**Title IX Formal Complaint Form**

This Formal Complaint alleges misconduct which may be covered by Title IX regulations against a respondent and requests that the University investigate the allegation. Please fill this out as accurately and thoroughly as you are able.

*Note: At the time of filing a formal complaint with the University, a complainant must be participating in or attempting to participate in the University’s education program or activity. Reports about all other types of concerns are best directed to the Incident Reporting Form on the Davenport University portal.*

**What was the category of misconduct?**

☐Discrimination based on Sex

☐Sexual Harassment

☐Dating Violence

☐Domestic Violence

☐Sexual Assault

☐Rape

☐Fondling

☐Incest

☐Statutory Rape

☐Stalking

☐Other (Please describe):

**Please describe the alleged incident** (Be as specific as you can):

**What date and time did the alleged incident occur:**

**Location of the alleged incident:**

**Name of Complainant** (alleged victim):

Is the complainant a(n):

☐Undergraduate Student (Student ID # if known)

☐Graduate Student (Student ID # if known)

☐Faculty Member

☐Staff Member

☐Other (Please describe):

Address, email, and phone number of complainant

**Name of Respondent** (alleged perpetrator):

Is the respondent a(n):

☐Undergraduate Student (Student ID # if known)

☐Graduate Student (Student ID # if known)

☐Faculty Member

☐Staff Member

☐Other (Please describe):

Address, email, and phone number of respondent.

**Who else has been notified of this alleged incident?**

**Who was the alleged incident first reported to?**

**What date was the alleged incident reported:**

**Your name and contact information:**

**Signature and date**



This formal complaint needs to be physically signed by the complainant (alleged victim) in person (versus a delegate or even using an e-signature). If that is not possible, please contact the Title IX Coordinator, Matt Miller at mmiller1@davenport.edu or (586) 620-4050) who is authorized to file the formal complaint in certain circumstances.

Thank you for alerting us to this matter of concern. We will review the information and respond to you in a timely manner. For more information about Title IX at Davenport University including contact names and support resources, please visit our website at my.davenport.edu.

For administration only

Date received:

Jurisdiction decision:

☐*Title IX,*

*☐Employee Relations*

*☐Student Conduct*

*☐Other (please describe:)*

Case Number (from Maxient or EthicsPoint):

Investigators assigned (if applicable):