## **Discrimination or Harassment Complaints**

Washington College encourages anyone who has experienced any form of discrimination or harassment to report the incident promptly, to seek all available assistance, and to pursue remedies available through campus judicial or grievance processes. Complainants are also encouraged to report incidents to local, state and/or federal authorities or offices charged with handling unlawful discrimination or harassment.

## **Reporting a Complaint**

When a student is the subject of the complaint. Students or employees who believe they have been subjected to discrimination or harassment, including sexual violence/assault, by another Washington College student should contact one of the following for assistance with resolving a complaint informally or to file a formal written complaint (however, any incident of sexual violence/assault will not be handled informally):

- Professional staff member of the Student Affairs staff (including Residence Life Area Directors)
- Public Safety
- Title IX Coordinator or Assistant Coordinator for matters involving discrimination or harassment based on sex or gender
- 504 Coordinator or Assistant Coordinator for matters involving discrimination or harassment based on disability.

When a Washington College student is the subject of a formal written discrimination or harassment complaint, an investigation will take place and the matter will be referred to the Honor Board or other appropriate hearing body (see the Washington College Honor Code and Student Judicial System located in the Student Handbook).

When a non-student is the subject of the complaint. Students or employees who believe that they have been subjected to discrimination or harassment, including sexual violence/assault, by an employee of the College or by another individual for whom the College is or may be responsible (e.g., applicants for admission or employment, alumni, independent contractors, vendors, recruiters) should contact one of the following for assistance with resolving a complaint informally or to file a formal written complaint (however, any incident of sexual violence/assault will not be handled informally):

- Title IX Coordinator or Assistant Coordinator for matters involving discrimination or harassment based on sex or gender
- 504 Coordinator or Assistant Coordinator for matters involving discrimination or harassment based on disability
- Vice President for Student Affairs and Dean of Students
- Associate Dean of Students/Director of Residence Life
- Provost and Dean of the College
- Director of Public Safety
- Director of Human Resources.

When a Washington College employee is the subject of a formal written complaint, an investigation will take place and the matter will be reviewed by the Washington College Discrimination Complaint Review Committee. Complaints against individuals who are not current employees or students of Washington College are addressed on a case-by-case basis using an appropriate procedure as determined by the Director of Human Resources.

Written complaints alleging sexual discrimination or harassment (including sexual assault/violence) should be submitted to Darnell Parker, Director of Multicultural Affairs and the College's Title IX Coordinator, first floor Casey Academic Center, 410-778-7457.

Written complaints alleging disability discrimination or harassment should be submitted to Andrea Vassar, Director of Academic Skills and the College's Section 504 Coordinator, Clifton Miller Library, 410-778-7883.

## **Washington College**

## **Harassment/Discrimination Complaint Form**

Name:					
I. Category of Co	mplainant:				
Student	Class year:		Faculty	Department:	
Staff	Department:		Other:		
Category of perso	on(s) identified as	responsible for alleged	harassment/	discrimination:	
Student	Faculty	Staff	_	Administrator	Other
II. Nature of Com	plaint (Check all t	hat apply):			
Sexual Haras	sment	Sexual Assault		_ Employment Disc	crimination/Harassment
Harassment/	/Discrimination	Section 504/ADA F	Related	_ Other	
place(s) of o	ccurrence, person	ription of the complaint (s) responsible for creat ex, religion, etc.). Please	ing situation,	etc. Include the ty	ype/category of the
IV. What corrective	ve action would y	ou want taken on your b	ehalf?		
Cianature:				Date:	