ADDENDUM B

Georgia College General Complaint Form

1. Type of Complaint:
    □ EEO (Discrimination) □ EEO (Retaliation) □ Hostile Environment □ Sexual Assault
    □ Sexual Harassment □ Ethics/Integrity □ Other (specify: ______________________)

2. Are you reporting an incident that happened to you or an incident discussed with you?
    □ Incident happened to me. Signature:
    □ Incident was discussed with me by the Complainant
    □ Incident was discussed with me by a friend of the Complainant

3. Reporter: ____________________________ Phone: ______________________

4. Did incident occur while the Complainant was employed by or enrolled at Georgia College?
    □ Yes □ No

5. Complainant’s Name: ________________________ Phone: ______________________

6. Complainant’s Gender: _____________________ Race: __________________ Age: _____

7. Complainant’s Residence:
    □ Residence Hall □ Greek House □ Off-Campus Apt. □ Campus Apt. □ Other

8. Briefly describe incident (continue on back of form if necessary):

9. Location of incident:
    □ On Campus (check appropriate response below)
    □ Residence Hall □ Greek House □ Other Campus Building □ Outdoors
    □ Automobile □ Classroom □ Outside of Milledgeville □ Other:

10. Please give date(s)/time(s) of incident(s): __________________________

11. Was the incident/assault associated with an organized event (campus sponsored or not)?
    □ No □ Yes (specify: _____________________________)

12. Was either party under influence of alcohol or other drugs at the time of the incident?
    Complainant: Alcohol? □ Yes □ No □ Unsure Drugs? □ Yes □ No □ Unsure
    Respondent: Alcohol? □ Yes □ No □ Unsure Drugs? □ Yes □ No □ Unsure

13. Was a weapon used in the incident? □ Yes (specify: ____________) □ No □ N/A

14. Status of Respondent(s):
    □ Student □ Faculty □ Staff □ No campus role □ Unknown

15. Respondent’s Name: ____________________________ Phone: ______________________

    Respondent’s Residence: _____________________________________________________
17. Describe the nature of the relationship of the Complainant and the Respondent:
   □ Stranger  □ Professor  □ Student  □ Supervisor  □ Coworker
   □ Friend      □ Relative  □ Romantic  □ Other (specify: _______________)

18. Other individuals at Georgia College the Complainant or Respondent have talked with about this incident:
   □ Friend  □ Faculty member  □ Staff member  □ Other (specify: __________)

☐ I understand the reporting options available to me. I understand my signature below certifies my understanding of initiating a Title IX investigation and the process in which it entails.

☐ I understand the reporting options available to me as it relates to Sexual Misconduct. I understand to initiate a criminal investigation, I will need to file an official report with Georgia College Public Safety (Police Department) or the Milledgeville Police Department, depending on the location in which the incident occurred.

Print Name: ________________________________
Signature: ________________________________    Date: ____________________

I’ve read the above information and understand my reporting options, however at this time I do NOT wish to move forward with a Title IX investigation.

Print Name: ________________________________
Signature: ________________________________    Date: ____________________