Submit Report of Bias*

1. **Screening of Report by Bias Coordinator**
   - Contact and offer support and resources to reporting party*
   - Notifies the Office of Diversity Access & Inclusion on a regular basis of reports received
   - Directs reports to appropriate department
   - Receives feedback and directs as necessary
   - Reports back to the reporter
   *Within 24-48 hours of the initial report

2. **One the following departments will contact you:**
   **The Office of Title IX:**
   - Follows up with students and employees.
   - If it relates to gender, identity, and sexual orientation, investigates incident to determine possible violation related to gender-based bias, sexual violence, sexual harassment, relationship violence, stalking, and retaliation; supportive measures and resources.
   **The Office of Disabilities:**
   - Follows up with students.
   - Discusses accommodations.
   - Works with students, faculty, and staff on reasonable accommodations and support.
   **Department of Human Resources**
   - Follows up with employees.
   - Addresses harm caused and impact.
   - Discusses and provides reporter with resources and reasonable solutions.
   **Dean of Students**
   - Follows up with students.
   - Response to bias incident "Community Standards, etc."
   - Addresses harm caused and impact.
   - Provides support, educational, and developmental response.
   - Campus notification if appropriate.
   **Suffolk University Police Department**
   - Follows up with students and employees.
   - Discusses with reporter safety, protective orders, and legal options within the criminal justice system.
   - Assess re: Hate Crime
   - Campus notification if appropriate.

3. **Next steps:**
   - The report is assigned for response 7-10 days after the initial outreach.
   - Follow up action occurs.
   - The report and follow up are recorded for reports and data sharing.
     Information/Data shared with Diversity & Inclusion offices to identify patterns or increase of incidents for University to respond to community members impacted. Provide support and educational and developmental response.
   - Reporter is notified and investigation is completed within ~60 days.

*Anonymous reports will be reviewed, however, the University's ability to respond or pursue appropriate action against the alleged perpetrators may be impacted.