploaded in Symplicity	Immediately after Notice letters go out				
Notice of Appeal (letter to Provost)	Must be delivered to Provost and Title IX Coordinator within 10 days of notice of findings				
Appeal Determination	Within 10 days of the appeal				
Updated: All records uploaded in Symplicity					