

## SEXUAL HARASSMENT/MISCONDUCT, DATING/DOMESTIC VIOLENCE, STALKING - FORMAL COMPLAINT FORM

A signed, formal complaint must be submitted to the College to initiate adaptable/informal or formal resolution proceedings under the Complaint Procedures for <u>Students</u>, <u>Faculty</u>, or <u>Staff</u> for alleged violations of the <u>Equal Opportunity and Nondiscrimination Policy</u> (EO Policy). **Please review the EO policy and procedures for detailed definitions, examples, and explanations of informal and formal resolutions**.

"Adaptable (Informal) Resolution Options" must be agreed upon by all parties and includes a restorative justice process, a negotiated resolution facilitated by the Director of Equity & Title IX Coordinator or another trained facilitator, or an interactive resolution process with the parties and appropriate administrators should the Respondent accept responsibility for violating the EO Policy.

A "formal resolution process" includes an investigation and administrative or three-person panel adjudication. Typically, an investigation will be completed within sixty (60) calendar days from the filing of a formal complaint, and may be extended for good cause. A formal complaint may be dismissed if at any point during the formal resolution process it is determined by the Investigator, the Director of Equity & Title IX, or the Decision-makers, that there is no reasonable cause to believe that the EO Policy has been violated.

Formal complaints may only be submitted by a "Complainant" who is an individual or group of individuals who have been subjected to alleged conduct in violation of the EO Policy. Filing the formal complaint does not imply prejudgment concerning whether there has been a formal finding of discrimination or harassment. A Complainant is a "party".

A "Respondent" is an individual, group of individuals, or an entity (department or office) who has been alleged to have engaged in conduct in violation of the EO Policy. This term does not imply pre-judgment concerning whether there has been a formal finding of discrimination or harassment. A Respondent is a "party".

A "Witness" is a person believed to have relevant information related to alleged conduct, including but not limited to someone who was present when the incident occurred; someone the Complainant or Respondent communicated with about the incident(s); or, someone who possesses relevant information in some other form.

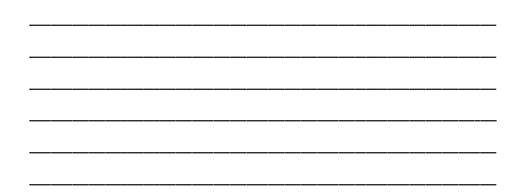
"Relevant" evidence or information are facts that have a logical connection to the conduct alleged – whether to prove or disprove, and may also include contextual facts that provide Investigator(s) and decision-makers with a fuller understanding of what occurred. Generally, information about a person's character and statements of personal opinion not considered relevant, unless relevant to assist the Investigator(s) and Decision-makers assess credibility or consent

Any information that has already been provided to the College does not have to be provided again on this form. You can simply leave blank or state "already provided." If information is unknown, simply indicate "n/a" or "unknown". Questions about this form may be directed to the Director of Equity & Title IX Coordinator at <u>jenniferstorm@muhlenberg.edu</u> or 484-664-3562.

Today's Date:				
Complainant(s) Name(s): _				
Phone Number:		E-mail:		
Preferred Method of Contact:	□ Phone □ E-mail	□ Text □	Other:	
	-			
Incident Date:				
Incident Location: Campus Building Campus Outdoors Organization House Off Campus/Online (specify below)				
Specific Location:				
Respondent(s) Name(s): _				
College Affiliation:	🗆 Student 🛛 Facul	ty 🛛 Staff	Other_	
Phone Number:		E-mail:		
Witness 1:				
College Affiliation:	🗅 Student	Faculty	🗅 Staff	□ Other
Phone Number:		_ E-n	nail:	
Witness 2:				
College Affiliation:	🗅 Student	Faculty	🗆 Staff	□ Other
Phone Number:		_ E-n	nail:	

Witness 3:				
College Affiliation:	Student	□ Faculty	□ Staff	□ Other
Phone Number:	one Number: E-mail:			
If there are more witnesses, please include on separate page.				

Please describe each alleged act of misconduct. For each action, please include the date(s) the act(s) occurred, the name(s) of each person(s) involved, what conduct was involved (verbal or nonverbal), the impact it had on you, and any other relevant information. (If more space is needed, please use a separate page).



Upon notice of an alleged violation under this EO Policy or upon request by a Complainant or Respondent, the College will evaluate whether initial or interim supportive, remedial, responsive and/or protective actions are necessary. Such actions are non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the College's education program or activity, including measures designed to protect the safety of all parties or the College's educational environment, and/or deter harassment, discrimination, and/or retaliation.

## Interim or Supportive Measures Requested:

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No Contact Order	Residence Hall Relocation	☐ Assistance Reporting to	□ Other:
Faculty Notification	Facility Access Plan	Law Enforcement	
On-Campus Counseling	Campus Police	□ Academic	
	Escort	Withdrawal/LOA	
Off-Campus Counseling	On-Campus Medical	Academic Withdrawal	
	Care	(full)	
Work Schedule Adjustment	Off-Campus Medical	🖵 Legal Support	
	Care	Information	
🖵 Academic Adjustment	Victim Advocate	Visa/Immigration	
	Outreach	Information	

## Accommodations:

I request an interpreter	Language:		
I request accommodation(s) for a qualified disability			
Resolution Requested:	Informal Resolution	Given Service Formal Resolution	

After filing this form, all parties will receive notice of the allegations including a copy of this form. Should the allegations change, updated notices will be promptly provided. Witnesses may need to be contacted as part of the investigation. The information you provide is considered private, but not confidential, and is shared only on a "need to know" basis. This will include sharing information with all parties, Investigator(s), and Decision-maker(s).

Signature: Date:
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Printed Name: _	
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