

UCF Timeline of Action Steps Pursuant to Nondiscrimination Policy & Golden Rule Handbook

Key: Student 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 ¹	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	3 days from issuance of investigative report; investigator then issues report and supporting documents to OSRR	132 calendar days
Cause recommendation from OSRR and referral to SCAI	Deputy Title IX Coordinator for Students	6 days from receipt of referral from ONAC	138 calendar days
Administrative Hearing	Student Conduct & Academic Integrity	Within 30 days of cause recommendation	168 calendar days

¹ This is the last step of employee respondent cases. If corrective action is recommended, OIE's investigative report is shared with management to assess and implement.

Issuance of outcome letter	Student Conduct & Academic Integrity	Within 5 days of conclusion of the live hearing	173 calendar days

UCF Timeline for Appeals Pursuant to Golden Rule Handbook

Action Step	Responsible Party	Timeline <i>Timelines are subject to extension for good cause</i>
Party Appeal of Adjudication	Complainant(s); Respondent(s)	Within 10 business days
Adjudication Appeal 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	Appellate Officer: Vice President of Student Success and Wellbeing or designee	Within 20 business days of receipt of the appeal(s)