



# **TOURO COLLEGE & UNIVERSITY SYSTEM**

*Office of Institutional Compliance*

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## **TITLE IX AND SEXUAL MISCONDUCT COMPLAINT FORM**

In order to address concerns of sexual harassment or sexual misconduct concerning Touro's purview under the institution's Title IX and Sexual Misconduct Policy, complainants must complete this form and provide necessary information where known. Upon review of the information, the Office of Institutional Compliance will determine what response, if any, can be performed and the appropriate path toward addressing the information provided in the complaint.

Should it be determined that the information contained herein falls under the criteria for the Title IX grievance process, this form will be used as a Formal Complaint as defined by the Title IX regulations and Touro policy. A formal complaint is a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the educational institution investigate the allegation of Sexual Harassment.

This form may be submitted via email, online or in-person to the Office of Institutional Compliance. Upon receipt, a representative from the Office of Institutional Compliance will contact and schedule an in-take interview with the complainant. In addition, a complainant may complete this form in-person, if desired. Once this form has been completed and signed by the complainant, and then signed by a designated representative of the Office of Institutional Compliance, it becomes a formal complaint recognized by Touro.

The information provided on this form will be kept confidential to the extent necessary and possible under applicable institutional and federal regulations. Further, Touro implements a strict retaliation policy that prohibits retaliation of any kind against those coming forward with a complaint of alleged sexual harassment or sexual misconduct. For additional and detailed information on Touro's policies on confidentiality and retaliation, please see the Title IX and Sexual Misconduct Policy that is available on the TouroOne Portal and the website.

**Once completed, please submit to: [Compliance@touro.edu](mailto:Compliance@touro.edu)**

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**Name of the Person Filing a Complaint (Complainant):**

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**School ID Number:** \_\_\_\_\_

**Affiliation with Touro /Division\*:**

Student  Faculty  Staff  Contractor  Other: \_\_\_\_\_

**Division/School of Touro:**

\_\_\_\_\_

**Email:**

\_\_\_\_\_

**Phone:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

**Date of Occurrence/Incident\*:**

\_\_\_\_\_

**Location of Occurrence/Incident\*:**

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**Country\*:**  USA  Other

**Description of Complaint / Alleged Sexual Harassment or Sexual Misconduct\*:**

(please summarize in the space provided and attach additional pages, if needed)

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**Name of Person or Persons Who Committed the Offense Against You (if known)\*:**

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**Names and Contact Information of any Witnesses:**

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**Complainant Signature and Date:**

Name:

Date

Once completed, please submit to: [Compliance@touro.edu](mailto:Compliance@touro.edu)

**For the Internal Use of the Office of Institutional Compliance Only**

Does the alleged misconduct meet the definition of Sexual Harassment as provided under Title IX?

YES / NO

Did the alleged misconduct occur in the United States?

YES / NO

Did the alleged misconduct occur within an employment or education program where Touro exhibits substantial control?

YES / NO

List any supportive measures provided to the Complainant during the initial assessment. If no supportive measures were provided, note such and provide reasoning:

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If the alleged misconduct is not within the scope of Title IX, will the alleged misconduct be addressed under another policy administered by Touro? If yes, provide which policy. If no, provide reasoning for not addressing.

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Internal File Number: \_\_\_\_\_

**Office of Institutional Compliance Representative:**

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Name:

\_\_\_\_\_  
Date