

UNIVERSITY of NORTH CAROLINA
P E M B R O K E

Sexual Harassment Reporting Form

In accordance with Title IX of the Education Amendments of 1972, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and the Violence Against Women Act (VAWA), The University of North Carolina at Pembroke prohibits its faculty, staff and students from engaging in any form of sex/gender-based harassment and/or discrimination, including acts of sexual violence. We expect all members of the university community to refrain from committing acts of bias or sexual violence as these sexual misconduct offenses jeopardize the health and welfare of our employees, students, and visitors. In compliance with federal and state law and university policy, the university maintains a process to provide support, redress, and/or remediation to individuals or groups who believe they have been the victim of sexual misconduct (e.g., sex/gender-based harassment and/or discrimination, sexual assault, dating violence, domestic violence, and/or stalking).

The Office of Title IX and Clery Compliance encourages all faculty, staff, and students to report incidents of sexual misconduct. Once the Office of Title IX and Clery Compliance has received a report, an Investigator will reach out to the Complainant (Victim/Survivor) to offer supportive measures and address the alleged misconduct. Please know that you and any witness identified in the report and/or investigation may be contacted for further information. Upon an investigation, appropriate action will be taken.

Please understand, university disciplinary records are protected by a federal privacy law called Family Educational Rights and Privacy Act (FERPA). The university prohibits retaliation against an individual who in good faith files a complaint and/or participates in any investigation related to an allegation of prohibited harassment.

I. BACKGROUND INFORMATION

To help ensure a thorough Title IX investigation, please provide as much information as possible.

* Your Full Name:	
* Employee or Student: If Employee, please give your title	
* Your phone number:	
* Your email address:	
Your physical address:	
* Alleged Sexual Misconduct: (Please circle all that apply)	Gender-based Discrimination Gender-based Harassment (e.g., Bullying) Sexual Assault ~ Fondling Sexual Assault ~ Rape Dating Violence Domestic Violence Stalking Sexual Exploitation

	Internet/Email/Text Message Harassment Damage to Property Threat of Outing Written Slur or Graffiti Phone Harassment Retaliation
* Date of incident:	
Time of incident:	
* Location of incident: (Please circle all that apply)	Athletic Facility Classroom Building Administrative (Office) Building Residence Hall Parking Lot Off Campus
Specific location:	

II. INVOLVED PARTIES

Include the full name of the accused and any witnesses. If necessary, please use additional paper if needed.

Full Name or Organization:	
Gender:	
Role in incident: (Please circle all that apply)	Student ~ Complainant (Victim/Survivor) Student ~ Respondent (Accused) Student ~ Witness Employee ~ Complainant (Victim/Survivor) Employee ~ Respondent (Accused) Employee ~ Witness Non-Student ~ Complainant (Victim/Survivor) Non-Student ~ Respondent (Accused) Non-Student ~ Witness Non-Employee ~ Complainant (Victim/Survivor) Non-Employee ~ Respondent (Accused) Non-Employee ~ Witness
Date of birth:	

Phone number:	
Email address:	
Physical address:	

III. QUESTIONS

Please provide as much information as possible.

Your relationship with the Respondent? (Please circle all that apply)	Stranger Acquaintance Friend Relative Roommate Classmate Co-worker Instructor/Professor Supervisor Unknown Other, please explain
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Using specific, concise, and objective language, please describe in as much detail as possible the specific incident that occurred. Avoid using pronouns, i.e., he, she, etc. to identify people. Use the person's real name when known otherwise give the name you know the person by. Indicate specific words, phrases, interaction, and behavior. Give dates and times. If a subject used profanity, made threats, or spoke of harming him/herself or others, indicate specific words/phrases used. If a student was loud or disruptive, indicate behaviors associated with the disruption, and describe any injury or damage to person(s) or property. Include any actions taken, if any. Please be very detailed in your response (Who, What, When, Where, Why, and/or How).

Did you tell anyone about your experience after the alleged incident (student, university employee, police officer, &/or medical provider)? If so, please provide the name(s), date, and contact information of whomever you spoke.

While not required, was the incident reported to campus or local law enforcement? (Please circle)	Yes ~ Campus Law Enforcement Yes ~ Local Law Enforcement No ~ But I want to No
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IV. SUPPORTING DOCUMENTATION

Photos, video, email, and other supporting documents may be submitted to the Title IX Coordinator. Please explain any documentation supporting your complaint.

Please understand, a victim of sexual misconduct has rights to relief under state and federal law and is not precluded by the university from filing a complaint with an external agency (e.g., The US Department of Education’s Office of Civil Rights, US Department of Justice, or the US Equal Employment Opportunity Commission).

All students and employees are expected to cooperate with any university investigation initiated because of this submitted complaint. Please submit this form via email, mail, or in person to the Title IX Coordinator: Ronette Sutton Gerber, The School of Education Building, Room 334, titleixcoordinator@uncp.edu, Office: 910-521-6281, Cell: 910-674-0080.

* Required