

GREENSBORO COLLEGE SEXUAL HARASSMENT REPORT FORM

COMPLAINANT'S INFORMATION (the victim of sexual harassment):			
Complainant's Name:		Complainant's affiliation to Greensboro College (student, faculty, staff, unaffiliated):	
Complainant's Contact Information (if available): Telephone: _____ Email: _____			
Complainant's Preference for Action if known:	<input type="radio"/> No Action	<input type="radio"/> Formal Complaint	<input type="radio"/> Voluntary Resolution
RESPONDENT(S) INFORMATION: (the individual accused of committing the harassment)			
Respondent's Name (if known):		Respondent's affiliation to Greensboro College (student, faculty, staff, unaffiliated):	
Respondent's Contact Information (if available): Telephone: _____ Email: _____			
INCIDENT INFORMATION:			
Date and Time of Incident:		Location or address of Incident:	
Description of the Incident (nature of harassment, context or circumstances, such as on campus event, off campus party, during travel, etc.). Additional pages may be attached.			
REPORTER'S INFORMATION:			
Reporter's Name:		Date of Report:	
Reporter's Affiliation to Greensboro College (student, faculty, staff, unaffiliated):		Reporter's Contact Information: Telephone: _____ Email: _____	
ANY OTHER ADDITIONAL INFORMATION:			
Provide any additional details here that could be helpful (other witnesses, preference for privacy, conditions to improve on campus, supportive measures requested, etc.)			

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SEXUAL HARASSMENT REPORT FORM INFORMATION PAGE

What is sexual harassment? Sexual harassment is defined as any act of a sexual nature perpetrated against an individual without effective consent or when an individual is unable to freely give consent. The College defines sexual harassment in accordance with Title IX to include: a school employee conditioning the provision of aid, benefits, or services on an individual's participation in unwelcome sexual conduct, commonly known as quid pro quo; unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity; or sexual assault (as defined in the Clery Act) or dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act).

Who is required to report sexual harassment? All Greensboro College employees, other than those who are designated as confidential resources, are considered "responsible employees." Responsible employees have a duty to report incidents of sexual harassment to the Title IX Coordinator. You may also use this form to report an incident of sexual harassment if you are the Complainant or if you are not a Greensboro College employee.

Are there college employees who may keep reports of sexual harassment confidential? Counselors, health professionals, and clergy who provide mental-health counseling to members of the college community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident of sexual harassment to the Title IX Coordinator without a Complainant's permission.

What if a complainant requests confidentiality? Even if a Complainant requests confidentiality or is unwilling to proceed with a complaint, Greensboro College employees, except those with confidentiality as described above, are required to report the incident to the Title IX Coordinator. All reasonable efforts will be made to preserve the Complainant's rights and privacy.

What resources are available to complainants? The College will work to provide supportive measures to ensure the parties safety and wellbeing. Supportive measures are described within the sexual misconduct policy ([section IV. A. 5](#)) and resources are provided in [appendix A](#) of that policy.

What happens with the information I provide? The Title IX Coordinator will follow-up with the Complainant to determine a) if the incident is potentially a policy violation, b) the Complainant's preference for resolution and c) provide any supportive measures necessary. The Title IX Coordinator will coordinate with other administrators as necessary to determine the appropriate response.

What should I do with the completed report form? Please provide the information requested on the other side of this sheet and deliver or email the completed form to:

Emily Scott
Title IX Coordinator
Greensboro College
Main Building Room 231
Greensboro, NC 27401
titleix@greensboro.edu

Please contact Emily Scott at **(336) 272-7102 ext. 5496** or the email above with any questions.