



1000 Hempstead Ave., PO Box 5002, Rockville Centre, NY 11571-5002
www.molloy.edu

**APPENDIX B: STUDENT REPORT, COMPLAINT,
AND FORMAL COMPLAINT FORM**

If you are a student at Molloy who believes you have been subjected to sexual misconduct as described in Molloy College's Sexual Misconduct Policy, including Title IX sexual harassment, you are encouraged to complete this form and submit it to the Title IX Coordinator at the contact information below. This form may be submitted in person, via mail, or via email. You will not be retaliated against for filing a complaint.

Title IX Coordinator:

Lisa Miller
Assistant Vice President of Human Resources and Title IX Coordinator
1000 Hempstead Avenue
Kellenberg Hall, Room K-11
Rockville Centre, New York 11571
(516) 323-3046 lmiller@molloy.edu

*Generally, reporting the incident alone (either verbally or in writing) will not initiate either of the College's formal grievance processes, but will, among other things, **provide you access to supportive measures from the College.** If, however, you wish to initiate one of the College's formal grievance processes, you must check the appropriate box on this form, complete and sign the form, and submit it to the Title IX Coordinator. The Title IX Coordinator will ultimately determine which formal grievance process (Process A or Process B) is applicable. Neither formal grievance process can be initiated*

Your Name: _____

Cell Phone: _____

Email: _____

Current Address : _____

Preferred Communication Method:

- Email
- Cell Phone
- Current Address (Mail)
- In person
- Other

INCIDENT INFORMATION

If any information is unknown, please write “unknown.”

1. Your report, complaint, or formal complaint of sexual misconduct is made about:

Name: _____

Cell Phone: _____ Email: _____

Current Address: _____

This person is a:

- Molloy Student
- Molloy Faculty Member
- Molloy Employee
- Unknown
- Other (please explain) _____

2. Date(s) sexual misconduct occurred: _____

Is the sexual misconduct continuing?

- Yes
- No

3. Please describe what happened and how it is affecting you and your experience at the College. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

5. This question is optional, but may help the investigation. Have you previously complained or provided information (verbal or written) about related incidents? If yes, when and to whom did you complain or provide information?

6. If you have retained legal counsel and would like Molloy College to work with them, please provide their contact information.

7. Please check (1) one box below to indicate your wishes for how the College will proceed regarding the incident discussed above. If you wish to change this answer at any time, please contact the Title IX Coordinator.

Regarding the incident(s) described above, I:

Request that Molloy College proceed with the applicable formal grievance process (either Process A or Process B), as determined by the Title IX Coordinator, and initiate an investigation.

Request that Molloy College proceed with a formal grievance process and initiate an investigation only if the Title IX Coordinator determines that Process A is applicable.

Request that Molloy College proceed with a formal grievance process and initiate an investigation only if the Title IX Coordinator determines that Process B is applicable.

Wish only to report the incident to the College and do not want to initiate any formal grievance process, including an investigation, regarding the incident(s) at this time.

I understand that my wishes indicated above will be honored unless the Title IX Coordinator determines in good faith that a formal grievance process is necessary.

Signature: _____ Date: _____