

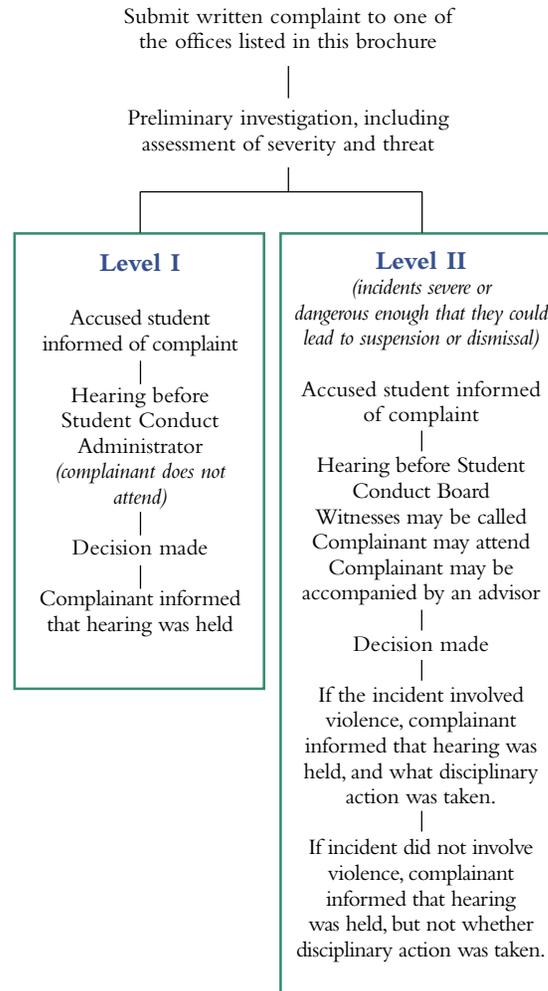
HOW DO I REPORT A COMPLAINT AGAINST FACULTY OR STAFF?

You should get a "SUNY Charge of Discrimination" form from the Director of Affirmative Action in the Human Resources Office in Erwin 219. This form is also available at http://www.suny.edu/sunypp/documents.cfm?doc_id=451.

WHAT HAPPENS NEXT?

- After you complete the form, the Director of Affirmative Action 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 Director of Affirmative Action 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 Director of Affirmative Action can provide information about these agencies.
- Geneseo's Affirmative Action web site is found at <http://hr.geneseo.edu>. Click on Affirmative Action.

DIAGRAM OF PROCEDURES



For More Information, Contact:

Dean of Students

deanstu@geneseo.edu

Coordinator of Multicultural Programs and Services

johnsonf@geneseo.edu

Director of Affirmative Action

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.



DEFINITIONS

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 age, ancestry, color, disability, gender, gender identity, national origin, race, religion, religious practices, or sexual orientation of the targeted person or group, but does not rise to the level of a criminal offense.

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 age, ancestry, color, disability, gender, gender identity, national origin, race, religion, religious practices, or sexual orientation of the targeted person or group.

What is a chilly climate? A **chilly climate** results from the combined effect of a number of practices which cumulatively create an environment that is not open and welcoming to a person or group based on their age, ancestry, color, disability, gender, gender identity, national origin, race, religion, religious practices, or sexual orientation. 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 practices 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 that you 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, what was said, 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
- Director of Affirmative Action — Erwin 219
245-5616
- Director of AOP — Blake C 119
245-5725
- Dean of Residential Living — Schrader 131
245-5726
- Assistant Dean for Student Conduct and Community Standards – CU 348
245-5714
- 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 Student Conduct Administrator; 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 Student Conduct Board; 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>. Click on Policies and Procedures.

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 from divulging 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 Director of Affirmative Action (lopez@geneseo.edu) can provide information about these agencies.