



*Together we will succeed!*



**Diversity, Engagement, Inclusion**  
Incident Reporting  
What are your options?  
2018-2019

The College of Engineering and Computing aims to achieve a community where all members are able to fully realize their potential.

# Reporting and Resolving Behavioral Issues

**Samples from Student Non-Discrimination and Non-Harassment Policy** [sc.edu/policies/ppm/staf624.pdf](http://sc.edu/policies/ppm/staf624.pdf) and **Non-Discrimination Policy of UofSC**, [sc.edu/policies/ppm/eop104.pdf](http://sc.edu/policies/ppm/eop104.pdf)

“The University of South Carolina recognizes the human dignity of each member of the University community and believes that each member has a responsibility to promote respect and dignity for others so that all students are free to pursue their goals in an open environment, able to participate in the free exchange of ideas, and able to share equally in the benefits of the University’s education opportunities. To achieve this end, the University believes it should foster an academic, social, and living environment that is free from discrimination and harassment on the basis of race, color, national origin, religion, sex, gender, age, disability, sexual orientation, genetics, veteran status, or any other category protected by law....”

Below are the two most relevant university offices that handle discrimination, harassment, bias, and hate incidents. Each student, staff, and faculty should feel safe to contact their academic supervisors and/or peers for advice.

**NOTE:** Faculty and staff are required to report any incident of discrimination or harassment they witness, or that is reported to them.

## **Complaint Procedure for Discrimination and Harassment Incident:**

1. File a complaint with the Office of Equal Opportunity Programs, (EOP)
  - a. Online form:  
[cm.maxient.com/reportingform.php?UnivofSouthCarolinaEOP&layout\\_id=40](http://cm.maxient.com/reportingform.php?UnivofSouthCarolinaEOP&layout_id=40) or
  - b. Download student complaint form  
[sc.edu/about/offices\\_and\\_divisions/equal\\_opportunities\\_programs/documents/complaintform-students.pdf](http://sc.edu/about/offices_and_divisions/equal_opportunities_programs/documents/complaintform-students.pdf) and fax to (803)777-2296 or email it to [eop@mailbox.sc.edu](mailto:eop@mailbox.sc.edu),
2. After reporting, the EOP staff will:
  - a. explain the complaint process
  - b. ask for a written statement
  - c. provide a copy of the complaint to the accused person(s)
  - d. search for witnesses and relevant materials
  - e. inform you about the outcome of the investigation.

## **Complaint Procedure for Bias and Hate Incident:**

1. Report an incident to the Office of Diversity and Inclusion using the Bias and Hate Incident Form:  
[cm.maxient.com/reportingform.php?UnivofSouthCarolinaEOP&layout\\_id=2](http://cm.maxient.com/reportingform.php?UnivofSouthCarolinaEOP&layout_id=2) **NOTE:** A bias incident report can be completed anonymously. However, if you want the Office of Diversity and Inclusion or the Office of Equal Opportunity Programs to follow up with you regarding the incident, you will need to provide us with appropriate contact information
2. The Office of Diversity and Inclusion will respond to you within 72 hours. Additional information is available at:  
[sc.edu/about/offices\\_and\\_divisions/diversity\\_and\\_inclusion/report\\_an\\_incident/](http://sc.edu/about/offices_and_divisions/diversity_and_inclusion/report_an_incident/)

## **Other Offices handling behavioral complaints:**

These offices handle faculty, staff, and student cases.

- Human Resources – [sc.edu/about/offices\\_and\\_divisions/human\\_resources/index.php](http://sc.edu/about/offices_and_divisions/human_resources/index.php)
- Equal Opportunity Programs – [sc.edu/about/offices\\_and\\_divisions/equal\\_opportunities\\_programs/index.php](http://sc.edu/about/offices_and_divisions/equal_opportunities_programs/index.php)
- Diversity and Inclusion – [sc.edu/about/offices\\_and\\_divisions/diversity\\_and\\_inclusion/index.php](http://sc.edu/about/offices_and_divisions/diversity_and_inclusion/index.php)
- University Ombudsman – [sc.edu/ombuds/](http://sc.edu/ombuds/)
- Faculty Civility Advocate – [sc.edu/faculty/facultycivilityadvocate.shtml](http://sc.edu/faculty/facultycivilityadvocate.shtml)
- Law Enforcement and Safety – [les.sc.edu/](http://les.sc.edu/)
- General Counsel -- [sc.edu/about/offices\\_and\\_divisions/system\\_planning/internal/system\\_services/legal\\_services/index.php](http://sc.edu/about/offices_and_divisions/system_planning/internal/system_services/legal_services/index.php)