**Houghton University Office of Title IX  
Sex-Based Discrimination, Harassment, Sexual and Relationship Violence and/or Retaliatory Conduct Complaint Form**

This form may be completed by any member of the Houghton University community who has experienced an incident that may be a violation of Houghton University student conduct and employee conduct policies related to sex-based discrimination. Please email the completed form to Natasha Davis, Title IX Coordinator, at [natasha.davis@houghton.edu](mailto:natasha.davis@houghton.edu), or deliver completed form to Natasha Davis, Library 321, (585) 567-9454. Anyone with a concern related to Title IX may make an appointment to meet with the Title IX Coordinator for more information about HU policies and procedures.

**Name of person completing this report** (if different from the complainant): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Today’s Date: \_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Name of complainant** (person impacted by the alleged violation) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Undergraduate Student Graduate Student Faculty/Staff Guest/Alumni Other (explain)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Incident Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Incident Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Incident Location/Context: Type of Incident:**

* Campus Building Sexual harassment
* Campus Outdoor Sexual or relationship violence or stalking
* Off-Campus Retaliation
* University-sponsored event Other sex-based discrimination

**Name of Respondent** (person alleged to be responsible for the violation): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Undergraduate Student Graduate Student Faculty/Staff Guest/Alumni Other (explain)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Media Accounts: Facebook Twitter Instagram Snapchat Tik Tok YouTube Other \_\_\_\_\_

**Witness 1:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Undergraduate Student Graduate Student Faculty/Staff Guest/Alumni Other (explain)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Witness 2:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Undergraduate Student Graduate Student Faculty/Staff Guest/Alumni Other (explain)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Incident Narrative** (this may be brief, as a full statement will be taken by the investigator):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supportive Measures Requested by the Complainant:**

No contact order Residence hall relocation Assistance reporting to law enforcement Interpreter

Faculty notification On-campus counseling Facility access plan Disability accommodations \_

Work schedule adjustment Off-campus counseling Legal support information \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic adjustment Victim advocate outreach Academic withdrawal/LOA Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Off-campus medical care On-campus medical care Academic withdrawal (full) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Resolution requested by complainant:**  No action Informal resolution Formal resolution (Investigation and Hearing)

By signing this form, you are filing a Formal Complaint for prohibited conduct that may violate Houghton University policies related to sex-based discrimination, including sexual assault, dating and domestic violence, stalking and retaliation. By this Formal Complaint, you are requesting that the University initiate the formal grievance process. A determination will be made as to whether University policy has been violated by preponderance of the evidence. The respondent is presumed to be “not responsible” throughout the process.

After filing this form, all parties will receive notice of the allegations. Should the allegations change, updated notices will be provided. Witnesses may need to be contacted as part of the investigation. The information you provide is considered private, but not confidential. Consistent with Houghton University’s Title IX policy and its other student and employee sex-based misconduct policies, information is shared only on a “need to know basis.” This will include sharing information with all parties. The HU Office and Safety and Security and other local law enforcement agencies may be considered “need to know” for reasons of community safety or to comply with state and federal laws.

By signing this document, you are affirming that the information you have provided regarding the above allegations accurately and truthfully represents your understanding of the reported incident(s).

Confidential assistance is available through on-campus departments such as the HU Offices of Counseling Services, Health Services and the Office of the Dean of the Chapel. Confidential support is also available off-campus by contacting the following: Cattaraugus Community Action’s Office of Victims Services. CCA has an office in Wellsville, NY, and provides free therapy as well as advocacy to survivors of sexual assault. The hotline # is 1-888-845-7269. The ACCORD agency, located in Belmont, NY, offices free services for individuals impacted by dating and domestic violence. Their # is 585-268-7605.

The allegations in this complaint may be processed in any of a number of Houghton University policies designed to address sex-based discrimination, which includes sexual harassment, sexual assault, dating or domestic violence, stalking and/or retaliation. After a preliminary investigation, the Title IX Coordinator will decide on the appropriate HU policy and grievance process for addressing the complaint. HU policies and procedures designed to address sex-based discrimination include the HU Title IX Policy (see <https://www.houghton.edu/students/title-ix>) as well as HU employee policies and HU student code of conduct policies.

­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RIGHTS – The following is a summary of the rights available to you. For more information on available rights and the grievance process, please review the Title IX Policy and other employee or student conduct policies related to sex-based discrimination.

* You have the right to a fundamentally fair resolution.
* You have the right to regular updates related to this matter.
* You have the right to be informed of available options for making a report that do not involve a Formal Complaint.
* You have the right to be notified that you are not required to make a statement or otherwise provide information relevant to the investigation; however, the University may be limited in its ability to respond without your cooperation.
* You have the right to simultaneously file a criminal complaint in addition to pursuing a resolution through the University.
* You have the right to decline to notify law enforcement, unless the report involves known or suspected child abuse.
* You have the right to be assisted by campus authorities, if requested, when reporting a crime to law enforcement.
* You have the right to have equal access to educational programs and activities and support measures, as appropriate, regardless of whether you decide to file a Formal Complaint.
* You have the right to receive information regarding on-campus and community support resources (including, but not limited to, modification of academic, living, transportation, or working situations to avoid a hostile environment; available health and mental health counseling, victim advocacy, safety planning, information about possible legal assistance, immigration assistance, student financial aid, and if applicable, disability accommodations). If you request services and they are reasonably available, they will be provided regardless of whether or not you choose to report the incident(s) to law enforcement.
* You have the right to request that the Title IX Coordinator issue and enforce a no contact order when the University has jurisdiction to enforce a no contact order.
* You have the right to be accompanied by an advisor at all University proceedings relevant to the grievance process, subject to the limitations outlined in the grievance process.
* If your complaint is processed through a Title IX Formal Complaint, you have the opportunity – through your Advisor - to pose questions of the other parties and witnesses as part of a Title IX live hearing.
* In a Title IX formal complaint process, you do not have to provide any statements or answer any questions during the grievance process, including the live hearing; however, the investigation may continue and the failure to answer questions at the live hearing may result in the Decision-Maker(s) being unable to rely on any statement made by you related to this matter.

Similarly, in any process applied to guide the investigation and decision-making related to an allegation of sex-based discrimination, including non-Title IX processes, choosing not to participate fully in the investigation may impact its outcome.

* You have the right to be made aware that any statement you make may be used in the grievance process and potentially obtained by law enforcement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AFFIDAVIT- My signature below indicates that I have read and understand the foregoing and am filing a Formal Complaint. Further, I acknowledge that I have been provided with information on how to access Houghton University policies related to this complaint. I have been offered assistance with resources. I understand the above Rights. I understand that any information I provide may be used in the grievance process and potentially obtained by law enforcement. I understand that Retaliation is prohibited and conduct in violation of this expectation may led to a charge or additional interim sanctions.**

**Complainant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Received By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**