APPENDIX C

TITLE IX SEXUAL HARASSMENT FORMAL COMPLAINT FORM

The purpose of this form is to record information required to initiate an investigation into an alleged violation of the College's Title IX Sexual Harassment Policy. Please be advised that the Title IX Sexual Harassment Process requires a live hearing.

All reasonable efforts will be made to maintain the confidentiality of the parties involved during the process in accordance with the Policy.

It is unlawful to retaliate against a student, employee or any other person in the College for filing a complaint or for cooperating in an investigation of a complaint. All parties to a complaint may have an advisor (for union employees this may be a union representative) assist them throughout the process.

Date Filed:_____ Date(s) of Alleged Conduct:_____

A. Name (Print):_____

B. Check One: Student:_____ Employee:_____

Department:_____

C. Type of alleged Title IX Conduct[11] (check at least one but all that apply)

Stalking: ____ Unwanted sexual conduct:____

Sexual violence*:___(sexual assault, dating violence, domestic violence)

Conditioning the provision of an aid, benefit, or service on participation in unwanted sexual conduct (*quid pro quo* harassment by an employee):____

*If sexual violence is alleged, specify type as defined under this Policy:_____

_____

D. Name of individual(s) you believe discriminated against you: _____

_____

_____

_____

E. List any witnesses to the alleged conduct and the nature of information they can provide:_____

_____

[11]Title IX regulations require institutions of higher education to implement a policy to address sexual harassment/sexual violence as specifically defined by the U.S. Department of Education. Accordingly, Formal Complaints of Title IX Sexual Harassment will be subject to review in accordance with the Title IX Sexual Harassment Formal Complaint Process (*Section F*). Notwithstanding, where a Formal Complaint of Title IX Sexual Harassment is not filed, the College reserves the right to address such other complaints under the Discrimination Complaint Process (*found herein at Section D*) and using the definition of Sex Based Harassment as provided herein.

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F. Description of Title IX Sexual Harassment Formal Complaint - please list the sequence of events, including dates, if possible, and any relevant facts and statements that demonstrate the alleged Title IX Sexual Harassment Violation:

(If additional writing space is needed, please attach additional sheets)

To the best of my knowledge and belief, the above information is complete, true and accurate and not a "false charge" as defined under this Policy. I hereby submit this Formal Complaint under the College's Title IX Sexual Harassment Formal Complaint Procedure.

Signature of Complainant & Date

Received by (College Official's name/title): _____

Date Received: _____

Date of Dismissal (Screen Out)/No Dismissal (Screen In) Determination: _____