



Carteret Community College Title IX Complaint Form

For incidents of discrimination and/or harassment, including relationship violence, domestic violence, stalking, gender discrimination and sexual misconduct

Statement

Carteret Community College endeavors to create and sustain a positive, responsive, and safe learning environment and workplace. To do so, the college has established a policy that defines “unlawful harassment,” prohibiting behaviors that constitute unwelcome or unsolicited speech or conduct based upon race, sex, creed, religion, national origin, age, color, or handicapping condition as defined by G.S. 168A-3 that creates a hostile work or learning environment or circumstances involving quid pro quo. The Unlawful Harassment, Stalking & Sex Offenses procedure includes the sexual harassment policy and procedures to address stalking, dating violence, sexual violence, and domestic violence. These procedures detail steps for students and employees to follow in reporting allegations of unlawful harassment.

Instructions

The form should be used to report violations regarding Title IX (sexual harassment, sexual violence, dating violence, stalking, and sexual/gender discrimination). Forms may be submitted via email or in person. Any Carteret Community College employee who becomes aware of an allegation must report the allegation as soon as possible to the appropriate personnel. **Filing a Title IX complaint does not preclude filing the same with an external agency or law enforcement nor does it extend any time limits one has for such filings.**

- **Any student-related complaint** should be submitted directly to the Title IX Coordinator.
- **Employee complaints** should be submitted directly to the Director of Human Resources.

Title IX Coordinator: Brandon Dyer, dyerb@carteret.edu, (252) 222-6237, McGee 135

Director, Human Resources: Amanda Bryant, bryanta@carteret.edu,(252) 222-6225, McGee 124

Today’s Date: _____

Circle one—I am a: Student CCC Employee

Select One—Report filed by: _____ Victim _____ Third Party _____ Anonymous

Name: _____ College ID#: _____

Email Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Preferred Phone Number (s): _____

Incident Details

Incident Dates: _____

Location(s) of Incident(s): _____ On Campus _____ Off Campus

Specify Location(s): _____

Type of Complaint:

- _____ Discrimination
- _____ Harassment (includes sexual violence)
- _____ Retaliation
- _____ Unsure

Basis of Complaint:

- _____ Relationship or Domestic Violence
- _____ Sexual Harassment
- _____ Sexual Violence or Sexual Assault
- _____ Gender Discrimination
- _____ Stalking
- _____ Other (please describe) _____

Was the incident reported to law enforcement? _____ Yes _____ No

If yes, which agencies? _____

(Note: In North Carolina, Victims 18 and older may choose whether or not to report to law enforcement. Carteret Community College strongly encourages any victim of sexual assault and acts of violence to report to law enforcement; however, it is not required to file a complaint or for a complaint to be investigated. The college must report incidents involving students under age 18 to law enforcement.)

What is your relationship to the accused/assailant(s)?

- | | |
|-----------------------|--|
| _____ Current Partner | _____ Stranger |
| _____ Friend | _____ Professional (e.g. instructor or supervisor) |
| _____ Former Partner | _____ Other |
| _____ Acquaintance | |

Report is being filed against: _____

Identifying Information (if name is not known): _____

Description of events/behaviors/issues that are alleged to be discriminatory or harassing (additional pages or copies of documents/pictures, etc. may be attached if relevant):

Did anyone witness the alleged behavior/incident? _____ Yes _____ No

If yes, please provide names and contact information for anyone who may provide relevant information regarding the alleged behavior: _____

Are there any specific concerns that you have about this complaint which the college needs to be aware of?

Statement of Non-Retaliation

The College will not tolerate reprisal or retaliation of any kind against an individual who in good faith complains of discrimination or sexual harassment under law or College policies, or who participates in any procedure to investigate and address a complaint regarding discrimination or sexual harassment. Retaliation is adverse treatment that occurs because of opposition to unlawful harassment. Retaliation by any employee of the College against a student or an employee for responsibly using the policy and its procedures is grounds for appropriate disciplinary action.

Statement of Understanding

I understand that I am filing this complaint with Carteret Community College only. I also understand that by filing this complaint I am not prevented or prohibited from filing the same complaint with an outside external agency or law enforcement agency. I understand that this complaint may warrant an internal investigation in accordance with the standards and procedure set in the Carteret Community College Handbook. Any investigation of this complaint is internal and separate from any outside agency, civil and/or criminal investigation.

Name of Complainant**

Signature of Complainant**

Date

*****If the person completing this form is not the complainant (alleged victim), please agree to the following statement:***

I attest that the above information is true to the best of my knowledge.

Your Name _____ Date _____

Your Signature _____