



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:

- **NYC Campus:** Phillipa Gordon, Campus President -- 212-380-9004 (Ext 1700)
- **Albany Campus & Amsterdam Extension Site:** Belinda Green, Campus President -- 518-786-0855 (Ext 2224)

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:



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.

Submitted by: _____
Complainant Date

Received by: _____
Title IX Coordinator Date

***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: _____

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