

St. Mary's College of Maryland Grievance Process to Resolve Complaints of Sexual Harassment

Formal Complaint Form

A *Formal Complaint* is a document filed by a *complainant* (a person who is alleged to be the victim of sexually harassing conduct), or a document signed by the Title IX Coordinator, alleging sexual harassment against a *respondent* (the person or people who are reported to be the perpetrator(s) of sexually harassing conduct). Through a Formal Complaint, a complainant may request that the College investigate the allegation of sexual harassment.

At the time of filing a Formal Complaint, a complainant must be participating in, or attempting to participate in, the College's education program or activity.

A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, by e-mail, or any additional method designated by the College. If you wish to submit a Formal Complaint, please complete this form and submit it to Title IX Coordinator Michael Dunn (mkdunn@smcm.edu). Hard copies of this form are also available in the Office of Title IX Compliance and Training in the Lucille Clifton House.

For more information about Formal Complaints, please see the *Grievance Process to Resolve Complaints of Sexual Harassment*, available at www.smcm.edu/title-ix.

Please respond to the following questions.

1. Please share **your name** and contact information.
2. Please share the name(s) and contact information of **the respondent(s)**.
3. Please share the names and contact information of any **witnesses**.
4. Please share the relevant **dates and places** of the alleged incident(s).
5. Please share the details of **the allegations**.
6. Please share or attach any **statements made by the parties and/or witnesses** that may be relevant to the allegations.

7. Please share or attach any **documentation or communications** to support the allegations.
8. Please share the **outcome or remedy** you would like to see implemented.

Print Name

Signature

Date