

Where do I report that?

Bias Response Team

What gets reported to this office?

Incidents of harassment or discrimination based on one or multiple identifiers, such as religion, race, ethnicity, sexual orientation, gender identity, and ability, should be sent to the Bias Response Team.

Examples:

- A classmate calling you an offensive name or stereotype.
- Being denied admission to a club based on your sexual orientation.

How to Report:

You can report a bias incident on the Office of Student Culture and Belonging website. Please contact Alex Hernandez-Siegel, Director of the Office of Student Culture and Belonging with any questions.

Campus Safety

What gets reported to this office?

Any crimes, student conduct policy violations, or emergencies should be reported to Campus Safety.

Examples:

- You were punched by another student on your dorm floor.
- Someone keyed your car while it was parked on campus.

How to Report:

You can report to Campus Safety by coming in person to the Campus Safety Office in Manor Northeast or calling **717.815.1314**.

Department Chair/Dean

What gets reported to this office?

Any incidents that occur with a professor, whether during class or outside of class, or with a major/academic advisor should be reported to a Department Chair or Dean.

Examples:

- A professor makes fun of you in front of the class.
- Your professor criticizes you based on a personal characteristic during office hours.

How to Report:

You can report an incident with a professor by contacting the Dean or Department Chair. You can find their information on the YCP website or directory.

Human Resources

What gets reported to this office?

If you are a student worker on campus, any payroll questions or any concerns/complaints about coworkers or superiors should be brought to HR.

How to Report:

You can report in person to the HR Office in Manor Northeast in the HR and Title IX Suite or by emailing **humanresources@ycp.edu**.

Resident Assistant/Area Coordinator

What gets reported to this office?

Any issues that you may be having with a roommate or other individual within your residence hall should be brought to your Resident Assistant or Area Coordinator.

Examples:

- Your roommate keeps inviting people into your room, even when you have told them you are uncomfortable.
- The student in the dorm next to you repeatedly comes back to their room at 3 a.m. and is very loud.

How to Report:

The RA on your floor is available for you to speak with, and the RA on Duty phone number is posted in your residence hall. Each complex also has an AC who has an office within the complex, and you can speak with them as well.

Student Accessibility Services

What gets reported to this office?

Incidents of discrimination based on ability should be sent to the SAS Office. This includes if a faculty or staff member is not abiding by your accommodations.

Examples:

- A professor refusing to let you take a test in the Testing Center.
- If you experience or observe a barrier to accessibility on campus such as concerns with lack of accommodations for student programs, elevator access, wayfinding, or signage.

How to Report:

You can report these incidents by going in person to the SAS Office in Humanities 23 or emailing **sas@ycp.edu**.

Title IX Office

What gets reported to this office?

Incidents of sex-based discrimination, including dating and domestic violence, sexual assault, sexual harassment, and stalking should be reported to the Title IX Office.

Examples:

- Your partner has been abusive, physically, emotionally, financially, etc., during your romantic relationship.
- Someone touched you in an intimate area without consent.

How to Report:

You can report a Title IX incident by coming in person to the Title IX Office in Manor Northeast in the HR and Title IX Suite, emailing **titleix@ycp.edu**, or calling **717.815.1440**.