



Title IX
Office

Formal Complaint Form

The purpose of this form is for a complainant to initiate a formal complaint with the Title IX Office. A formal complaint initiates either an investigation and hearing process or an alternative resolution process (if available) under applicable policy.

Upon completion and signing of this form, the form and any additional pages should be submitted directly to the Title IX Office via email (titleix@jmu.edu), mail (JMU Title IX Office, MSC 7806, Harrisonburg, VA 22807), or in person (Holland Yates Hall, 4th floor, room 4035).

Please review the following information before submitting this form.

- Prior to completing this form, a complainant is welcome and encouraged, but not required, to contact the Title IX Office to learn more about the formal complaint process.
- A complainant may receive reasonably available supportive measures with or without filing a formal complaint.
- Third parties may not initiate a formal complaint process on behalf of a complainant but may report an incident to the Title IX Office.
- Complainants who need assistance filing a formal complaint may contact the Title IX Office for assistance. Such assistance is not to be construed as pressure to file a formal complaint or a presumption that a violation of policy 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, but the letter or email must include the information requested in this form and must include the physical or digital signature of the complainant.
- Filing a formal complaint with the Title IX Office does not restrict a complainant's ability to simultaneously report to law enforcement.
- Upon receipt of a formal complaint, the Title IX Office will confirm receipt with the complainant. The Title IX Office will review the formal complaint using procedures listed in applicable policy and request additional information or clarification as needed. The purpose of the review is to determine what, if any, action is most appropriate under policy and should not be construed as a determination that a violation of policy occurred.

- Participation in the formal complaint process is voluntary for all parties and witnesses. The Title IX Office has no mechanism for compelling participation, including the submission of information by any participant.
- Complainants and respondents may select an advisor who may accompany them to meetings and proceedings, may be included in correspondence, and may receive access to the formal complaint materials.

Complainant's Contact Information

Name: _____ Pronouns (optional): _____

JMU email address: _____

Alternate email and/or phone number (optional): _____

Procedure Selection and Requests

A complainant may request an investigation and hearing process or an alternative resolution process for reaching an outcome in a formal complaint. At any time prior to a decision by the university in an investigation and hearing process, the complainant may request to initiate an alternative resolution process, if one is available. At any time prior to signing a written agreement in an alternative resolution process, either party may exit the process, and the complainant may request to initiate or resume an investigation and hearing process.

Please mark the procedure you are choosing for this formal complaint (click to check a box):

- Investigation and Adjudication
- Alternative Resolution
- I would like a meeting with the Title IX Office to learn more about my options.

Please mark requests you may have related to this formal complaint (click to check a box):

- I would like a meeting with the Title IX Office to discuss supportive measures.
- I would like to select an advisor who may accompany me to meetings and proceedings, may be included in correspondence with me, and may receive access to the formal complaint materials.
- I would like a two-way no-contact order between myself and the respondent to be issued at the same time that the respondent is notified of the formal complaint.



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Formal Complaint Incident(s) Information

Please provide information about all incidents that are the focus of the formal complaint to the best of your knowledge and ability. You may submit additional documents along with this form to provide all information you wish to include in the formal complaint.

Please note that all information provided below or in additional documents submitted with this form will be included with the notice of allegation email that is sent to both the complainant and respondent to start 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 full name: _____

Complainant's current JMU affiliation (click to check a box):

- Student
- Employee
- Other

Respondent

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

Respondent's full name: _____

Respondent's current JMU affiliation (click to check a box):

- Student
- Employee
- Other

Incident(s) Description

Do you know the date of the incident?

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

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

Do you know the location of the incident?

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

- No *(list any information you know about the location):*
- Yes *(list the address):*
- There are multiple locations *(list each location with an address, if known):*

Please describe below all incidents you are reporting for this formal complaint. You may also include other information such as, but not limited to, your experience of the effect that the alleged incident(s) has 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, I have completed this form in good faith and to the best of my ability, and I am voluntarily initiating the formal complaint process.

Physical or digital signature: _____

Full name: _____

Today's date (month, day, and year): _____