APPENDIX I: EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY
STATEMENT AND PROCEDURES FOR COMPLAINTS OF
DISCRIMINATION OR HARASSMENT

I-3 REPORTING PROCEDURE AND DOCUMENTATION

All members of the University community are encouraged to report incidents of discrimination and harassment to University authorities. Complaints are to be handled at the lowest possible level to ensure a quick and effective response. Incidents of discrimination or harassment may occur in a variety of situations and therefore reporting should be to the following:

A. Dean of Students Office — handles complaints by students and other University affiliated personnel, usually after being reviewed at the departmental level concerning behaviors of one or more students in social, cultural, living, academic, or related environments.

B. UND Police Department — handles complaints by all individuals concerning hate crimes, criminal behavior, and activities, which may endanger an individual, a group, or property;

C. Academic Deans — handle complaints: (1) of students in academic settings under their authority including, but not limited to, faculty or staff discrimination or harassment of a student in an academic environment; professional relationship; internship, cooperative education, clinical, field site, or student teaching experience; or personal (consensual) relationship; and (2) of faculty and staff in employment settings within the college and programs under the Dean’s control;

D. Non-Academic Department Heads — handle complaints: (1) of students, faculty, and staff in relation to functions under their authority; and (2) of employees under their authority;

E. Residence Services — handles complaints of residents living in residence halls, University Children’s Center, apartments, and camp/conference programs (regarding housing issues only);

F. Student Financial Aid — handles complaints of students employed throughout the University in work-study and institutional employment and handles complaints concerning scholarships and other sources of financial aid;

G. Graduate School — handles complaints of graduate students related to academic issues, graduate assistantships, awards, and scholarships directed to graduate students;

H. School of Medicine and Health Sciences — handles complaints of medical students through the Office of Admissions and Student Affairs; handles complaints of medical residents through the Office of the Program Director at each resident site (Grand Forks, Fargo, Bismarck, and Minot), and the Office of the Dean. All other undergraduates and graduates of the School of Medicine and Health Sciences are handled by the Dean of Students Office and the Graduate School as applicable;

I. School of Law — handles complaints of law students through the Office of the Dean;

J. Affirmative Action Office — handles complaints of any discriminatory or harassment nature of students, faculty, staff, applicants for employment, contractors with the University, and non-University members who may believe that they have been denied aid, benefits, or services because of
discrimination or harassment. The Affirmative Action Officer shall consult with and work with University offices, departments, officials, and the complaining party to resolve the Complaint;

K. Other administrative offices, centers and individual faculty or staff may have initial notice of a discrimination or harassment problem and are to direct the person or group with the complaint to one of the above offices or departments for assistance; and

L. Complaints against Deans, Department Heads, or Vice Presidents should be directed to their supervisors. A complaint against the President should be directed to the Affirmative Action Office.

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