

**REPORTING PROCEDURES**

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These procedures apply to students, employees, faculty, office, or any other member of the University community, including third party vendors, who have violated a written University or school policy.

If you believe that there has been a violation of **any University policy or law**, please submit an [EthicsPoint Report Form](#). Any reports received through EthicsPoint will be reviewed by the appropriate individuals in accordance with University procedures. Complainants may choose to remain anonymous but must provide sufficient information about the nature of the conduct and the participants to enable a review to be completed. All reports will be handled by the appropriate University officials as promptly and discreetly as possible.

**Anti-Harassment and Anti-Discrimination Procedure**

Anyone in the LIU Community who believes that they have been a victim of discrimination, harassment, retaliation or sexual assault prohibited by this Policy, should follow the procedures set forth below.

- Any complaint may be made through any of the methods below:
  - EthicsPoint Compliance Line found at: [EthicsPoint Report Form](#)
  - Grievance Policy Procedure outlined below;
  - Dean of Students' Office
  - Diversity, Equity, and Inclusion Office
  - The Office of Human Resources
  - If the alleged respondent is a faculty member, the Dean of the appropriate School or Faculty or the Dean's designee.

**Investigation**

- The University will undertake a prompt, thorough, and impartial investigation. The investigator will interview both the complainant, respondent, interested parties, as well as review any relevant documents. Both parties will have the opportunity to be heard.
- The investigator shall notify their findings to the relevant parties, including departments and supervisors where appropriate. Where a violation of this Policy has been found, the relevant supervisor or manager shall take prompt and appropriate action, including disciplinary action. Action may include: reprimand/verbal counseling, training, censure, removal of privileges, letters of warning or suspension, and dismissal. Discipline for a violation of this Policy need not be progressive, so a first violation of this Policy may warrant suspension or discharge depending on the nature and severity of the conduct.

**Record Keeping**

- For any investigation, the investigator shall retain all relevant documents in accordance with the University Document Retention Policy.

For Sexual Assault or violation of this policy of a sexual nature, complainants shall utilize the Title IX Sexual Misconduct Policy.

### Grievance Policy Procedure

- All grievances shall state the policy that allegedly has been violated, describe the facts and evidence supporting the alleged violation, indicate what redress the grievant seeks, and provide a brief history of the attempts to informally resolve the grievance.
- Academic Complaint (Because decisions of an academic nature rest solely with the University's schools and are governed by school procedures, this grievance procedure does not apply to grading decisions, prerequisite or course sequencing requirements, or designation of statuses such as admissions or academic probation or dismissal from a program of study.)
  - For an academic complaint, students should first attempt to resolve their complaint directly with the appropriate faculty member.
  - If the student is not satisfied with the result, they should address their complaint to the department chair or program director.
  - Students who wish to pursue the matter further should contact their respective academic dean.
  - Students seeking clarification of program requirements, graduation requirements, academic standing, or academic suspension should contact their Success Coach or academic advisor.
  - Formal Appeal to the Dean of Students' Office
- Non-Academic Complaint
  - For a non-academic complaint, students should first consult their Success Coach or academic advisor for guidance on how to resolve the issue. Success Coaches or academic advisors may direct the student to other resources, such as a Resident Director, Public Safety, a faculty member with whom the student is familiar, or counseling staff.
  - If the student is not satisfied with the result and wishes to pursue the matter further, they should contact the Dean of Students or an Associate Dean of Students.
  - Formal Appeal to Dean of Students' Office
    - Students may request confidentiality; on occasion, confidentiality cannot be guaranteed, except by counseling staff, where matters are always confidential unless otherwise outlined in the Student Health and Counseling Confidentiality Policy.
- Record Keeping
  - The Dean of Students' Office shall retain a copy of the complaint, any amended complaint and the final disposition of the grievance in accordance with LIU's Document Retention Policy.

### Whistleblower Procedures

Any member of the LIU community who becomes aware of wrongful conduct should report any misconduct using the following:

- EthicsPoint Compliance Line

Where complaints are reported on an anonymous basis, the anonymity will be maintained, subject to applicable law. In the case of complaints not made on an anonymous basis but where confidentiality is desired or appropriate, confidentiality will be maintained to the fullest extent possible, consistent with the need to conduct an adequate review and subject to applicable law.

### **Diversity, Equity, and Inclusion Reporting Procedures**

All members of the LIU community reporting violations of **Employees with Disabilities Accommodation, Equal Opportunity and Affirmative Action, Hate and Bias Crime, Service and Support Animal, Students with Disability** policies, can file complaints through:

- EthicsPoint Compliance Line
- University Grievance Policy
- Dean of Students' Office
- Diversity, Equity, and Inclusion Office
- The Office of Human Resources
- If the alleged respondent is a faculty member, the Dean of the appropriate School or Faculty or the Dean's designee.

### **Investigation**

- The University will undertake a prompt, thorough, and impartial investigation. The investigator will interview both the complainant, respondent, interested parties, as well as review any relevant documents. Both parties will have the opportunity to be heard.
- The investigator shall notify their findings to the relevant parties, including departments and supervisors where appropriate. Where a violation of this Policy has been found, the relevant supervisor or manager shall take prompt and appropriate action, including disciplinary action. Action may include: reprimand/verbal counseling, training, censure, removal of privileges, letters of warning or suspension, and dismissal. Discipline for a violation of this Policy need not be progressive, so a first violation of this Policy may warrant suspension or discharge depending on the nature and severity of the conduct.

### **Record Keeping**

- For any investigation, the investigator shall retain all relevant documents in accordance with the University Document Retention Policy.

### **LIU Counseling Services**

If you are in need of counseling LIU please call or e-mail either LIU counseling centers:

- Brooklyn Psychological Services Center: [bkln-psychservices@liu.edu](mailto:bkln-psychservices@liu.edu)
- Post Center for Healthy Living:
  - LIU Post - Post Hall, South Entrance  
720 Northern Boulevard  
Brookville, NY 11548-1300  
Phone: 516-299-1221 or 516-299-3468  
Fax: 516-299-3638

Email: [post-healthyliving](mailto:post-healthyliving)  
EMERGENCY: 516-299-2222 (PUBLIC SAFETY)

If you are in an emergency you may reach out to the following hotlines:

- NYC Well Hotline: call 888-NYC-WELL or text WELL to 65173
- National Suicide Prevention Hotline: 1-800-273-8255 or dial **988**
- **If you are in crisis or in need of emergency services, contact security at x1078, or call 911.**

### Legal Resources Outside of LIU

Office of Civil Rights  
New York Office  
U.S. Department of Education  
32 Old Slip, 26<sup>th</sup> Floor  
New York, New York 10005-2500  
646-428-3900  
E-mail: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)

NYS Division of Human Rights  
One Fordham Plaza, Fourth Floor  
Bronx, NY 10458  
Tel: 718-741-3223  
Email: [info@dhr.ny.gov](mailto:info@dhr.ny.gov)  
Complaint form at: [complaints@dhr.ny.gov](mailto:complaints@dhr.ny.gov)

### Local Protections

There may also be applicable local laws. Employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights, which enforces the New York City Human Rights Law.