



Discrimination Complaint Process

UNC Greensboro has developed this process to resolve discrimination complaints against the University under the [Discriminatory Conduct Policy](#). **This process does not apply to UNC Greensboro students or employees.** It only applies to University visitors or community members who are public beneficiaries of UNC Greensboro's external-facing services and programs.

Filing a Complaint

Community members and University visitors may file a formal discrimination complaint against UNC Greensboro by submitting the [Discrimination Complaint Form](#) online. Complaints must be filed no later than 180 calendar days after the date that the alleged discrimination occurred. Complaint forms will be received by the University Compliance Director in the Office of Institutional Integrity and General Counsel. You may also file a complaint directly with the U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties (CRCL) or the U.S. Department of Education Office for Civil Rights (OCR):

U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties Compliance Branch 245 Muray Lane, SW Building 410, Mail Stop #0190 Washington, D.C. 20528 Email: CRCLCompliance@hq.dhs.gov Fax: (202) 401-4708 Website: https://www.dhs.gov/file-civil-rights-complaint	U.S. Department of Education (DOE) Office for Civil Rights 400 Maryland Avenue, SW Washington, D.C. 20202 E-Mail: OCR@ed.gov Fax: (202) 453-6012 Phone: (800) 421-3481 Website: https://www2.ed.gov/about/offices/list/ocr/docs/howto.html?src=rt
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Accessibility:

Community members and University visitors (non-students or non-employees) with disabilities or limited English proficiency who require additional assistance with submitting the complaint form and participating in the investigation process should contact the University Compliance Director at compliance@uncg.edu or 336-256-0492. UNC Greensboro will provide free resources and reasonable accommodations to facilitate access to this process.

Pre-Investigation:

Within 10 business days of receipt of the Discrimination Complaint Form, the University Compliance Director will contact the complainant to provide written receipt of the complaint. This correspondence will include a determination of whether the complaint has been filed in the proper office, filed within the allowable timeframe, and alleges a valid discrimination basis (i.e. race, color, national origin (including language), disability, sex, age, or religion).

Investigation:

The University Compliance Director will investigate discrimination complaints that have been properly filed with the Office of Institutional Integrity and General Counsel. The investigation may involve meeting with the complainant, requesting written statements, interviewing witnesses, providing notice of the allegations to the person whose actions are the subject of the complaint, and providing that person with a copy of the complainant's written allegations. The individual whose actions are the subject of the complaint will then have an opportunity to respond.

The investigation should be completed promptly so that a decision can be rendered within 60 calendar days of receipt of the complaint. If the investigation cannot be completed within 60 calendar days, the complainant will be informed of the status of the investigation.

Investigation Report

The University Compliance Director will complete a draft investigation report and share it with the complainant and the person whose actions are the subject of the complaint. After the parties have reviewed the draft report and provided any comments within the time allotted, then a final report will be issued. The final investigation report will be sent to the Vice Chancellor who has responsibility for the division where the complaint originated, or their designee.

Decision

Within 20 calendar days of receipt of the final report, the relevant Vice Chancellor (or their designee) shall issue a written decision containing the result of the investigation and a brief rationale to support that result. This decision will be provided to both parties simultaneously.

A record of all discrimination complaints handled under this process, including their disposition, will be maintained by the Office of Institutional Integrity and General Counsel.

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