

Complaint Form

Note: A formal complaint must be filed within 300 days of the last incident. The 300-day requirement does not apply to incidents related to Title IX discrimination or harassment based on sex.

Name: _____

Address: _____

Preferred phone number and email address: _____

Virginia Tech status (student, employee etc.) _____

Position (if employee): _____ Department/college: _____

Sex: _____ Race or national origin: _____

Basis of discrimination or harassment complaint (age, race, gender, etc.): _____

Name of person(s) you believe discriminated against you: _____

Dates of alleged action: _____

Others who you believe may have knowledge of the situation: _____

Have you spoken to anyone else about this situation? If yes, who? _____

Please briefly describe the situation:

What would you like to see happen to remedy this situation?

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Please sign and date the following statement:

I certify that the foregoing statements are true and correct to the best of my knowledge. My signature below acknowledges that I have read this document and attest to its content

Print Name

Signature

Date

Please initial each statement below, acknowledging you have read the statement:

_____ I understand that [University Policy 1025: Policy on Harassment, Discrimination, and Sexual Assault](#) requires that when an investigation begins, the person or persons I am complaining about will be informed of this charge to have an opportunity to respond, and, by signing my name, I am consenting to the release of my name, unless otherwise determined by the Title IX Coordinator.

_____ If I am a student, my signature also gives Virginia Tech permission to release information concerning my academic record to the Office for Equity and Accessibility for investigating my complaint. Such information includes courses taken, grades received, GPA, academic progress, honors, transfer credit awarded, and degree(s) awarded.

Are you familiar with [University Policy 1025: Policy on Harassment, Discrimination, and Sexual Assault](#)? Yes _____ No _____

The following is a summary of the rights of any party involved with an Office for Equity and Accessibility investigation.

_____ If you are an individual with a disability, you have the right to request a reasonable accommodation throughout the investigation process. Do you require an accommodation? Yes _____ No _____

_____ If a crime has been alleged, any party has the right to file a complaint with the police department. In addition to a criminal complaint, the party has the right to have the complaint investigated by the Office for Equity and Accessibility.

_____ Any party has the right not to participate in any portion of the investigation process; if a person does not wish to participate, this decision does not relieve the institution from its responsibility to provide a reasonable response according to university policy and Title IX guidance, if it is relevant.

_____ If a party decides to participate; the person has the right to present witnesses and evidence during the investigation and/or hearing process.

_____ If a party does decide to participate, the person has the right to request confidentiality, although it may not always be able to be granted. For Title IX cases, the Title IX Coordinator will consider the request to determine whether the university may honor it while still providing a safe and nondiscriminatory environment for all students. Honoring such a request may limit the university's ability to respond fully to the incident, including pursuing appropriate disciplinary action against the alleged perpetrator.

_____ Complainants have the right not to abide by a non-disclosure (or confidentiality) agreement, whether such an agreement is oral or in writing.

_____ All parties have the right to a prompt, adequate, reliable, and impartial investigation of the complaint. All parties also have the right to receive updates regarding the status and progress of the investigation.

_____ Respondents have the right to have the preponderance-of-the-evidence standard of proof used throughout the investigation process.

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_____ All parties have the right to have an advocate or attorney present during any interview throughout the investigation process, providing the advocate may not also be called as a witness to the same investigation. The advocate may not ask or answer questions during the investigator’s interviews, but may provide advice to the advocate’s party.

_____ Complainants and respondents have the right to be notified, in writing, about the outcome of the complaint and their right to appeal a decision.

_____ All parties have the right to be protected from retaliation. [University Policy 1025: Policy on Harassment, Discrimination, and Sexual Assault](#), the Student Conduct Code, and federal law prohibit retaliation against anyone for participating in a discrimination or harassment complaint, including sexual harassment and sexual violence. You should report complaints of retaliation to the Office for Equity and Access immediately.

_____ If you are an employee and believe the university is violating federal or state employment law, you have the right to file a complaint with the U.S. Equal Employment Opportunity Commission by visiting their website at eeoc.gov or with the Virginia Council on Human Rights within 300 days of the alleged discrimination or harassment.

_____ If you want to learn more about your rights or would like to file a complaint with the U.S. Department of Education, Office for Civil Rights, you may contact them by phone at: 1-800-421-3481; or you may visit the U.S. Department of Education, Office for Civil Rights website at ed.gov/about/offices/list/ocr.

Please sign and date the following statement: I understand my rights and have received a copy of my rights. My signature acknowledges that I have read this document.

Print Name	Signature	Date
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- Information regarding the Student Conduct Code may be found in the Hokie Handbook or by visiting the Hokie Handbook online at hokiehandbook.vt.edu
- Additional information regarding Title IX may be requested from the Office for Equity and Accessibility or found on the Office for Equity and Accessibility website at oea.vt.edu/title-ix-vawa
- A copy of [University Policy 1025: Policy on Harassment, Discrimination, and Sexual Assault](#) may be requested from the Office for Equity and Accessibility.