



## **Formal Complaint Form**

The purpose of this form is for a complainant to initiate a formal complaint of policy 1100 sexual misconduct with the Office of Institutional Compliance/Title IX (IC/TIX). A formal complaint initiates either an investigation and hearing process or, if available, an informal resolution process.

Upon completion and signing of the form, the form and any additional pages should be submitted directly to IC/TIX in any of the following ways:

- Email ([titleixic@cnu.edu](mailto:titleixic@cnu.edu)),
- Mail (CNU Office of Institutional Compliance/Title IX, 1 Avenue of the Arts, Newport News, VA 23606),
- In person (Christopher Newport Hall 105).

### **Please review the following information prior to submitting this form.**

- Before completing this form, a complainant is welcome and encouraged, but not required, to contact IC/TIX to find out more about the sexual misconduct formal complaint process.
- Third parties may not initiate the formal complaint process on behalf of a complainant but may report an incident to IC/TIX.
- A complainant may receive reasonably available supportive measures without filing a formal complaint.
- A complainant who needs assistance, for any reason, with filing a formal complaint, may contact IC/TIX directly for assistance. Such assistance is not to be construed as pressure to file a formal complaint or a presumption that a violation of policy has occurred.
- A complainant is not required to use this form to file a formal complaint and instead may choose an alternative written format such as a letter or email. However, the letter or email must include the information requested on this form and the complainant's digital or physical signature.
- Filing a sexual misconduct formal complaint with IC/TIX does not restrict a complainant's ability to simultaneously report to law enforcement.

- Upon receipt of a formal complaint, IC/TIX contacts the complainant to confirm receipt of the complaint and request any additional information and clarification, as needed. IC/TIX also reviews the complaint to determine, what, if any, action is most appropriate under policy 1100. The review should not be construed as a determination that a policy violation has occurred.
- Participation in the formal complaint process is voluntary for all parties and witnesses. IC/TIX has no mechanism for compelling participation and submission of information by any participants.
- Complainants and respondents may select an advisor of choice who may accompany them to meetings and proceedings, be included in correspondence, and receive access to formal complaint materials.

### **Complainant's Contact Information**

|                                     |  |
|-------------------------------------|--|
| First and Last Name:                |  |
| CNU Email Address:                  |  |
| Phone Number:                       |  |
| Pronouns (optional):                |  |
| Alternate Email Address (optional): |  |

### **Procedure Selection and Requests**

A complainant may request an investigation and hearing process or, if available, an informal resolution process, to reach an outcome in a formal complaint of sexual misconduct. At any time prior to a decision being rendered in the investigation and hearing process, the complainant may choose to instead, initiate the informal resolution process. At any time prior to signing a written formal agreement in the informal resolution process, either party may exit the process, and the complainant may request to initiate or resume the investigation and hearing process.

**Please mark the procedure you are requesting for this formal complaint:**

- ☐ Investigation and Hearing Process
- ☐ Informal Resolution Process

**Please mark all requests you have related to this formal complaint:**

- ☐ I would like to meet with a staff member in IC/TIX to discuss supportive measures and learn more about the formal complaint process I have selected.

- ☐ I have selected an advisor of choice to accompany me to meetings and proceedings, and would like to provide IC/TIX written permission so my advisor may be included in correspondence with me and receive access to the formal complaint materials.
- ☐ I would like IC/TIX to issue a temporary two-way no-contact order between myself and the respondent that will be issued at the same time that the respondent is notified of the formal complaint.
- ☐ For students only: I would like IC/TIX to share my name with a confidential support person in the Office of Accessibility and Care Team Support (ACTS) to further discuss how to navigate the formal complaint process and receive information about campus and community resources.

## Formal Complaint Incident Information

Please complete this section to the best of your knowledge and ability. You may submit additional documents along with this form to provide all information that you wish to include for the formal complaint.

Please note that all information provided here or in additional documents submitted with this form will be included in the notice of allegation that is sent to both the respondent and complainant at the start of the formal complaint process.

### Complainant

The complainant is the individual who is alleged to be the victim of conduct alleged in this formal complaint.

|                                    |                                                                                                         |
|------------------------------------|---------------------------------------------------------------------------------------------------------|
| Complainant's First and Last Name: |                                                                                                         |
| Complainant's Current CNU Status:  | <input type="checkbox"/> Student<br><input type="checkbox"/> Employee<br><input type="checkbox"/> Other |

### Respondent

The respondent is the individual who has been reported to be the alleged perpetrator of the conduct alleged in the formal complaint.

|                                   |                                                                                                         |
|-----------------------------------|---------------------------------------------------------------------------------------------------------|
| Respondent's First and Last Name: |                                                                                                         |
| Respondent's Current CNU Status:  | <input type="checkbox"/> Student<br><input type="checkbox"/> Employee<br><input type="checkbox"/> Other |

### Incident Description

#### Do you know the date of the incident?

You may approximate or describe the date(s) to the best of your knowledge.

- ☐ Yes (list month, date, and year):
- ☐ No (list any elements of the date that you do know):
- ☐ There are multiple dates or the conduct is ongoing (list all dates and date ranges):

**Do you know the location of the incident?**

You may approximate or describe the location(s) to the best of your knowledge.

☐ Yes (list the address):

☐ No (list any information you know about the location):

☐ There are multiple locations (list each location with an address, if known):

**Please describe all incidents you are reporting for this formal complaint.**

Note: You may also include other information such as, but not limited to, your experience of the effects that the alleged incident(s) has/have had on your ability to access the programs and activities of the university.

**Complainant Signature**

By signing my full name here, I certify that I am the complainant and have completed the form in good faith and to the best of my ability. I am also voluntarily initiating the formal complaint process.

|                                   |  |
|-----------------------------------|--|
| Physical or Digital Signature:    |  |
| First and Last Name:              |  |
| Today's Date (month, date, year): |  |

