



## FORMAL COMPLAINT OF SEX DISCRIMINATION OR SEXUAL HARASSMENT

**Instructions:** This form will be used to evaluate and process your complaint in accordance with Mildred Elley Policy TITLE IX POLICY AGAINST SEX DISCRIMINATION, and other applicable policies, rules, or procedures established by Mildred Elley. Please include as much detail as possible. If additional space is needed in response to any question, please attach additional pages as necessary. You may also include and submit with this form any materials or evidence you believe are relevant to your allegations. Please note that by signing below, you are verifying that the information contained herein is true and accurate and that you are requesting that Mildred Elley investigate the allegations.

Once completed, please sign where indicated at the bottom and submit this form along with any additional materials to the Title IX Coordinator at the appropriate campus:

- Bernard Price, President of NYC Campus -- Phone: 212-380-9004 (Ext 1700)
- Belinda Green, Dean, Albany Campus -- Phone: 518-786-0855 (Ext 2224)
- Danielle Giardina-Marchbanks, Interim Director of Pittsfield Campus – Phone 413-442-0333 (Ext 2257)

If you have any questions or require assistance completing this form, please contact the Title IX Coordinator directly.

Name of Complainant: \_\_\_\_\_

If the Complainant is not the victim, please describe relationship to the victim: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (    ) \_\_\_\_\_ Email: \_\_\_\_\_

Name of Victim: \_\_\_\_\_ Grade or Title at College: \_\_\_\_\_

Name of Respondent: \_\_\_\_\_

Respondent's relationship to Mildred Elley:

Student       Employee       Other (please describe): \_\_\_\_\_

**Location of Incident(s):** Description of the incident(s) of sex discrimination or sexual harassment, including dates, times, locations, and any other information you believe to be relevant to the complaint:

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Albany, NY Campus  
855 Central Avenue  
Albany, NY 12206  
p: (518) 786-0855  
f: (518) 786-0011

New York City, Metro Campus  
25 Broadway, Floor 16  
New York, NY 10004  
p: (212) 380-9004  
f: (212) 232-0217

Pittsfield, MA Campus  
100 West Street  
Pittsfield, MA 01201  
p: (413) 442-0333  
f: (413) 442-2269

[www.mildred-elley.edu](http://www.mildred-elley.edu)



Witnesses:

- 1. \_\_\_\_\_ Contact Info: \_\_\_\_\_
- 2. \_\_\_\_\_ Contact Info: \_\_\_\_\_
- 3. \_\_\_\_\_ Contact Info: \_\_\_\_\_

Have you previously reported these allegations, verbally or in writing, to any employees of Mildred Elley or to law enforcement? If yes, please identify any such individual(s), when you informed each individual, and describe any outcome or resolution:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If there is a particular remedy or other corrective action you are seeking, please describe it here:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I understand that by signing this formal written complaint form, I affirm that all of the information set forth above is true and accurate to the best of my knowledge and that I am requesting that Mildred Elley investigate the allegations.**

\_\_\_\_\_ Date \_\_\_\_\_

Complainant

Received by: \_\_\_\_\_ Date \_\_\_\_\_

Title IX Coordinator

**\*Note:** If, after reviewing this form and any related materials submitted herewith, the Title IX Coordinator determines that the conduct alleged (i) does not constitute sexual harassment as defined by Title IX even if proved, (ii) did not occur in Mildred Elley’s education program or activity, or (iii) did not occur against a person in the United States (unless the allegation is one of sex-based hostile environment where only some of the conduct alleged to be contributing to the hostile environment occurred outside of the College’s program or activity or outside the United States), then the formal complaint will be dismissed and will not proceed under Mildred Elley’s Title IX Grievance Process. However, the dismissal of a formal complaint under Title IX does not preclude Mildred Elley from conducting an investigation or taking other action under other applicable policies, rules or Code of Conduct of Mildred Elley, as appropriate.

**For College Use Only**

Formal complaint initially received on: \_\_\_\_\_

Formal complaint initially received by: \_\_\_\_\_

(name and title)

If not received by the Title IX Coordinator, indicate the date on which the formal complaint was forwarded to the Title IX Coordinator: \_\_\_\_\_

Albany, NY Campus  
 855 Central Avenue  
 Albany, NY 12206  
 p: (518) 786-0855  
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