



**Administrative Regulation 6:2 - Formal Complaint Form**

*You may use this form to file a Formal Complaint. You are not required to use this form.*

If you need assistance filing a Formal Complaint, please contact the Office of Institutional Equity and Equal Opportunity by phone at 859-257-8927 or by emailing Martha Alexander, Title IX Coordinator, at [Martha.Alexander@uky.edu](mailto:Martha.Alexander@uky.edu).

**Name of Alleged (Respondent):** \_\_\_\_\_

**Date of Incident:** \_\_\_\_\_ **Location of Incident:** \_\_\_\_\_

**Describe Incident: (if you need additional space, please feel free to attach additional pages or documents)**

**Are you currently enrolled in classes or employed by the University:** YES NO

**If you are not enrolled at the University or employed by the University, what is your relationship to the University:** \_\_\_\_\_

I acknowledge by signing this form I am requesting the Office of Institutional Equity and Equal Opportunity conduct a formal investigation into the behaviors alleged. **(Please initial)** \_\_\_\_\_

I acknowledge that this form is not continuously monitored and should not be used in the case of an emergency or if there is an immediate threat to safety and/or life. I acknowledge that in such instances, 911 or University Police should be called by dialing (859) 257-8573. **(Please initial)** \_\_\_\_\_

I acknowledged the contents of this form and any attached documentation will be provided and made available to the Respondent at the onset of an investigation. **(Please initial)** \_\_\_\_\_

**Your name: (print)** \_\_\_\_\_

**Your signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*Please submit completed form by email to Martha Alexander, Title IX Coordinator, at [martha.alexander@uky.edu](mailto:martha.alexander@uky.edu), by bringing your completed form to 13 Main Building, by mailing your completed form to 13 Main Building, 410 Administration Drive, Lexington, Ky, 40506.**