APPENDIX A: FLOW CHART OF PROCESS

Kenyon College
DISCRIMINATION
PROCESS FLOW CHART

INITIAL REPORT
Made to Civil Rights Coordinator
740-427-5820

INITIAL MEETINGS AND ASSESSMENT
Civil Rights Coordinator meets with complainant concerning
interim measures and next steps. Then, as appropriate,
meets with respondent concerning interim measures
and provides information about next steps.

INTERVIEWS AND INFORMATION GATHERING
Factual witnesses, electronic communications, notes, medical
information, etc. collected. Complainant and Respondent may
submit information to investigators.

INITIAL INVESTIGATIVE REPORT PRODUCED
Complainant and Respondent have the right to review the report
before it is finalized and may submit additional comments and/or
evidence within 5 business days.

FINAL REPORT AND DECISION
Investigators determine by a preponderance of
the evidence whether respondent is responsible
for charges alleged.

RESPONSIBLE
Investigators determine a policy
violation did occur.

NOT RESPONSIBLE
Investigators determine no
policy violation occurred.

ADJUDICATION
Adjudicator determines based on 9 criteria and
issues a sanction/s.

APPEAL PROCESS
May be requested by
either party.

FINAL DECISION
Made within 10 business days
of decision or final appeal

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OFFICE FOR CIVIL RIGHTS:
kenyon.edu/directories
/offices-services/ocr/
Call us at (740) 427-5825

DETERMINATION
No action required.

INTERIM MEASURES

NO FURTHER ACTION
Complainant is satisfied.

INFORMAL RESOLUTION
When appropriate, parties may
agree to an informal resolution.

INVESTIGATION
Civil Rights Coordinator determines
initial charges to be investigated
by a team of two investigators.
Investigation takes about 45 days.

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