**Title IX Formal Complaint Form**

A Formal Complaint alleges misconduct which may be covered by Title IX regulations against a respondent and requests that the University investigate the allegation. Once a formal complaint is lodged, the Title IX Coordinator will review the complaint, and determine next steps.

*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.*

**How would you characterize the category of misconduct?**

☐Discrimination based on Sex/Gender

☐Sexual Harassment

☐Dating Violence

☐Domestic Violence

☐Sexual Assault

☐Rape

☐Fondling

☐Incest

☐Statutory Rape

☐Stalking

☐Other (Please describe):

**Please briefly describe the alleged incident**:

**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?**

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

**Your name and contact information:**

**Signature and date**



A formal complaint needs to be physically signed by the complainant (alleged victim) in person (versus a delegate). If that is not possible, please contact the Title IX Coordinator, Andrea Prins at aprins7@davenport.edu or 616-554-5309 regarding who is authorized to file the formal complaint in certain circumstances.

Thank you for alerting us to this matter of concern. The information will be reviewed and a response given to you in a timely manner. For more information about Title IX at Davenport University including our Title IX policy, 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):