

UNC CHARLOTTE

RESPONDENT QUICK REFERENCE GUIDE



Office of Civil Rights and Title IX

Cato Hall, Suite 132

(704) 687-6130

civilrights.charlotte.edu

civilrights-titleix@uncc.edu

SEXUAL MISCONDUCT & INTERPERSONAL VIOLENCE RESOURCES

On-Campus Resources

The following on-campus resources are always available for student use. Those marked with an asterisk are confidential resources. It is important to note that if you elect to only use confidential resources, the University has limited ability to fully respond.

Counseling and Psychological Services*

PHONE: (704) 687-0311

WEBSITE: caps.charlotte.edu

Student Health Services*

PHONE: (704) 687-7400

WEBSITE: studenthealth.charlotte.edu

Office of Civil Rights and Title IX

PHONE: (704) 687-6130

WEBSITE: civilrights.charlotte.edu

Police and Public Safety

EMERGENCY: (704) 687-2200

NON EMERGENCY: (704) 687-8300

WEBSITE: police.charlotte.edu

Off-Campus Resources

A Case Manager can help discuss, identify, and connect you with off-campus resources as appropriate depending upon your articulated needs. Please know that utilizing off-campus resources does not limit a student's ability to also use on-campus resources. It is important to know that there may be costs associated with the utilization of off-campus resources.

What if I do not want to use any resources on campus but still need support?

While UNC Charlotte has many great resources on campus to support its community members, we understand that some individuals may wish to receive support off-campus for any number of reasons. The Office of Civil Rights and Title IX can assist in connecting you to community resources, and some of these resources are also listed in the Interpersonal Violence Resource Guide (civilrights.charlotte.edu/interpersonal-violence-resource-guide).



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More information about the Office of Civil Rights and Title IX, related University policies, and support/resources can be found on our website at civilrights.charlotte.edu.

Why did I receive an outreach letter from the Office of Civil Rights and Title IX in my University email inbox?

As part of the University's commitment to supporting all community members and ensuring a fair and equitable process, upon notice of the formal grievance process being initiated the Office of Civil Rights and Title IX will reach out to you, the Respondent. The purpose of our outreach is to schedule a meeting to discuss the formal grievance process as well as provide resources and support. If you elect not to schedule a meeting with a Case Manager at the time of initial outreach, please know case management remains available to you throughout the formal grievance process and for the duration of your enrollment.

What should I do if I am named as a Respondent in a formal grievance process regarding an alleged incident of sexual misconduct or interpersonal violence?

The Office of Civil Rights and Title IX is available to answer any questions you may have regarding grievance procedures, which may include a formal investigation and hearing, as well as discuss available supportive measures. You are encouraged to schedule a meeting with your assigned Case Manager to discuss the grievance process in more detail as well as discuss any specific academic and personal concerns you may have. Please call the Office of Civil Rights and Title IX at (704) 687-6130 to schedule a meeting.

How long will the process take?

The University seeks to provide a fair and equitable process and to resolve formal complaints within sixty (60) days, excluding any appeals. The length of time for the formal grievance process may vary depending upon the unique circumstances of the case. In the University's experience, circumstances including, but not limited to, parallel criminal investigations, multiple witnesses, and difficulties with availability and scheduling of parties and witnesses often exist and impact the time frame to resolution. If the formal grievance process takes longer than one hundred twenty (120) days, you will be provided

a written explanation as to the reason(s) for the delay. In addition to providing these notices, the Office of Civil Rights and Title IX can answer questions you may have and case management remains available to you.

Is the information I share with the Office of Civil Rights and Title IX confidential?

The Family Educational Rights and Privacy Act, or FERPA, is a Federal law that protects the privacy of student educational records. While not strictly confidential, the Office of Civil Rights and Title IX is subject to FERPA and protects the privacy of your information when providing supportive measures. It is important to know that as part of an investigation, your testimony will be used in accordance with university policy. In certain circumstances, the university may be compelled to release specific information should a finding of responsibility be made by the assigned decision-maker. Your Case Manager can help answer any questions you may have regarding confidentiality.

I am struggling academically and personally due to being named in a formal grievance process as a Respondent, what accommodations are available to me?

In the Office of Civil Rights and Title IX, we care about the safety, well-being, and success of all of our community members. We are committed to a fair and equitable process, and supportive measures are available to you to help mitigate any possible impacts a formal grievance process may have on your academic and personal welfare.

At your request, a faculty accommodation letter can be sent on your behalf to initiate pursuing academic accommodations. Such supportive measures may include extra time on assignments, excused absences, rescheduled exams, course withdrawals due to extenuating circumstances, or taking incompletes.

Counseling and Psychological Services, or CAPS, is available to provide therapeutic services to all enrolled students and can assist in referral to services off-campus if needed due to the specific needs identified in an initial appointment.

What can I do if others find out I have been named as a Respondent in a formal grievance process and start harassing me?

The University has strong policies against retaliation. If you fear you are being retaliated against for your involvement in an alleged incident of sexual misconduct or interpersonal violence or participating in a formal grievance process, please promptly report this concern by calling (704) 687-6130, emailing civilrights-titleix@unc.edu, or coming in person to the Office of Civil Rights and Title IX. Directions to our office can be found on our website at civilrights.charlotte.edu.

I received a charge letter, does this mean I am responsible?

The letter you received, called a Notice of Investigation, serves to inform you of the initiation of a formal grievance process. Receipt of a Notice of Investigation does not mean that you are responsible for the charges identified in the letter. In fact, the letter includes a statement regarding the fact that you are presumed not responsible for the alleged conduct and that a determination on responsibility is not made until the conclusion of the grievance process. The letter additionally outlines your rights and directs you to important information regarding the associated policy(s) related to the allegations. You will additionally be provided with the Complainant's name, the alleged policy violation(s), the date of the alleged incident, and the location of the alleged incident if known so that you may sufficiently prepare a response before any initial interview.

Am I able to bring someone with me to any scheduled meetings?

During the formal grievance process, you may wish to have someone with you when you meet with your assigned Case Manager, an Investigator, or if you have a meeting with the Director of Title IX Compliance. It is your right to have an advisor of your choice present with you during these meetings and any potential hearing as part of the formal grievance process. Your advisor of choice can, but does not have to be, an attorney.