



*Serving Richmond and Scotland Counties*

## UNLAWFUL HARASSMENT/DISCRIMINATION PROCEDURES

### Title IX

Richmond Community College, in accordance with its mission and values, seeks to provide a safe and nurturing environment for all members of the College community. As a recipient of federal funds, Richmond Community College (“RichmondCC” or the “College”) is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. 1681 et. seq. (Title IX), which prohibits discrimination on the basis of sex in any federally funded education program or activity. This includes sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and College policy. The College’s Title IX Coordinators have oversight responsibility for handling sexual harassment complaints and for identifying and addressing any matters involving sexual discrimination or harassment.

Any allegations involving sexual harassment should be directed to the respective College Title IX Coordinator and addressed under these procedures. For other complaints of discrimination and harassment not related to sexual harassment, refer to Unlawful Workplace Harassment Policy 8.03.00.

#### **Definitions (as applicable to Title IX Policy)**

|                  |  |
|------------------|--|
| Actual Knowledge | Notice of sexual harassment or allegations of sexual harassment by the Title IX Coordinator or any College official who has authority to institute corrective measures on behalf of the College. Actual knowledge is not met when the only College official with actual knowledge is the Respondent. |
| Advisor          | A person chosen by a party or appointed by the College to accompany the party to meetings related to the resolution process, and to conduct cross-examination for the party at the hearing, if any.  |

EQUAL OPPORTUNITY INSTITUTION

|                               |   |
|-------------------------------|---|
| Appeals                       | After the Decision-Maker submits their determination of responsibility to the Complainant and Respondent, all parties are given an equal opportunity to appeal the determination.   |
| Complainant                   | An individual who is alleged to be the victim of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity.  |
| Complaint (formal)            | A document filed by a Complainant or signed by a Title IX Coordinator alleging sexual harassment against a Respondent and requesting the College investigate the allegation(s). This initiates a formal grievance process in which parties are entitled to due process protections. Complaint forms are available within the Unlawful Harassment/Discrimination Procedures. |
| Education program or activity | Locations, events, or circumstances over which the College exercised substantial control over both the Respondent(s) and the context in which the sexual harassment or discrimination occurs and also includes any building owned or controlled by a student organization that is officially recognized by the College.   |
| Final Determination           | A conclusion by the standard of proof that the conduct did or did not violate policy.   |
| Finding                       | A conclusion by the standard of proof that the conduct did or did not occur as alleged.   |
| Grievance Process Pool        | Any investigators, hearing officers, appeal officers, and Advisors who may perform any or all of these roles (though not at the same time or with respect to the same case).  |
| Hearing Decision Maker        | The person who has decision-making and sanctioning authority within the College's Title IX policy   |
| Investigator                  | The person or person responsible for gathering facts about an alleged violation. Once gathered, they are to assess the relevance and credibility, and compile the information into an investigation report complete with directly related evidence.   |

|                     |  |
|---------------------|--|
| Notice              | An employee, student, or third-party informs the respective Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.  |
| Parties             | The Complainant(s) and Respondent(s), collectively.  |
| Relevant Evidence   | Evidence that tends to prove or disprove an issue in the complaint.  |
| Respondent          | An individual who has been reported to be the perpetrator of conduct that could constitute harassment or discrimination based on a protected class; or retaliation for engaging in a protected activity.   |
| Resolution          | The result of an informal or formal grievance process.   |
| Retaliation         | To intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, participated, or refused to participate in any manner in an investigation, proceeding or hearing.  |
| Sexual Exploitation | Means abuse or exploitation of another person's sexuality without consent for the perpetrators own advantage or benefit or for the benefit or advantage of anyone other than the one being exploited.  |
| Sexual Harassment   | Quid pro quo harassment; unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity, including conduct based on sex stereotyping; or any instance of sexual assault, dating violence, domestic violence, or stalking. Quid pro quo harassment is a person having power or authority over another and conditioning an educational or employment benefit or service or access to receiving the benefit or service |

|                              |  |
|------------------------------|--|
|                              | upon a person’s participation in unwelcome sexual conduct.   |
| Stalking                     | To engage in conduct or behavior that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress.   |
| Standard of Evidence         | The College uses clear and convincing as the standard for proof of whether a violation occurred. In the student due process hearing and employee grievance process, legal terms like “guilt”, “innocence” and “burden of proof” are not applicable. Student and employee due process hearings are conducted to take into account the totality of all evidence available from all relevant sources. The College will find the Respondent either “responsible” or “not responsible” for the violation.   |
| Supportive Measures          | Individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party that are designed to ensure equal educational access, protect safety, or deter sexual harassment. Some examples are counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual restrictions on contact between the parties, leaves of absences, increased security and monitoring of certain areas of the College, and other similar measures. |
| Title IX Coordinators        | An official designated by RichmondCC to ensure compliance with Title IX and the College’s Title IX Policy and Procedures. RichmondCC has two Title IX Coordinators. One is designated for students and the other is designated for employees.  |
| Waiver for Formal Resolution | Document when executed, allows a Respondent and Complainant to waive their rights to a formal resolution due to an informal resolution agreement. Both the Respondent and Complainant must agree to the informal agreement.  |

## **Reporting Notice of an Alleged Violation of Title IX Policy**

### **Scope and Applicability**

These Procedures apply to the conduct of and protect:

1. College students and applicants for admissions into the College
2. College employees and applicants for employment
3. College student organizations
4. Third parties participating in a College education program or activity

These Procedures apply to conduct that occurs in a Richmond Community College Education Program or Activity located within the United States and of which the College has actual knowledge.

### **Notice/Complaints of Sex Discrimination, Harassment, and/or Retaliation**

Notice or complaints of sex discrimination, harassment, and/or retaliation may be made using any of the following options:

1. File a complaint with, or give verbal notice to, the Title IX Coordinators (or Officials with Authority as noted below). Such a report may be made at any time (including non-business hours) by using the telephone number or email address, or by email to the office address, listed for the Title IX Coordinator or Officials with Authority as listed below.
2. Report Online through the RichmondCC website
3. Report to any supervisor and/or instructor. The information will be relayed to the appropriate College authorities.

### **Administration Contact Information**

#### **Title IX Coordinators:**

Gaye Clark  
Title IX Coordinator for Employees  
Hamlet Main Campus: Office DeWitt 202  
1042 West Hamlet Avenue  
Hamlet, NC 28345  
agclark@richmondcc.edu  
910-410-1804

Crystal Shaw  
Title IX Coordinator for Students  
Hamlet Main Campus: Office Lee 122  
1042 West Hamlet Avenue  
Hamlet, NC 28345  
[crshaw@richmondcc.edu](mailto:crshaw@richmondcc.edu)  
910-410-1729

**Officials with Authority:**

Brent Barbee  
Executive Vice President/CFO  
Hamlet Main Campus: Office DeWitt 204  
1042 West Hamlet Avenue  
Hamlet, NC 28345  
[btbarbee@richmondcc.edu](mailto:btbarbee@richmondcc.edu)  
910-410-1809

Sharon Goodman  
Vice President of Student Service  
Hamlet Main Campus: Office Lee 140  
1042 West Hamlet Avenue  
Hamlet, NC 28345  
[sbgoodman@richmondcc.edu](mailto:sbgoodman@richmondcc.edu)  
910-410-1734

Dale McInnis  
President  
Hamlet Main Campus: Office: DeWitt 210  
1042 West Hamlet Avenue  
Hamlet, NC 28345  
[wdmcinnis@richmondcc.edu](mailto:wdmcinnis@richmondcc.edu)  
910-410-1806

Kevin Parsons  
Vice President for Instruction  
Hamlet Main Campus: Office: Lindsey-Petris 101  
1042 West Hamlet Avenue  
Hamlet, NC 28345  
[ksparsons@richmondcc.edu](mailto:ksparsons@richmondcc.edu)  
910-410-1918

## **Procedures for a Grievance or Complaint Received under Title IX**

The information regarding the grievance/complaint will be given to the appropriate Title IX Coordinator. The Title IX Coordinator oversees compliance with these Procedures and Title IX regulations. Questions about these Procedures should be directed to the Title IX Coordinator. After receiving a report of sexual harassment/discrimination, the Title IX Coordinator takes immediate and appropriate steps to:

1. Communicate with the individual who reported the alleged conduct
2. Implement supportive measures to eliminate and prevent the recurrence of sexual harassment/discrimination, deter retaliation, remedy the effects of sexual harassment/discrimination, and provide due process rights during a College investigation; (i.e. Counseling, safety planning, altering schedules, increasing security in certain areas, implementing a no contact order, or emergency removal, etc.)

Violations of no contact orders or Emergency Removal will be referred to appropriate student or employee conduct processes for enforcement. This violation will likely result in disciplinary action.

3. Provide the individual with a copy of this Policy and Procedure; and
4. Determine whether the alleged conduct, as described by the reporting party, falls within the scope of this policy and if so, initiate the investigation and resolution procedures.

### **If a Formal Complaint is Filed**

Once a formal complaint is filed there are two possible resolutions (Informal Resolution or Formal Resolution) unless the Title IX coordinator administratively closes a report:

#### **Title IX coordinator must administratively close a report or complaint of sexual harassment or sex discrimination if after an initial assessment:**

- The allegations as stated do not constitute a violation of this Policy and Procedure, even if proven; or
- The alleged sexual harassment/discrimination did not occur in Richmond Community College's Education Program or Activity or did not occur in the United States.

#### **The Title IX Coordinator may administratively close a report or complaint of sexual harassment or sex discrimination if:**

- The Complainant, at any time, requests withdrawal of the report or complaint;
- The Respondent is no longer enrolled or employed by the College; or

- The College is prevented from gathering evidence sufficient to reach a determination of responsibility.

The Title IX Coordinator will notify the parties if a report or complaint of sexual harassment is closed under this section, including the reason(s) for closure, and direct the parties to the appropriate College office or department to resolve the report or complaint. All parties may appeal the Title IX Coordinator's dismissal of a Formal Complaint under this section by using the appeal procedures.

Regardless of when alleged sexual harassment is reported, a Complainant must be participating in or attempting to participate in the College's education program or activity for a Formal Complaint to be filed.

### **Informal Resolution**

Any party may request the College to facilitate an informal resolution to a sexual harassment complaint at any time after the filing of a Formal Complaint. The Title IX Coordinator may offer the parties the opportunity for informal resolution, too. Informal resolution is voluntary. The Complainant and Respondent must provide written consent for informal resolution to take place. Any party has a right to end the informal resolution process at any time prior to agreeing to a resolution and begin or continue the formal investigation and grievance process.

Upon a request for informal resolution, the Title IX Coordinator determines whether informal resolution is appropriate based on the facts and circumstances of the case. The Title IX Coordinator ensures that any proposed informal resolution is consistent with the College's obligations to prevent and redress sexual harassment or sex discrimination. However, a student's allegations of sexual harassment/discrimination against a College employee are not eligible for informal resolution.

The Title IX Coordinator provides the parties with written notice of proceeding with an informal resolution, including the allegations of sexual harassment/discrimination, the requirements of the informal resolution process, and potential outcomes resulting from participating in the informal resolution process. The Title IX Coordinator also designates an independent, neutral person to facilitate the informal resolution.

Informal resolution concludes the matter only when all parties have signed a written agreement that confirms resolution of the allegations. The resolution agreement must include a waiver (Waiver for Formal Resolution) of the parties' right to have a formal hearing on the allegations that have been informally resolved. Parties are prohibited from revoking or appealing a resolution agreement. Should the Respondent violate the terms of an informal resolution agreement, such violation will subject the Respondent to an investigation and the formal

grievance process contained in this procedure. If a resolution agreement is not reached, the College will continue with a formal investigation.

### **Formal Resolution: Investigation, Reporting, and Live Hearing**

#### ***Adequate Notice of Charges***

The Title IX Coordinator gives written notice to the Complainant and Respondent of the investigation, providing sufficient details to allow the parties to respond and prepare for initial interviews, including the identity of the parties involved (if known), the conduct alleged to be sexual harassment, the date and location of alleged incidents (if known), a statement that the Respondent is presumed not responsible and a determination of responsibility is made at the conclusion of the process, information regarding the parties' right to an Advisor and the right to review evidence, and notice that the College prohibits knowingly making false statements or submitting false information during the grievance process.

#### ***Investigation***

The goal of a formal investigation is to reach a determination as to whether a Respondent(s) has violated one or more College policies prohibiting sexual harassment and if so, remedy the effects of a violation. The College will make a good faith effort to complete the investigation and reporting of the investigation within 30 business days, which can be extended as necessary for appropriate cause by a Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

The standard of proof used in investigations is clear and convincing. It is the College's responsibility to establish the standard of proof and gather evidence during investigations. Clear and Convincing standard of proof is defined as a standard used in civil law that requires a finding of high probability.

The Title IX Coordinator will designate three individuals to be investigators of the allegations within the scope of the Title IX policy. The Title IX Coordinator may include possible violations of other College policies that contributed to, arose from, or are otherwise related to alleged violations of this Policy and Procedure in the scope of an investigation.

Typical steps taken in an investigation may be as followed, but not limited to:

1. The Complaint(s) and Respondent(s) in an investigation can expect a prompt, thorough, and equitable investigation of complaints, including the opportunity for parties to ask questions, present witnesses and provide information regarding the allegations.
2. Parties and witnesses should cooperate in the investigation process to the extent required by law and this policy. Investigations typically include interviews with the Complainant, the Respondent, and any witnesses, and the objective evaluation of any physical, documentary, or other evidence as appropriate and available. The College will give the

Complainant and the Respondent written notice of any interview, meeting or hearing at which a party is invited or expected to participate.

3. Interviews conducted as part of an investigation under this Procedure may be recorded by the College. Recordings not authorized by the College are prohibited.
4. The Complainant and Respondent has the right to be accompanied by an Advisor of their choosing during all stages of an investigation. A party may elect to change Advisors during the process.

All Advisors are subject to the same rules:

- During the investigation, the Advisor's role is limited to providing advice, guidance, and support to the Complainant or Respondent. An Advisor is not permitted to act as a participant or advocate during the investigative process.
  - Advisors are expected to maintain the privacy of the records shared with them.
  - Advisors are expected to refrain from interfering with investigations.
  - Any Advisor who oversteps their role or interferes during an investigation process will be warned once by the Title IX Coordinator. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the Advisor will be asked to leave. The Title IX Coordinator determines whether the Advisor may return or should be replaced by a different Advisor.
5. The Title IX Coordinator will inform the Complainant and Respondent at regular intervals of the status of its investigation.

### ***Reporting of the Investigation***

Prior to finalizing a report, the investigation team provides all parties an equal opportunity to review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including evidence upon which the College does not intend to rely. The Complainant and Respondent may submit a written/typed response to the evidence within ten days after receipt of the evidence. Responses must be submitted to the investigation team via email, mail or hand delivered by 5:00pm Eastern Standard Time on the date responses are due. The investigation team will consider any responses received from the parties and conduct any further investigation necessary or appropriate.

Following an investigation and at least 10 days prior to a grievance hearing, the investigation team will submit an investigative report to the parties that fairly summarizes relevant evidence. The report includes a summary of the allegations; a summary of the response; a summary of the investigative steps taken to verify the allegations and response; and a summary of the evidence relevant to a determination of responsibility. The investigators gather, assess, and synthesize evidence, but make no conclusions, engage in no policy analysis, and render no recommendations as part of their report.

### *Live Hearing*

At least 10 days after the issuance of an investigation report, the College will hold a live hearing in front of a Decision-Maker to determine responsibility of a Respondent. The Decision-Maker may not be the Title IX Coordinator or the investigator(s). A "live hearing" means either in person or virtually. The following hearing rules apply:

- All parties must be able to see and hear the questioning of parties and witnesses. Any party may request a virtual hearing. If requested, the College will provide a virtual hearing.
- All parties have an equal opportunity to present witnesses, including fact and expert witnesses.
- The parties' Advisors are permitted to cross-examine the parties and any witnesses. The parties are prohibited from directly conducting cross-examination. Cross-examination must be conducted by a party's Advisor.
- The Decision-Maker determines whether questions asked during cross-examination are relevant to the determination of responsibility. If the Decision-Maker disallows a question, they will explain the basis for their decision at the hearing. Parties and Advisors may not challenge a Decision-Maker's relevancy determinations during the hearing.
- Evidence or questions that inquire about the Complainant's sexual predisposition or prior sexual history are prohibited (i.e. rape-shield protections) unless such questions and evidence are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
- The Decision-Maker may not consider statements of individuals who do not submit to cross-examination in reaching a determination of responsibility.
- Records with a legally recognized privilege, such as medical treatment records, may not be used unless the individual or entity who holds the privilege waives the privilege. Any waiver must be written and made in advance of a hearing.
- If a party does not have an Advisor, the College will provide an Advisor at no cost to the party. If a party does not approve of the assigned Advisor, another Advisor may be selected by the party or Title IX Coordinator. An attorney may serve as an Advisor; however, the College will not be responsible for any legal fees.
- Other standard Rules of Evidence do not apply in grievance hearings under these Procedures. RichmondCC uses the Clear and Convincing standard of proof in investigations and hearing.
- The College will provide either an audio recording, audiovisual recording, or transcript of the hearing to all parties.

The Decision-Maker evaluates all relevant evidence and reaches a determination regarding responsibility. The Decision-Maker issues their final written determination to all parties within ten (10) days of the hearing. The final written determination includes a summary of the

allegations; a description of the procedural steps taken by the College to investigate and reach a determination of responsibility; findings of fact supporting the determination; conclusions regarding the application of College policies to the facts; a statement of and rationale for the result as to each allegation, including a determination of responsibility; any disciplinary sanctions the College recommends or imposes; whether remedies designed to restore or preserve equal access to an education program or activity will be provided to the Complainant; and the College's appeal procedures.

If the Decision-Maker is required to make a recommendation for student expulsion or employee suspension, demotion or dismissal, such recommendation will be made to the appropriate College official after the time for appeal has expired. If the Decision-Maker recommends the Respondent be expelled, suspended, demoted, or dismissed, during the time in which either party has to appeal, the Respondent shall remain on suspension unless otherwise determined by the Decision-Maker.

### **Appeals**

After the Decision-Maker submits their determination of responsibility to the Complainant and Respondent, all parties are given an equal opportunity to appeal the determination. Appeals may be based only on these grounds:

- Procedural irregularity that affected the outcome;
- New evidence that was not reasonably available at the time of the hearing that could affect the outcome; and/or
- The Title IX Coordinator, investigator, or Decision-Maker had a bias or conflict of interest that affected the outcome.

Parties must submit any appeal to the President of the College by 5:00 p.m. Eastern Standard Time via email or mail, within ten (10) days of receiving the Decision-Maker's written determination of responsibility.

The College notifies all parties when an appeal is filed and provides all parties a copy of the appeal and a chance to submit a written statement supporting or challenging the outcome. Parties must submit written statements supporting or challenging the outcome to the President of the College by 5:00 p.m. Eastern Standard Time via email or mail, within two (2) days of receiving a copy of an appeal.

The President shall conduct a review of the record, including the appeal(s) received, any written statements supporting or challenging the outcome, the investigation report, the Decision-Maker's written determination of responsibility, and any accompanying evidence prior to issuing a written decision to the Complainant and Respondent that describes the result of the appeal and the rationale for the result.

The President's written decision is final.

## **Additional Resources for Complainants and Respondents**

### **1. Filing an Office for Civil Rights (OCR) Complaint**

Anyone who believes that an education institution that receives federal financial assistance has discriminated against someone on the basis of race, color, national origin, sex, disability, age, or retaliation may file a complaint with the Office for Civil Rights (OCR). The person or organization filing the complaint need not be a victim of the alleged discrimination but may complain on behalf of another person or group.

A complaint must be filed within 180 calendar days of the date of the alleged discrimination, unless the time for filing is extended by OCR for good cause shown under certain circumstances. Prior to filing a complaint with OCR against an institution, a potential complainant may want to find out about the institution's grievance process and use that process to have the complaint resolved. However, a complainant is not required by law to use the institutional grievance process before filing a complaint with OCR. If a complainant uses an institutional grievance process and also chooses to file the complaint with OCR, the complaint must be filed with OCR within 60 days after completion of the institutional grievance process.

Complainants wishing to file a complaint may do so by:

- **Mail or Facsimile:** Complainants may mail or send by facsimile a letter or use the OCR's Discrimination Complaint Form available from one of OCR's enforcement offices. Information to be provided include the complainant's name, address and telephone number where the complainant may be reached during business hours; information about the person(s) or class of persons injured by the alleged discriminatory act(s) (names of the injured person(s) are not required); the name and location of the institution that committed the alleged discriminatory act(s); and a description of the alleged discriminatory act(s) in sufficient detail to enable OCR to understand what occurred, when it occurred, and the basis for the alleged discrimination (race, color, national origin, sex, disability, or age).

- **E-mail:** Complainants may file a complaint using the following e-mail address: [ocr@ed.gov](mailto:ocr@ed.gov). Use the same procedures as above.

*EQUAL OPPORTUNITY INSTITUTION*

- Online: Complainants may file a complaint with OCR using OCR's electronic complaint form at the following web site:

<http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

## **2. Filing an EEOC Complaint**

The Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person's race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, or genetic information. It is also illegal to discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

An employee who believes he or she has been discriminated against at work because of race, color, religion, sex (including pregnancy), national origin, age, disability or genetic information, may file a complaint. All of the laws enforced by EEOC, except for the Equal Pay Act, require the individual to file a Charge of Discrimination before filing a job discrimination lawsuit against the employer. In addition, an individual, organization, or agency may file a charge on behalf of another person in order to protect the aggrieved person's identity. There may be time limits for filing a charge.

Charges are not accepted by telephone, but an employee may call 1-800-669-4000 to submit basic information about a possible charge to begin the process. The information will be forwarded to the appropriate EEOC field office.



*Serving Richmond and Scotland Counties*

---

**STUDENT COMPLAINT FORM: UNLAWFUL HARASSMENT/DISCRIMINATION POLICY**

Please provide the following information:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Complaint Information:

Location of Incident(s): \_\_\_\_\_

Incident Date(s): \_\_\_\_\_

Incident Summary: In your own words briefly describe what happened to you that you believe was discriminatory, harassing, or retaliatory. (Include names of all parties involved along with witnesses or individuals who may have knowledge of the event(s).)

---

---

---

---

What action/remedy are you seeking?

---

---

---

---

Print and return form to Title IX Student Coordinator OR Send Electronically:

Crystal Shaw, Counselor, Title IX Student Coordinator  
Office Location: Lee Building, Student Services  
Telephone: (910) 410-1729  
Email: crshaw@richmondcc.edu  
Mailing Address: Richmond Community College  
PO Box 1189  
Hamlet NC, 28345

*EQUAL OPPORTUNITY INSTITUTION*



*Serving Richmond and Scotland Counties*

---

**EMPLOYEE COMPLAINT FORM: UNLAWFUL HARASSMENT/DISCRIMINATION POLICY**

Please provide the following information:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Complaint Information:

Location of Incident(s): \_\_\_\_\_ Incident Date(s): \_\_\_\_\_

Incident Summary: In your own words briefly describe what happened to you that you believe was discriminatory, harassing, or retaliatory. (Include names of all parties involved along with witnesses or individuals who may have knowledge of the event(s).)

---

---

---

---

What action/remedy are you seeking?

---

---

---

---

Print and return form to Title IX Employee Coordinator OR Send Electronically:

Gaye Clark, Human Resources, Title IX Employee Coordinator  
Office Location: DeWitt Building, Business Office  
Telephone: (910) 410-1804  
Email: [agclark@richmondcc.edu](mailto:agclark@richmondcc.edu)  
Mailing Address: Richmond Community College  
PO Box 1189  
Hamlet NC, 28345

*EQUAL OPPORTUNITY INSTITUTION*



*Serving Richmond and Scotland Counties*

---

## **Waiver for Formal Resolution**

I, \_\_\_\_\_ (respondent) do hereby waive my rights to a formal resolution. This informal resolution is sufficient for the current Title IX complaint. This resolution is final.

Respondent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title IX Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

I, \_\_\_\_\_ (complainant) do hereby waive my rights to a formal resolution. This informal resolution is sufficient for the current Title IX complaint. This resolution is final.

Complainant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title IX Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*EQUAL OPPORTUNITY INSTITUTION*



*Serving Richmond and Scotland Counties*

---

**APPEAL FORM: UNLAWFUL HARASSMENT/DISCRIMINATION POLICY**

Please provide the following information:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Appeal Information: (An appeal must be filed within 10 calendar days of the complaint resolution.)

Date of Complaint Resolution: \_\_\_\_\_

Summary of request to review decision: In your own words briefly describe why you are requesting a review of the complaint decision.

---

---

---

---

---

---

Print and return form to Title IX Coordinator OR Send Electronically:

Crystal Shaw, Counselor, Title IX Coordinator  
Office Location: Lee Building, Student Services  
Telephone: (910) 410-1729  
Email: crshaw@richmondcc.edu  
Mailing Address: Richmond Community College  
PO Box 1189  
Hamlet NC, 28345