

# CES College Title IX – Complaint Form

---

To file a complaint with the CES College, please complete and bring this form to the school director. If you are unable to complete this form and would like to make a verbal complaint, please call the school office to schedule an appointment.

Although CES College cannot commit to keeping a complaint confidential because of the obligation to investigate the complaint, CES College will use its best efforts not to disseminate information concerning the complaint beyond those who have a need to know. Please feel free to contact the school director if you have any questions regarding the process for filing or investigating complaints of sex discrimination.

Any individual may use this form to file a complaint alleging a violation of Title IX against any CES College student or employee. Complaints may include claims of sex discrimination, sexual harassment, or any other forms of sexual misconduct against the complainant or against others. The person aggrieved may choose to file a criminal complaint with the appropriate authorities.

Sex Discrimination – any behaviors and/or actions that deny or limit a person’s ability to benefit from, and/or fully participate in the educational programs, activities or employment opportunities because of a person’s sex.

Sexual Harassment: any unwelcome conduct of a sexual nature that includes unwanted sexual advances, requests for sexual favors, and other visual, verbal, non-verbal, or physical conduct of a sexual nature when: (1) submission to such conduct is made a term or condition of employment or the educational relationship; (2) submission to or rejection of such conduct is used as a basis for employment or education decisions affecting the individual; or (3) such conduct has the effect of unreasonably interfering with a student’s or employee’s performance or creating an intimidating, hostile, or offensive working, educational, or living environment.

Sexual Misconduct - encompasses any sexual behaviors that violate CES College Code of Conduct and/or Title IX Policy. In general, any nonconsensual physical contact of a sexual nature may constitute Sexual Misconduct.

# CES College Title IX – Complaint Form

---

Are you (Circle one or more that apply to you)

Student                      Staff                      Employment Applicant                      Prospective Student

Faculty Member                      Other (Please Explain)

Name \_\_\_\_\_ Date \_\_\_\_\_ Contact \_\_\_\_\_

Telephone Number \_\_\_\_\_ Contact Email: \_\_\_\_\_

Background Information: Have you brought this matter to the attention of any CES College employee? If so, please list the name(s) of all other persons with whom you have discussed this matter. Please also include the date(s) and time(s) the information was shared.

---

---

---

---

---

---

---

Witnesses: Please list the names of the witnesses, their relationship to you and their contact information. (The relationship information requested means co-worker, supervisor, faculty member, student, friend, etc.)

---

---

---

---

Complainant: Please answer the following questions to the best of your ability in full description. Use as much detail as possible and write as much as you feel is necessary. Supplemental sheets may be attached to provide additional detail regarding the alleged violation. When the form is complete, please return to the School Director..

1. Describe the incident(s) as clearly as possible; include date(s), location(s), the presence of any witnesses, verbal statements (threats, requests, demands etc.), physical contact, etc.
2. List the name(s) and position of the person(s) that allegedly violated a Title IX policy, which includes: any form of sex discrimination, sexual misconduct, sexual harassment and/or retaliation.
3. List the names of other students or employees who might have been subject to the same or similar sex discrimination or retaliation acts.
4. For retaliation complaints, please explain why you believe someone retaliated against you.
5. Include any other information that is relevant to the complaint.

---

---

---

