

# SOUTHWESTERN COLLEGE

## TITLE IX OFFICE

### Complaint Form

1. Would you like to file a formal complaint or just provide notice to this office?

Formal Complaint:

Provide notice only:

*\*please note that due to safety concerns for complainant or the broader college population, some acts/incidents require the college to investigate regardless of whether complainant wishes to pursue formally or not.*

2. If filing a complaint, are you filing on behalf of yourself or as a third party (e.g., friend, faculty member)?

Behalf of Myself:

Third Party (for someone else):

3. If filing complaint on behalf of yourself, do you wish to identify yourself?

Yes:

No:

*\*Please note that if you wish to remain anonymous, the lack of ability for this office or an investigator to interview you and obtain your version and evidence may significantly limit the investigation and ability to obtain all of the necessary facts.*

4. If you filing on behalf of yourself, please provide the following:

Name: \_\_\_\_\_

Position: (e.g., student, professor, dean, etc.) \_\_\_\_\_

Phone #: \_\_\_\_\_

Home Address: \_\_\_\_\_

Student/Employee ID # if known: \_\_\_\_\_

School and/or personal email address: \_\_\_\_\_

5. If filing on behalf of another person, please provide the following:

Your name: \_\_\_\_\_

Your position (e.g., student, professor, dean, etc.): \_\_\_\_\_

Your School/Employee ID # if know: \_\_\_\_\_

Your phone #: \_\_\_\_\_

Your school and/or personal email address: \_\_\_\_\_

*Also, please provide the following:*

Name of the victim of the sexual misconduct: \_\_\_\_\_

Whether the victim is a student or employee: \_\_\_\_\_

Victim's phone number (if known): \_\_\_\_\_

Victim's email address (if known): \_\_\_\_\_

6. Please provide a detailed description of the incident in the box below. The description should include, if possible, the following details:

- a. Names of those whom you allege engaged in sexual misconduct
- b. Names of any potential witnesses to the incident
- c. Date of the incident
- d. Time of the day of the incident (be as precise as possible)
- e. Location of incident (be as specific as possible)
- f. Description of the incidence (indicate specific words/phrases said, conduct, behavior, discussions, etc.)
- g. The names and contact information of anyone (e.g., friend, family, professor, dean, etc.) with whom you discussed the incident.
- h. Whether you discussed the incident with mental health services or the campus police prior to filing out this complaint.
- i. Whether you have any photos, video, emails, or other documents that could be provided as evidence in support of your claim. If so, please submit as attachments, send them via email to [dcaspi@swccd.edu](mailto:dcaspi@swccd.edu), or bring with you to the Title IX Office on the main campus in Room 101E.

*Description of the incident:*

*Description of the incident (continued):*

The Southwestern College Title IX Office will contact you within 48 hours of submitting this report. You will be invited in to discuss the incident, the resources available to you, as well as the investigatory process (what to expect). It will also be an opportunity for you to ask questions. You may bring a friend or family member with you if you wish.

If you want to contact the Title IX Office directly, feel free to call David Caspi at 619-216-6619 or send an email to [dcaspi@swccd.edu](mailto:dcaspi@swccd.edu).