

## Using the Complaint Form

*This complaint form may be used by complainants and persons filing the complaint on behalf of complainants, Title IX Coordinators, and responsible employees. Responsible employees and Title IX Coordinators should get relevant facts, but they should not conduct an investigation (unless, of course, the responsible employee is also an investigator of misconduct). All complaints must be forwarded to the Title IX Coordinator immediately.*

### Appendix A Complaint Form

Today's date: \_\_\_\_\_

Responsible Employee: \_\_\_\_\_

#### Information Regarding the Complainant:

Name of the Complainant: \_\_\_\_\_

Complainant's Phone Number: \_\_\_\_\_

The Complainant is (please check one):  faculty  student  staff  not affiliated with the College

For faculty, staff, & students, indicate whether  current or  former

#### Information Regarding the Alleged Victim (if he or she is not the Complainant):

Name of the alleged victim: \_\_\_\_\_

The alleged victim is (please check one):  faculty  student  staff  not affiliated with the College

For faculty, staff, & students, indicate whether  current or  former

#### Information Regarding the Respondent:

Name of the Respondent: \_\_\_\_\_

Respondent's phone number (if known): \_\_\_\_\_

The Respondent is (please check one):  faculty  student  staff  not affiliated with the College

For faculty, staff, & students, indicate whether  current or  former

#### Information Regarding the Alleged Misconduct (sexual harassment, sexual violence, domestic violence, dating violence, or stalking):

Time and date of the alleged Misconduct: \_\_\_\_\_

Location of the alleged Misconduct:  on campus: \_\_\_\_\_

off campus: \_\_\_\_\_

**Witnesses or other parties who may have information regarding the alleged Misconduct, along with phone number, if known:**

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#### Please provide a brief description of the alleged Misconduct:

*Please include the following information in your description when known: the gender of the parties, the relationship between the parties, whether one or more of the parties were under the influence of alcohol or drugs at the time of the alleged Misconduct, whether the Respondent used force (physical or otherwise) in the course of the alleged Misconduct, and the frequency (if applicable) of the alleged Misconduct.*

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*Please feel free to use the reverse side of this form or separate pages to continue your description, if desired.*