Students as Respondents
Office for Institutional Equity and Diversity
As of Jan. 22, 2020

- Individual files a report.
- Case is assigned to an Equal Opportunity officer.
- Equal Opportunity reaches out to complainant; resources provided.
- Complainant wants to meet.
- Meet with complainant to discuss resources, incidents and resolution options.
- Complainant does not want to meet or does not respond to outreach.
- Complainant does not want to move forward.
- Formal resolution* begins. (Respondent and witnesses contacted.)
- Informal resolution* begins. (Respondent may be contacted.)
- Report drafted.
- Seek and implement resolution.
- Protocol* followed.
- Report sent to Office of Student Conduct. See: go.ncsu.edu/osc_flowchart
- Case closed.

Definitions

**Informal Resolution:**
Under NC State Reg 04.25.02, an informal resolution is where at any time after submission of a complaint to OIED, a complaint or concern may be resolved through an informal process provided that: (1) the complainant(s) and respondent(s) mutually agree to the terms and conditions of any proposed resolution agreement, and (2) OIED approves the proposed resolution agreement. The informal resolution is intended to be more educational and less disciplinary in nature.

**Formal Resolution:**
Under NC State Reg 04.25.02, a formal resolution involves a preliminary review, which states that the allegations, if true, might constitute a violation of the Equal Opportunity, Non-Discrimination and Affirmative Action Policy (POL 04.25.05). If the complaint passes preliminary review, an investigation would be initiated by OIED and an opportunity will be provided for both the complainant(s) and respondent(s) an opportunity to respond.

**Protocol:**
For formal resolutions for students, at the conclusion of the investigation, the investigator(s) prepare a written report summarizing the information gathered outlining the contested and uncontested facts. The draft report will not include an analysis of the facts. Before the report is finalized, the complainant(s) and respondent(s) have an opportunity to review the draft investigative report and submit additional comments or information to the investigator(s).

**Questions?**
Contact Equal Opportunity and Equity at: equalopportunity@ncsu.edu or 919.513.0574

* See definitions in right column.