



Reporting Mechanisms for incidents involving racism in the Geological and Environmental Sciences Department and at Appalachian State University

The Department of Geological and Environmental Sciences (GES) will not tolerate overt racism, microaggressions, bias, abuse, violence, discrimination, and other forms of harassment between students and/or between students and faculty/staff, either on campus or in the field.

As we strive to provide a safe and trustworthy environment in the GES Department, we encourage students and faculty to report direct and bystander incidents to faculty members with the understanding that faculty members are not always able to remain confidential in cases involving physical assault and if you share certain information with faculty members, they may be required by law to report it to the appropriate office for an official investigation.

This document specifically addresses racial incidents. Similar documents address resources for other/all types of discrimination, harassment and bias, including sexual assault and harassment. Visit these resources if your concerns are not exclusively racism.

- [Appalachian Cares](#)
- [Employee Resource Guide](#)
- [Title IX Office](#)
- [University policy Manual sect. 110](#)
- [Office of Disability Resources](#)
- [Resource Guide for Sex Based Misconduct at Appalachian](#)
- [Affirmative Action – Equal Opportunity Plan at Appalachian](#)

Definitions of Formal vs. Informal Reporting:

Informal Reporting is appropriate when you seek support and help from a University member where no statement or record is taken, and no permanent record is kept. Informal support and guidance may be confidential so long as the University member is not required by law or institutional policy to make a formal report (e.g. potential for escalating violence or past sexual assault). Informal reports may help an individual decide how and where to make a formal report. Informal reports may also serve as personal support or help, even if they chose not to file a formal report.

Note: Detailed accounts of incidents shared during informal reporting may jeopardize later formal investigations, or legal hearings. Therefore, informal reporting is best served by support and guidance, and the details saved for formal reporting.

Formal Reporting involves a detailed, written statement that is officially submitted to the agency/office on campus that is formally designated with the responsibility for enforcing a law, statute or institutional policy related to the incident. Formal reports are a matter of official, permanent records. *They are not confidential.*

This is an updated version of URGE deliverable #2 that was revised to be specific for reporting incidents of racism vs. other types of incidents. As Appalachian State University does not currently have a reporting mechanism for racial bias or harassment, this document is the first of its kind (to our knowledge) at the University that provides guidance on reporting incidences of racism. It contains separate instructions for faculty/staff, students, and campus visitors.



Front Line Assistance - Confidential Medical Assistance

Those who experience physical harm from any source are encouraged to seek immediate medical attention at one of the following locations:

[Watauga Medical Center](#), located on Deerfield Road in Boone, provides confidential, 24-hour medical care and assistance to all individuals including a medical exam, testing for sexually transmitted infections and pregnancy, and the preservation of evidence through a [Sexual Assault Forensic Exam](#).

[MS Shook Student Health Services](#) is a primary care ambulatory campus health clinic available to Appalachian students.

[OASIS](#) provides Medical Advocates for those seeking additional support and wanting to learn more about what to expect when seeking medical attention.



Appalachian State Students

If you are an Appalachian **Student**, these resources are available to you:

INFORMAL support and help for students:

1. from [Geological and Environmental Science \(GES\) Faculty & Department Chair](#)

What can they do?

Provide resources and next steps.

Is it confidential?

It depends on the information and situation - faculty are required to formally report instances of interpersonal violence, such as sexual harassment, relationship violence, stalking, and retaliation through the ASU Title IX Office. Additionally, if a faculty member feels the situation may escalate, the faculty member is required to report the incident to the ASU Office of Student Conduct.

How to contact:

Talk to a GES faculty member or the GES Chair. Students may email a GES faculty member or the Chair to set up a time to meet, but should not include specific information in the email as faculty email is subject to open records laws. Meeting with a GES faculty member is an option for you. You may pursue other campus resources directly. Department Office 033 Rankin Sciences West.

2. from the [ASU Student Counseling Center](#)

What can they do

Provide a free, confidential avenue to discuss the incident.

Is it confidential?

Yes.

How to contact

The Counseling Center offers emergency and urgent support by connecting students with a Counselor On Call: 828-262-3180. The [Counseling Center](#) is located on the 1st floor of the Miles Annas Building.

3. from [ASU Case Management Team](#) under the Division of Student Affairs

What can they do?

Assess the situation and inform the student of the options open to them: counseling, coaching, or making a formal report.

Is it confidential?

No - If the Case Management Team feels the situation may escalate, they must evaluate the report and determine the appropriate response.

How to contact

View the [Case Management Team](#) and choose which person you would like to reach out to. Students may also call 828-262-8284 to set up a meeting. 324, Plemmons Student Union.



4. from the [University Ombuds Office](#)

What can they do?

Have a conversation about a concern with someone who is neutral and can help you to acquire perspective and think about and assess a range of alternatives.

Is it confidential?

Yes.

How to contact

828-262-2559, ombud@appstate.edu, 236A I.G. Greer Building.

FORMAL support and help for students:

1. [Office of Student Conduct](#) (Room 324, Plemmons Student Union)

What can they do?

For students reporting racism and forms of harassment other than interpersonal violence please fill out the [Incident Reporting Form for Campus](#). The Office of Student Conduct will follow up with support, resources, and applicable information.

Is it confidential?

No.

How to contact

Complete the Office of Student Conduct [Incident Reporting Form for Campus](#). In cases where you are not sure about filing a complaint, or information to include, contact the Office of Student Conduct to discuss the student conduct process and available options at 828-262-2704.

2. [Appalachian State University Police Department](#) (461 Rivers Street, Boone, NC)

What can they do?

Accept formal, legal complaints about threatening racial harassment and other illegal behavior.

Is it confidential?

No.

How to contact

For an emergency, please call 828-262-8000 (emergency) or 911.

For a non-emergency, please call 828-262-2150 (non-emergency).

You may also anonymously report a crime to Appalachian State University Police by calling 828-268-6959.



Appalachian State faculty/staff

If you are an Appalachian **Staff** or **Faculty** member, these resources are available to you:

INFORMAL support and help for Staff and Faculty:

1. from [Counseling for Faculty and Staff \(CFS\)](#)

What can they do?

A variety of group and personal counseling

Is it confidential?

Yes

How to contact

828-262-4951, cartertj@appstate.edu, Suite 132 Levine Hall and Rm 120,
University Hall

2. from the [Univeristy Ombuds Office](#)

What can they do?

Have a conversation about a concern with someone who is neutral and can help you to acquire perspective and think about and assess a range of alternatives.

Is it confidential?

Yes

How to contact

I.G. Greer #236A, 828-262-2559, ombud@appstate.edu

FORMAL reporting for Staff and Faculty:

1. [Human Resources Office](#)

What can they do?

Address issues concerns involving employment-related matters (e.g., equal employment opportunities, affirmative action), including or involving Prohibited Conduct by any SHRA employee, EHRA non-faculty employee, student employee, temporary employee, or applicant for employment?

Is it confidential?

No

How to contact

828-262-3187, 330 University Hall Drive, human-resources@appstate.edu

2. If student misconduct is involved, contact the [Office of Student Conduct](#)

What can they do?

To report racism and forms of harassment (other than interpersonal violence) involving student perpetrators, please fill out the [Incident Reporting Form for Campus](#). The Appalachian State Office of Student Conduct will follow up with support, resources, and applicable information.

Is it confidential?

No.

How to contact

Complete the Office of Student Conduct [Incident Reporting Form for Campus](#). In cases where you are not sure about filing a complaint, or information to include,



contact the Office of Student Conduct to discuss the student conduct process and available options at 828-262-2704.

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Persons Unaffiliated with Appalachian State University

If you are **un-affiliated** with Appalachian State University (i.e. visitor, town member), these resources are available to you:

INFORMAL reporting for Unaffiliated Persons:

There are no informal resources to support un-affiliated members of the community for events on campus or involving students, staff or faculty.

FORMAL reporting for Unaffiliated Persons:

1. If student misconduct is involved [Office of Student Conduct](#)

What can they do?

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Is it confidential?

No.

How to contact

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