

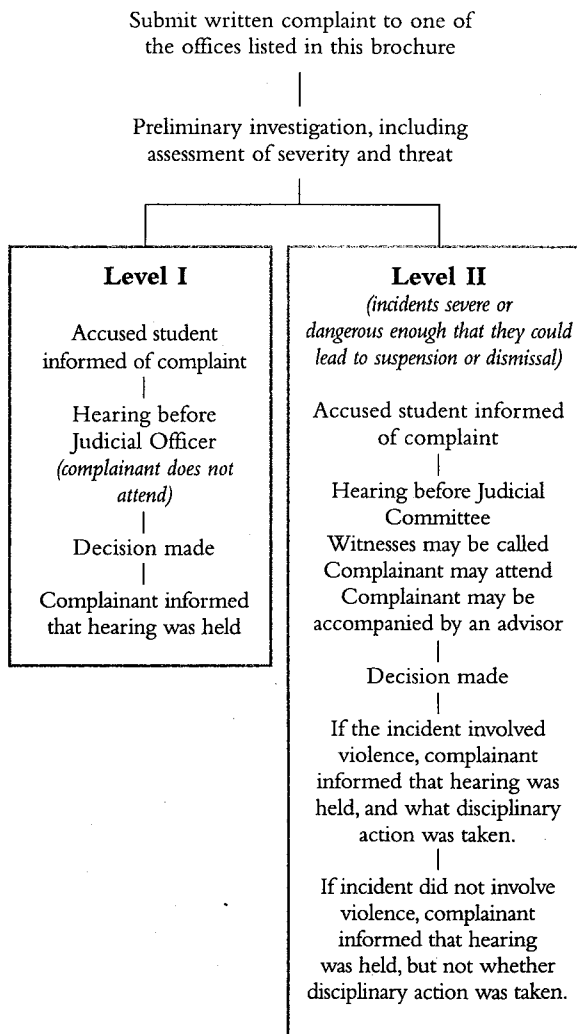
HOW DO I REPORT A COMPLAINT AGAINST FACULTY OR STAFF?

You should get a "SUNY Charge of Discrimination" form from the Affirmative Action Officer in the Human Resources Office in Erwin 219. This form is also available at http://www.suny.info/policies/groups/public/documents/policies/pub_suny_pp_037887.htm

WHAT HAPPENS NEXT?

- After you complete the form, the Affirmative Action Officer will investigate the incident and try to resolve the complaint to the mutual satisfaction of both parties.
- If necessary, a three-person panel will investigate and make a recommendation to the President of the College.
- The President will make a determination; the Affirmative Action Officer will notify both parties of the President's decision.
- If you are dissatisfied with the outcome, you may file a complaint with one or more state and federal agencies. Geneseo's Affirmative Action Officer can provide information about these agencies.
- For more information, please see Geneseo's Affirmative Action web site, which also includes the SUNY Discrimination Complaint Procedure <http://www.geneseo.edu/cms/display.php?page=1910&dpt=payper>

DIAGRAM OF PROCEDURES



For More Information, Contact:

Dean of Students

deanstu@geneseo.edu

Coordinator of Multicultural Programs and Services

johnsonf@geneseo.edu

Affirmative Action Officer

lopez@geneseo.edu

Procedures for Students to Report Bias-Related Incidents

Geneseo's mission statement asserts that "the entire college community works together to develop socially responsible citizens with skills and values important to the pursuit of an enriched life and success in the world." Diversity and community are two of these important values. Geneseo expects and encourages its community members to respect one another and to convey that respect by treating others as they would like to be treated themselves.

In the event that a student experiences a bias-related incident, one option is to make a formal complaint.

This brochure gives information on how to do that.

Geneseo

DEFINITIONS

What is a hate crime? A **hate crime** is a criminal offense, committed against a person or property which is motivated, in whole or in part, by the offender's bias against the actual or perceived race, color, religion, religious practices, national origin, ancestry, sexual orientation, age, gender or disability of the targeted person or group.

What is a bias-related incident? A **bias-related incident** or **bias incident** is motivated, in whole or in part, by the offender's bias against the actual or perceived race, color, religion, religious practices, national origin, ancestry, sexual orientation, age, gender or disability of the targeted person or group, but does not rise to the level of a criminal offense.

What are chilly climate behaviors? **Chilly climate behaviors** are those which contribute to an environment that is not open and welcoming to a person or group, based on their race, color, religion, religious practices, national origin, ancestry, sexual orientation, age, gender or disability. Offenders often remain anonymous.

STUDENT CODE OF CONDUCT

Geneseo is committed to providing an equitable and welcoming climate to all students. Bias-related incidents and many chilly climate behaviors violate Geneseo's Student Code of Conduct. Bias-related incidents will be addressed to the fullest extent allowed by the Student Code of Conduct.

HOW DO I REPORT A COMPLAINT AGAINST ANOTHER STUDENT?

Any member of the College community may file a complaint against any student for

misconduct. It is recommended that you file as soon as possible after the incident, and to keep a copy of the complaint.

You should submit your complaint in writing, and include: *your name, name of person (if known) accused of misconduct, date of incident, location of incident, names of others who were there, description of incident.*

You may submit your complaint to:

- Dean of Students — College Union 354B
245-5706
- Coordinator of Multicultural Programs and Services — CU 353B
245-5620
- Affirmative Action Officer — Erwin 219
245-5616
- Director of AOP — Blake C 112
245-5725
- Director of Residence Life — Schrader 131
245-5726
- University Police — Schrader 19
245-5651

WHAT HAPPENS NEXT?

- A Student and Campus Life professional staff member does a preliminary investigation, and the Dean of Students determines the severity of the case, and the extent of threat to health or welfare.
- In Level I, the accused student is made aware of the charges and has a hearing with a Judicial Officer; the complainant does not attend.
- In Level II incidents, which may lead to suspension or dismissal from the College (e.g. use of weapons, large quantities of illicit drugs, sexual assault, fights that result in severe injuries), the

accused student is made aware of the charges and a hearing is held before a Judicial Committee; witnesses can be called and the complainant may attend. An advisor may accompany the complainant to a Level II hearing.

- See the Code of Conduct for more detail.
<http://handbook.geneseo.edu>

POSSIBLE OUTCOMES

Disciplinary actions that may be imposed, if the evidence indicates that the accused student is responsible for the incident, are listed under "Article V-Sanctions" in the Code of Conduct.

HOW DO I FIND OUT THE RESULT OF A HEARING?

Federal privacy law, FERPA (Family Educational Rights and Privacy Act), prevents anyone employed by the College to divulge information about a student, including the results of judicial review without his or her authorization. You will be told that a review has been held but not whether disciplinary action was taken. This is all that the federal law will allow. In cases that involve acts of violence, fuller disclosure is allowed to the victim of the violence. Students found to have violated the Code of Conduct have the right to appeal.

WHAT CAN I DO IF I'M DISSATISFIED WITH THE OUTCOME?

Complainants dissatisfied with the outcome of judicial review may file a complaint with one or more state and federal agencies. Geneseo's Affirmative Action Officer (lopez@geneseo.edu) can provide information about these agencies.