

Formal Complaint Checklist

Are you interested in filing a Formal Complaint of a violation of [Administrative Regulation 6:2, Policy and Procedures for Addressing and Resolving Allegation of Sexual Harassment under Title IX and Sexual Misconduct](#), but you're not sure what information you to include?

You can use the [Formal Complaint Template](#) we've provided, but you're not required to use that form. If you need assistance putting your complaint into writing, please contact Institutional Equity by [requesting a meeting](#) or calling our office at 859-257-8927. The [VIP Center](#) is also available to confidentially assist you.

Here's the information you need to provide in your Formal Complaint:

- Your name and student or employee ID number. We will not share your ID number with anyone.
- Whether you're currently enrolled in classes or are an employee. If not, please tell us about your relationship with the University (For example, are you a visitor, an incoming student, a former employee, etc.?). *This information is used to help Institutional Equity determine whether the behavior meets the requirements of AR 6:2.*
- A statement that you'd like the University to investigate your complaint.
- The name of the accused.
- Date the behavior occurred. If ongoing, please provide a date range. *This information is used to help Institutional Equity determine whether the behavior meets the requirements of AR 6:2.*
- Location where the behavior occurred. *This information is used to help Institutional Equity determine whether the behavior meets the requirements of AR 6:2.*
- A description of the behavior.
- Any documents that you think would be helpful in the investigation (for example, this could be text messages, emails, social media posts, pictures, etc.).
- The date you submitted your formal complaint.
- Your signature. Please contact the Title IX Coordinator, [Martha Alexander](#), if you have any questions about signing your Formal Complaint.

Please be aware that Institutional Equity will provide a copy of the section of the complaint in which you describe the behavior you've experienced, the date and location of the behavior you experienced, and the documents you provide to the accused. Institutional Equity will not provide any private information (like your ID number, contact information, class or work schedule, or status as a student or employee) to the accused.