

Title IX Sexual Harassment, Discrimination and Retaliation Complaint Form

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender against students and employees of educational institutions which receive federal financial assistance. **When the form has been completed and then signed by you and the Title IX Coordinator, your complaint has been properly received and registered by the University.** The University will provide you with a copy of this form and information about the Title IX process.

The Title IX Coordinator and/or designee investigates complaints by faculty, staff, and students who believe themselves or other members of the University community to be harmed by sexual harassment, discrimination, sexual misconduct or retaliation related to gender.

I am filing this complaint as: check one:

☐ Faculty

☐ Staff

☐ Student

Name: _____

Department (if applicable) _____

Work/School Phone: _____

Home Phone: _____

Home Address: _____

Have you brought this matter to the attention of any other department at the University? If so, please list the name(s) and department(s) of all other persons with whom you have discussed this matter.

Type of Complaint (Check all that apply)

- ☐ Bullying
- ☐ Cyber bullying
- ☐ Gender Discrimination
- ☐ Gender Inequity
- ☐ Sexual Harassment
- ☐ Sexual Assault
- ☐ Sexual Misconduct
- ☐ Stalking
- ☐ Rape
- ☐ Retaliation
- ☐ Relationship Violence

Complaint: Describe your complaint. Please provide as much specific information as possible. You may attach additional pages describing your complaint if necessary. (Please include date and location of incident)

Name of person(s) you believe committed the offense against you or another member of the University community, and their association with you or the other member of the University community. (supervisor, co-worker, faculty, student, staff)

Describe the corrective action you are seeking.

For retaliation complaints, please explain why/how you believe someone retaliated against you or another member of the University community.

Witnesses (The association information requested means supervisor, co-worker, staff, faculty, fellow student, etc.)

1. Name	Association	Telephone
2. Name	Association	Telephone
3. Name	Association	Telephone

CRITICAL INCIDENT RESPONSE:

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you want to receive medical services at the Center for Health located in the lower level of Milton Court, Rutherford Campus?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you want to receive medical services at the Hackensack University Medical Center or St. Mary’s General Hospital?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you want to receive confidential counseling at the Counseling Center?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you want to file a report with the Rutherford Police or Felician Safety and Security or another law enforcement agency?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (Describe):

OFFICE VISIT FOLLOW-UP/DELAYED REPORT

YES	NO	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Were you informed of where to find the <i>Code of Student Conduct</i> and a description of the conduct process?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you want to file a report with the Rutherford Police or another law enforcement agency?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you want to file criminal charges against the accused person?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you want to file a complaint or have you already filed a complaint with Human Resources or Safety and Security?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do you want to file a formal Title IX complaint at this time to initiate an investigation?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	At this time, are you undecided as to whether you want to pursue any of the reporting options available to you?

SUPPORTIVE MEASURES: WE DISCUSSED INFORMATION AND OPTIONS REGARDING THE FOLLOWING MEASURES. (CHECK ALL THAT APPLY AND INDICATE ACCOMMODATIONS THAT ARE REQUESTED OR IN PLACE AT THIS TIME.)

<input type="checkbox"/> Restriction from contact with accused student (i.e. mutual or one-way no contact order)	<input type="checkbox"/> Change of housing for either accused or reporting individual
<input type="checkbox"/> Reasonable safety accommodations (including security escort, or other accommodations)	<input type="checkbox"/> Academic accommodations/relief (such as alternate classroom or schedule)
<input type="checkbox"/> Room lock change	<input type="checkbox"/> Academic support services
<input type="checkbox"/> Change in on-campus work assignment or work relocation or work hours adjustment (Describe):	

INFORMATION

If you elect to file a report with law enforcement, the Police or another law enforcement agency an officer may conduct an investigation based on potential criminal activity related to the incident you reported. You may also choose to consult a private attorney to explore legal options.

If you elect not to pursue or participate in disciplinary action (as applicable) with the Title IX Office, the University may determine it is necessary to pursue the complaint process without your involvement. You will be notified if such an action is needed. In addition, the University may be required to document this report for Clery Act statistics. The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. No personally identifiable information about you is disclosed in the preparation and publishing of Clery Act reports.

The University can act on your complaint if you decide to pursue it at a later date. You may request further action at any future time, consistent with the institution's policy. The longer the period of time lapsed from the time of the incident, the more difficult it will be to obtain information.

You may have protections under Title IX and the Violence Against Women Act (VAWA)/Clery Act. Sexual harassment, sexual assault, and sexual violence are forms of sex discrimination and therefore violate law and policy. Retaliation against anyone who participates in a complaint process will result in appropriate sanctions or other disciplinary action as covered by applicable policies, laws and/or collective bargaining agreements.

You are encouraged to meet with the Title IX Coordinator at any time to discuss your options, concerns and questions. Please contact Onya Brown, Title IX Coordinator browno@felician.edu.

I certify that the above information is true and accurate.

Your signature	Print Name	Date
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Title IX Coordinator or Designee accepting the complaint:

Signature	Print Name	Date
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