

Today's Date: _____

SECTION 1 - INFORMATION REGARDING THE COMPLAINANT

Name of Complainant:
Telephone (Home) #: Telephone (Cell) #:
The Complainant is (please check one):
☐ Faculty Member ☐ Student ☐ Staff Member ☐ Not Affiliated With PCCUA
For faculty, staff and students, indicate whether:
SECTION 2 - INFORMATION REGARDING THE VICTIM (IF HE OR SHE IS NOT THE COMPLAINANT)
Name of Victim:
The Victim is (please check one):
For faculty, staff and students, indicate whether:
SECTION 3 – INFORMATION REGARDING THE RESPONDENT
Name of Respondent:
The Respondent is (please check one):
For faculty, staff and students, indicate whether:
SECTION 4 – INFORMATION REGARDING THE ALLEGED POLICY VIOLATION Alleged policy violation(s):
discrimination harassment retaliation sexual misconduct
If discrimination/harassment, please check all that apply:
☐ race ☐ color ☐ religion ☐ national origin ☐ military service/veteran status ☐ sex ☐ age ☐ pregnancy ☐ disability ☐ gender identity ☐ genetic information
If retaliation, please state the activity you engaged in that resulted in the alleged retaliation:
In retailation, please state the activity you engaged in that resulted in the alleged retailation.

Time and date of each alleged policy violation:

Location of alleged policy violations:

On campus: _____Off campus: _____

Witnesses or third parties who may have information regarding the alleged policy violation(s):

Please provide a brief description of the alleged policy violation(s):

You may wish to consider including, among other things, some or all of the following information for your description: the gender of the parties, the relationship between the parties, whether one or more of the parties were under the influence of alcohol or drugs at the time of the alleged policy violation, whether the Respondent used pressure or force (physical or otherwise) in the course of any alleged sexual misconduct, and the frequency (if applicable) of the alleged policy violation.

Rev.3/2020