Basis to Proceed.

Interim Actions determined by Designated Officer and other System leadership.

Designated Officer determines if complaint meets the threshold of Minnesota State Board 1B.1 Policy complaint.

Complainant does not meet the threshold of a Minnesota State Board 1B.1 Policy complaint.

Designated Officer determines if complaint meets the threshold of Minnesota State Board 1B.1 Policy complaint, or No Basis to Proceed.

Case closed. (Case can be reopened at any time if complainant(s) decides to move forward or new evidence is provided).

No Basis to Proceed.

Case closed.

Complaint submitted to Designated Officer.

Designated Officer notifies Respondent(s) of receipt of complaint, coordinates a formal intake, and is provided supportive measures/ rights. Comprehensive investigation occurs and report written.

Complainant(s) and respondent(s) must agree to voluntarily consent to informal resolution, in writing prior to proceeding. If no agreement, move to Formal Resolution.

Informal resolution resolves the matter.

Informal resolution does not resolve the matter.

Follow institutional procedure for informal resolution process.

Proceed to Formal Resolution process.

Policy violation exists.

Policy violation does not exist.

Decision Maker notifies complainant(s), respondent(s), and Designated Officer of decision.

Decision Maker collaborates with appropriate authority for student conduct or employee conduct to determine sanction(s). Respondent is notified of sanction(s).

Decision Maker collegiates with appropriate authority for student conduct or employee conduct if needed to determine appropriate next steps (e.g., referral of complaint, or informal resolution process).

Appeal filed within 10 business days of notification of sanction(s).

Sanction is implemented by appropriate authority for student conduct or employee conduct.

Appeal filed within 10 business days of notification of sanction(s).

Case closed.

The Investigation Office of the Center for Civil Rights at Bemidji State University and Northwest Technical College is responsible for development of the process chart. The process flowchart provides a procedural mapping for the complaint process. The Minnesota State Board Policy 1B.1 and Minnesota State System Procedure 1B.1.1, can be viewed here.