

## COMPLAINT FORM

Name of Complainant: \_\_\_\_\_ A \_\_\_\_\_

Street Address: \_\_\_\_\_

City and State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Status:     \_\_\_ Student     \_\_\_ Employee     \_\_\_ Other (*Please specify*) \_\_\_\_\_

Name of the person(s) you are filing the complaint against:

\_\_\_\_\_

Complaint Summary: (*Please use **additional sheets** to provide specific details*)

Date(s) of Incident(s): \_\_\_\_\_

Location(s) of Incident(s): \_\_\_\_\_

Summary of Complaint:

### Please check one:

\_\_\_ I understand that this is a formal complaint form that will initiate an investigation into my allegations. It is a confidential process based on need to know.

\_\_\_ I do not want a formal investigation into my allegations and want the incident kept as a private, confidential matter.

\_\_\_\_\_  
(Signature Required)

\_\_\_\_\_  
(Date)

*Rowan College of South Jersey reserves the right to proceed with an investigation without a formal complaint if it deems necessary. This decision will be made on a case-by-case basis.*

List the names of all known or potential witnesses. Please provide contact information for non-College employees and students if you can.

How would you like to see this situation resolved?

Have you informed any other college employee in another department about your complaint? If yes, please identify the individual(s).

**Return this form to  
Gloucester Campus:**

Almarie J. Jones, *ajones@rcsj.edu*  
Special Assistant to the President,  
Diversity and Equity/Title IX and Compliance  
College Center, Room 116, 856-415-2154

**Cumberland Campus:**

Nathaniel Alridge, Jr., J.D., *nalridge@cc.rcsj.edu*  
Director, Diversity and Equity/Title IX  
and Judicial Affairs  
Academic Building, 2<sup>nd</sup> floor, 856-691-8600, ext.1414

**For Use by the Title IX Officer Only**

**Type of Complaint**

Bullying/Intimidation       Discrimination       Harassment       Retaliation  
 Sexual Misconduct       Stalking

**Basis of the Complaint of Bias/Discrimination**

Accompanied by a Service Dog       Age       AIDS/HIV  
 Atypical heredity cellular or blood trait       Citizenship status       Disability (*past or present physical or mental*)  
 Gender Identity       Genetic information       Marital Status (*includes civil union or domestic partnership*)  
 Military Service       National Origin       Race/Color       Religion  
 Sex (*including pregnancy, childbirth and related medical conditions*)  
 Sexual Orientation (*includes affectional orientation and perceived sexual orientation*)       Unemployed status  
 Other: (*Please specify*) \_\_\_\_\_

©RCSJ Publications/C&M0919

Revised: 09-2019