Bemidji State University
Discrimination/Harassment Complaint Process
(MnSCU 1B.1)

Complaint: Allegation/Complaint received by campus administrator/supervisor.

Appears to be a 1B.1 issue?

Yes

Administrator refers complaint to Designated Officer * for investigation.

No

Refer to appropriate campus resource.

Initial Inquiry: Designated Officer (DO) determines process. The goal is to make the offensive behavior stop.

Unsuccessful resolution

Informal Resolution: Designated Officer intervenes to stop offensive behavior.

1. Meets with Complainant & Respondent (parties)
2. Informs parties of process options.
3. Offers options for informal/developmental resolution
4. Informal resolution successful & documented in writing & signed by parties.

Case closed.

Formal Resolution: Complicated or more serious circumstances; investigation goes forward.

Investigation:
1. Interviews
2. Appropriate documentation
3. Investigative report written and forwarded to Decision Maker

Report submitted to Decision Maker

Decision:
Decision Maker* determines if MnSCU 1B.1 has been violated based on investigative report. Decision maker informs complainant and respondent

Yes

Discipline: Decision Maker determines discipline, if appropriate and informs parties.

No

No Discipline

Case closed

Appeal: Upholds or reverses decision

Case closed

Case closed

Designated Officer, Staff and Students: Mary Ward
*Decision Maker: Deans/Vice Presidents
*Appeal: University President

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