



Office of Access and Compliance

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Healthy Tennesseans. Thriving Communities.

TITLE IX FORMAL COMPLAINT FORM

Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, and Stalking

A Formal Complaint is required to begin an investigation on the Policy on Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, and Stalking "Policy".

Prior to completing this form, a representative from the Office of Access and Compliance will:

1. Discuss the availability of Supportive Measures with or without filing of a formal complainant;
2. Explain the process for filing a formal complaint; and
3. Review the investigation, hearings, and appeals process associated with Policy.

Definitions:

"Prohibited Conduct" is defined as Sexual Harassment (including Sexual Assault, Dating Violence, Domestic Violence, and Stalking), Sexual Exploitation, and Retaliation.

The "Complainant" means an individual who is alleged to be the victim of conduct that could constitute Prohibited Conduct, regardless of whether that person makes a report or seeks action under this Policy.

The "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute Prohibited Conduct.

This completed form must be submitted to the Office of Access and Compliance at 920 Madison Suite 825, Memphis, TN 38163 or via email to oac-hsc@uthsc.edu.

Name of Complainant: _____

Department/College: _____ Campus: _____

Phone Number: _____ Email: _____

Status of Complainant:

Staff Faculty Student Fellow Medical Resident Other: _____

Type of Title IX Complaint: Formal Informal

Name of Respondent(s): _____

Department/College: _____ Campus: _____

Status of Respondent:

Staff Faculty Student Fellow Medical Resident Other: _____

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Relationship of Respondent(s) to Complainant:

- Coworker Supervisor Client/Customer Faculty Student
 Fellow Medical Resident Other: _____

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For the following question, additional documentation may be attached.

Describe the Prohibited Conduct regarding the specific act(s) alleged with date(s), time(s), and location(s) if possible.

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The Formal Complaint and Notice

The Formal Complaint form serves to initiate a complaint under the Policy. Once the document is completed, it will be submitted to the Office of Access and Compliance for intake and investigation.

The information shared in this document will be utilized to complete a notification document that will be sent simultaneously to both the Complainant and Respondent.

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on gender of students and employees of educational institutions which receive federal financial assistance. When the form has been completed and signed by you, and then signed by the Title IX Coordinator or a Deputy, your complaint has been properly received and noted by UTHSC. We will provide you with a copy of this form as well as complete information about the Title IX complaint process. If you require emergency assistance, please call security at: 609-570-3200.

Signed: _____ Date: _____

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Office of Access and Compliance Use Only

This Formal Complaint, based on the information above, meets criteria under the Policy as:

- Title IX Prohibited Conduct
 Non-Title IX Prohibited Conduct

Print Name: _____

Signature: _____ Date: _____