

COMPLAINANT'S STATEMENT

SEXUAL MISCONDUCT ADJUDICATION PROCESS

TUFTS UNIVERSITY - PUBLIC HEALTH & PROFESSIONAL DEGREE PROGRAMS

To file a disciplinary complaint against a student under the Sexual Misconduct Adjudication Process, please submit a written statement detailing the allegations of the Sexual Misconduct. This statement should communicate the Complainant's full account of the event and its context, as well as the Complainant's reflections. This statement should provide as much detail as possible about the facts surrounding the alleged Sexual Misconduct. This statement should be submitted to Intake Officer, Janice Gilkes (janice.gilkes@tufts.edu 617 636-2497). Once submitted, the Complainant's Statement may not be amended. The accused student, or *Respondent*, will not be allowed to see the Complainant's Statement until **after** he/she has filed their statement in response.

Complainant: _____

Respondent(s): _____

Date(s) of conduct: _____

Location(s) of conduct: _____

.....

Details of Complaint:

-Tell the story in full. Relate in full the facts of the incident as you recall them. Take care to distinguish between what you saw, heard, or experienced first-hand from what you may have learned later from others.

-Describe the context. It is important for you to give your perception of the Respondent's conduct and the context in which the incident occurred, including its location, and any witnesses to it.

-Reflect on the event. It is helpful for you to provide any conclusions you have drawn about the incident, stating clearly why you believe the respondent's actions may have violated University policy.

Supporting Information: *Please list of all sources of information which you believe should be considered in deciding the disciplinary complaint. Please provide a brief explanation of why this information would be relevant and helpful to the process. Please identify the sources and/or location of this supporting information but do not attempt to obtain this information yourself.*

Witnesses (name, location and contact information if known): _____

1. _____

2. _____

3. _____

(Please use additional sheets if necessary)

Correspondence/ Documents (including any e-mails, text, journals or blogs where this issue was discussed): _____

(Please use additional sheets if necessary.)

Verification: The Complainant acknowledges and agrees that is statement is truthful and complete to the best of his/her knowledge. The Complainant further verifies that he/she has personally drafted and composed this statement, in its entirety, and that the statement was not prepared by someone other than the Complainant. The Complainant acknowledges and agrees that it is improper to submit a statement prepared by someone other than the Complainant, and that submitting a statement prepared by someone else is grounds for dismissal of the complaint in its entirety.

Acknowledged and Agreed

By: _____

Complainant

Date: _____