Sexual Harassment
INFORMATION REPORT

Instructions to resource persons: Please complete when you receive a sexual harassment complaint or concern and return to the Affirmative Action Office, 328 Boucke Building, University Park, PA 16802 or to aao@psu.edu.

1. Date: __________________________ Title IX ______
   (student complaints)

2. Who is bringing the complaint?
   Name __________________________
   Gender ______
   University Role:
   _____ Faculty _____ Tech. service employee
   _____ Staff _____ Graduate assistant
   _____ Student _____ Other (please specify)

3. Who is the complaint about?
   Name __________________________
   Gender ______
   University Role:
   _____ Faculty _____ Tech. service employee
   _____ Staff _____ Graduate assistant
   _____ Student _____ Other (please specify)

4. What is the relationship between the alleged harasser and the alleged victim?
   _____ Supervisor (academic or employment)
   _____ Peer (co-worker or fellow student)
   _____ Other (explain)

5. Date(s), time(s) and location(s) when the action complained about took place.

6. Please include a brief description of events. (Attach additional sheet, if necessary.)
7. The complainant wishes to:
   - _____ Proceed immediately with informal resolution
   - _____ Refer to Affirmative Action Office for formal investigation
   - _____ Refer to Student Conduct for formal investigation
   - _____ Think further about processing complaint; will contact again by ________________

   Comments:

8. Is the complainant willing to have her/his name used in discussion of the matter at this stage with the alleged harasser or that person's supervisor, if applicable?
   - _____ Yes
   - _____ No
   - _____ Undecided (Will be treated as "No")

9. What action/remedy does the complainant want as a result of the informal complaint?

   Action to be taken by:
   - _____ Complainant
   - _____ Sexual Harassment Resource Person
     
   - _____ Talk to alleged harasser
   - _____ Talk to Supervisor/Department Head
   - _____ Write letter to alleged harasser (SHRP may assist)
   - _____ Refer to AAO
   - _____ Refer to Student Conduct
   - _____ Refer to CAPS
   - _____ Refer to Police Services
   - _____ Other Action

10. How will the complainant be informed of the resolution or outcome?
    - _____ Telephone call
    - _____ Written response (includes email)
    - _____ Follow-up meeting
    - _____ Other (please specify)

11. Name and position of resource person completing report:

12. College, Department or Campus: