



**Introduction:**

Your formal complaint should include as much information as possible, including the names of the complainant, respondent, and other involved individuals, and the date, time, place and circumstances of the incidents.

**Name of Complainant (person who is alleged to be the victim of conduct that could violate the University's Sexual Misconduct Policy)** \_\_\_\_\_

**PBA ID (if applicable):** \_\_\_\_\_

**Complainant Status:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Name of Respondent (person who has been reported to be the perpetrator of conduct that could constitute a violation of the University's Sexual Misconduct Policy):**

\_\_\_\_\_

**Respondent Status** \_\_\_\_\_

**Incident Date(s):** \_\_\_\_\_

**Incident Time(s):** \_\_\_\_\_

**Incident Location(s):** \_\_\_\_\_

**Incident Description(s):** \_\_\_\_\_

**Other Individuals Involved:**

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Name:** \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

***I am requesting that the University investigate the above allegation(s) of violations of the University's Sexual Misconduct Policy.***

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**Print Name**

**Signature**

**Date**