

TITLE IX FORMAL COMPLAINT FORM



You may file a formal complaint online,
via email, or in person.

If you are uncertain whether the alleged conduct constitutes sexual harassment, or if you are not the person experiencing the alleged sexual harassment (or their legal guardian), you may file a "Report" of sexual harassment at uidaho.edu/vandalcare. Anyone may file a report of sexual harassment. A report of sexual harassment will not always require notification to the respondent. A formal complaint will always result in notification to the respondent. Supportive measures are available to a complainant through either process. A formal complaint must be dismissed if: 1) the conduct alleged in the formal complaint would not constitute sexual harassment, even if proven, 2) the conduct did not occur in a University education program or activity, or 3) the conduct did not occur against a person in the United States. [View the full policy.](#)

Complainant Full Name:

Complainant Email:

Complainant Phone:

Date of Incident:

Location of Incident:

Respondent Full Name:

Incident Description: Please provide as much detail as possible. We must investigate all formal complaints of sexual harassment and the University is required to dismiss a formal complaint in certain circumstances.

Signature:

uidaho.edu/report

208-885-4285 | titleix@uidaho.edu

* If a party is under 18 years of age, the party's parent or guardian may also be considered a complainant or respondent.

Quick Tips

Definitions

- **Complainant:** an individual who is alleged to be the victim of conduct that could constitute sexual harassment*
- **Formal Complaint:** a document filed with the Title IX Coordinator alleging sexual harassment against a respondent and requesting the University investigate the allegation
- **Respondent:** an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment*
- **Sexual Harassment:** conduct on the basis of sex that satisfies one or more of the following:
 - A University employee conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct;
 - 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
 - Sexual assault, dating violence, domestic violence, or stalking

Filing a Formal Complaint

- A complainant must be participating in or attempting to participate in a University education program or activity at the time of submission
- Physical or digital signature included
- May only be filed by a complainant or the Title IX Coordinator