

**Montreat College  
Grievance Form -- Title IX**

**Sexual Harassment** is any unwelcome sexual advance, request for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term of or a condition of education, employment, or participation in College activities;
- Submission to or rejection of such conduct is used as the basis for evaluation in making academic or personnel decisions affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance, or creating an intimidating, hostile, or offensive working, living, or learning environment.

Examples of sexual harassment include, but are not limited to: slurs, threats, derogatory or suggestive comments, unwelcome jokes, sexual violence, teasing or sexual advances and other similar verbal or physical conduct, including e-mail, phone calls, or other online communications.

Discrimination based upon sex, or harassment based upon sex, is strictly prohibited.

Retaliation against anyone reporting discrimination/sexual harassment or any witness to such behaviors is also strictly prohibited and may constitute a separate claim against those who have engaged in such retaliatory behaviors.

**Section One: Information About Yourself**

Full Name:

Current Date:

Current Mailing Address:

Current Email Address:

Current Telephone  
Number:

Section Two: Please describe each discriminatory/harassing/retaliatory action separately using as much space as needed. For each action, you need to provide the following information

- Date (s) the discriminatory/harassing/retaliatory action occurred
- Describe the action(s)/event(s)
- Name (s) of the individual(s) who carried out this action against you & their relationship to you
- What impact has the action(s) had on you?
- Do you feel that you need any interim measures to be taken to ensure your safety and/or well-being, and/or to reduce your contact with the Respondent while this complaint is being investigated (ex. course change, no contact order, change of residence, no-trespass order for Respondent)?

Section Three: Do you have any documents (including emails or text messages) or other evidence that will help us understand your complaint? If possible, please attach copies. If you do not have this at this time, we will contact you with directions about how to submit this information to the trained College staff member assigned to investigate your complaint.

Section Four: Did anyone else witness or have knowledge of any of the incidents/actions? ***Please provide their contact information, if you have it.***

Section Five: What remedy are you seeking?

To Submit an Official Complaint/Report of Gender-based Discrimination, Harassment, or Retaliation, submit this form to the Title IX Coordinator (x3710).