



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 University's Sexual Misconduct Policy (the "Policy"), including Title IX sexual harassment¹, 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.

Lisa Miller
Assistant Vice President of Human Resources and Title IX Coordinator
1000 Hempstead Avenue
Kellenberg Hall, Room K-112
Rockville Centre, New York 11571
(516) 323-3046
lmiller@molloy.edu

Reporting the incident alone (either verbally or in writing) generally **will not** initiate either of the universities formal grievance processes, but will, among other things, provide you access to supportive measures from the University.² If, however, you wish to initiate one of the universities 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)³ is applicable. Neither formal grievance process can be initiated without this form being completed, including the appropriate box being checked in Question 7, and signed either by you or, if you do not wish to pursue a formal grievance process but it is deemed necessary after the requisite analysis, by the Title IX Coordinator.

¹ Under Title IX, sexual harassment is defined to mean conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking.

The sexual harassment also must have been in an education program or activity of the University against a person in the United States and at the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the University.

² Per the Policy, if a Complainant wishes only to report the incident of sexual misconduct and not pursue any formal grievance process, this wish will generally be honored unless the Title IX Coordinator determines in good faith that formal action is necessary. Additional information is located in the Policy.

³ As discussed in the Policy, the University has two formal grievance processes: Process A and Process B. Process A applies **only** to allegations of Title IX sexual harassment, of which Molloy has actual knowledge, and which occur during Molloy's education programs or activities against a person in the United States. Process A must be applied to qualifying allegations. Process B applies to all allegations of sexual misconduct and retaliation, as defined in the Policy, that do not constitute Title IX sexual harassment and therefore do not qualify for Process A. Additional information regarding Process A and Process B can be found in the Policy.



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COMPLAINANT INFORMATION

Name:

Cell Phone:

Email:

Current Address (please indicate whether this is a university address or permanent address):

Select 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 (please indicate whether this is a university address or permanent address):

This person is: A Molloy Student A Molloy Faculty Member A Molloy Employee
 Unknown Other (please explain) _____

2. Date(s) sexual misconduct occurred:

Is the sexual misconduct continuing? Yes No



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

7. Please check (1) one box below to indicate your wishes for how the University 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 University 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 University 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 University 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 University 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: _____