Formal Complaint Form

Name:_____

Address (for students, use your Valpo address):

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E-mail:_____ Phone number:_____

Your status on campus (student, employee, faculty, etc.):_____

Name of Supervisor (employees only):_____

Provide a detailed description of what occurred (use the back of this Form if more space needed):

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Provide the names and contact information of the violator(s) – if you don't know names or contact information, provide as detailed of a description as possible:

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Please provide the names and contact information of any witnesses– if you don't know names or contact information, provide as detailed of a description as possible:

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What relief are you seeking by filing this Complaint?

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Please attach and/or provide any evidence you have in relation to the incident.

_____ _____

Signature Date

NOTE: If your complaint is against a student, file this Form with the Dean of Students at 250D in the Harre Union. If your complaint is against an employee, file this Form with the Director of Human Resource Services in the Office of Human Resource Services in Kretzmann Hall. If your complaint is against a nonstudent or nonemployee, file this Form with the Title IX Coordinator at 136A in Kretzmann Hall.