

# Filing a Complaint

Any employees, students, or applicants for employment or admission who are aware of or believe they witnessed or have been subjected to any form of unlawful discrimination or harassment, including sexual harassment, sexual assault, and relationship violence, may make a complaint as outlined below. The complaint should be as specific as possible regarding the circumstances, including the dates and places of the incident(s), the individual(s) involved, the names of any witnesses, and any other relevant information.

## **Filing Discrimination or Harassment Complaints Against Students**

Campus Safety & Security investigates complaints about student behavior. Concerns about the behavior of student-employees are reported as set forth below.

Anyone who is aware of or believes they have witnessed or have been subjected to any form of unlawful discrimination or harassment, including sexual harassment, sexual assault, relationship violence, or retaliation, by a student, should immediately report the behavior to Campus Safety & Security. Reports can also be made to the nondiscrimination coordinator, to any nondiscrimination campus liaison, Residential Life, or any other trusted university employee who will then report the incident to Campus Safety & Security. ([www.jwu.edu/compliance](http://www.jwu.edu/compliance) > Click Liaisons by Campus)

## **How do I contact Campus Safety & Security to report a complaint?**

You may contact Campus Safety & Security on your campus by calling the number listed below:

Providence Campus Safety & Security: 401-598-1103

Charlotte Campus Safety & Security: 980-598-1900

## **Filing Discrimination or Harassment Complaints against Employees, Student Employees, and Third Parties**

The nondiscrimination coordinator (who is also the university's Title IX coordinator and Section 504 coordinator) investigates complaints about the behavior of employees, student employees (acting in their capacity as employees), and third parties (e.g., a visitor to campus or an individual doing business with the university).

Anyone who is aware of or believes they have witnessed or have been subjected to any form of unlawful discrimination or harassment, including sexual harassment, sexual assault, relationship violence, or retaliation by any employee of the university, by a student employee, or by a third party should immediately report the discrimination or harassment to the nondiscrimination coordinator (who is also the university's Title IX coordinator and Section 504 coordinator), any nondiscrimination campus liaison, or Human Resources. Reports can also be made to Campus Safety & Security, Residential Life, or any other trusted university employee who will then report the incident to the nondiscrimination coordinator.

Reports may also be made confidentially and anonymously by filling out an **online confidential report** via the Equity & Compliance Services webpage ([www.jwu.edu/compliance](http://www.jwu.edu/compliance)) or by calling the **JWU Reporting Hotline** and leaving a message by dialing 1-833-JWU-LINE (1-833-598-5463).

## **Who are the nondiscrimination coordinator and the nondiscrimination campus liaisons?**

The nondiscrimination coordinator (who is also the university's Title IX coordinator and Section 504 coordinator) and the nondiscrimination campus liaisons are university employees who are specially trained and authorized to take reports of discrimination and harassment, including sexual harassment, sexual assault, or relationship violence, and to conduct discrimination, and harassment, including sexual harassment, sexual assault, or relationship violence, investigations. Refer to the JWU Equity & Compliance Services webpage for more information about the nondiscrimination coordinator (who is also the university's Title IX coordinator and Section 504 coordinator) and the nondiscrimination campus liaisons ([www.jwu.edu/compliance](http://www.jwu.edu/compliance) > Click Liaisons by Campus).

In the event of a conflict of interest or other circumstances where reporting to the university nondiscrimination coordinator or a nondiscrimination campus liaison would not be appropriate, reports of discrimination or harassment may be made to any campus president (401-598-1754).

## **Who coordinates the university's compliance with Title IX, Section 504, and other discrimination laws?**

The nondiscrimination coordinator has been designated to carry out the university's responsibilities under all federal and state discrimination laws, including, but not limited to, Title IX of the Education Amendments of 1972 (Title IX), Section 504 of the Rehabilitation Act of 1973 (504), the Age Discrimination Act of 1975, the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990. Refer to the JWU Equity & Compliance Services webpage for more information ([www.jwu.edu/compliance](http://www.jwu.edu/compliance)).

## **What should I do if I have a complaint about gender equity in athletics?**

If you have a complaint about gender equity in university athletics programs, you should contact the university's nondiscrimination coordinator (who is also the university's Title IX coordinator and Section 504 coordinator). Refer to the JWU Equity & Compliance Services webpage for more information about the nondiscrimination coordinator ([www.jwu.edu/compliance](http://www.jwu.edu/compliance)).

## **Sexual Assault and Relationship Violence**

In addition to the procedures described above, employees, students, or third parties who are victims of sexual assault or relationship violence (including dating violence, domestic violence or stalking) may seek assistance as described in the university's Sexual Assault and Relationship Violence Policy.

Please also see Investigation and Resolution, Retaliation, the Student Code of Conduct, and the Conduct Review Process.