

Allegany College of Maryland

STUDENT & LEGAL AFFAIRS

TITLE IX PROCEDURE: REPORT FORM

SEXUAL HARASSMENT & SEX DISCRIMINATION POLICY

If you have experienced sexual harassment or sex discrimination, the College wants to know so we can take action to **stop the behavior, prevent a recurrence, and remedy the effects**. You can submit a *Report* that alerts the College and permits the consideration of multiple options to resolve the situation. Submitting this *Report* is one way to alert the College of potentially improper conduct that must be addressed. Be sure to review the policy and procedures online at <https://www.allegany.edu/title-ix/index.html>. A Report is NOT a Formal Complaint to request a formal grievance procedure which includes an investigation and a hearing.

NOTE: Other unlawful discrimination complaints are handled by a different (albeit similar) process.

Directions: Complete this form in its entirety. Attach a typed statement and any supporting documentation. (Incomplete reports may be returned to the submitter for additional info.) Send everything to Dr. Renee Conner, Title IX Coordinator. CC-12 via hand-delivery, postal mail, or email (rconner@allegany.edu). Monitor your ACM email for a response and next steps. (NOTE: This *Report* is not a private document *if a formal investigation is begun*; at that time, the Respondent will be given a copy of the complaint, attachments, future statements, and any other evidence. Likewise, the Parties will be able to see all statements/evidence.)

Your Name: _____

Complaints may be submitted anonymously and you may skip to Question #1; however, please understand that anonymous complaints are much more difficult to investigate.

Phone: (____) _____ / Email*: _____ @ _____

*If you are a student or employee, provide your ACM email as all college business is conducted via college email only.

1. What type of sexual harassment or sex discrimination is being alleged? Detailed definitions are in the Title IX definitions sheet.

☐ Sexual Assault

NOTE: includes rape and other types of sexual assault

☐ Stalking

NOTE: Because stalking requires more than one act, be sure to detail *each* incident.

☐ Relationship Violence

NOTE: Domestic Violence (generally means living as a couple and/or having a child in common)

Dating Violence (generally means being in an intimate or dating relationship)

☐ Sexual Harassment

NOTE: quid pro quo **or** hostile environment harassment

☐ Sex Discrimination

NOTE: different or unfavorable treatment based on sex (male/female) meaning the conduct was *because of* the person's sex.

2. Are you a student, employee, or participating in an ACM-sponsored activity when the conduct occurred? Yes / No

3. Has this incident negatively affected your ACM education, employment, or activity? Yes / No If so, how?

4. Who is the person you are accusing? _____

5. When did the act(s) occur? Date: ____/____/____ Time: ____:____ am or pm

NOTE: Reports should be made in a timely manner – preferably right after the incident. Delays in reporting hinder the investigation.

6. Where did the act(s) being alleged occur? (ie., specific location): _____

7. Type and attach a written, detailed statement describing the incident.

8. Are you safe now? Yes / No » If not, it is extremely important that you notify the police and get to safety!

9. Do you need medical treatment? Yes / No » If so, it is extremely important that you get the care you need!

10. Do you have any other immediate needs with which you need help? Yes / No » If so, describe and attach.

Supportive measures are available to the Parties.

11. What would resolve the issue or concern for you? (ie., what do you want to happen next?) *Be specific* with any requests or how you would like this *Report* to be handled. Your wishes are not determinative but are important. Must be typed.

CERTIFICATION

By submitting this document, I certify that I have read and completed this report myself. I certify that all contents and any attachments are true and complete. I am making this Complaint in good faith. I understand that any inaccurate, misleading, fraudulent, or incomplete information could affect how this matter can be resolved.. I understand that the College reserves the right to request additional documentation. Submitting the report does not dictate any particular resolution or outcome. I have had the opportunity to read the College's policy and procedures.

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Signature

Date