Form # 2
Request for an Informal Resolution

I have filed a complaint of sexual harassment and I am now requesting that this matter be resolved through an Informal Resolution as indicated below, and as described in the University-Wide Procedures for Sexual Harassment and Sexual Assault Concerns and Complaints. I understand that the respondent can refuse the request for an informal resolution.

- I, the complainant will approach the Respondent, making it clear why the behavior is viewed as unacceptable and gives rise to concern.
- I, the complainant will write the Respondent (and understand that the respondent can respond to the letter).
- The Advisor will contact the Respondent to advise them of the complaint and of the Complaint’s request that the matter be resolved informally. The Advisor may seek the assistance of a third party to facilitate an informal resolution and where appropriate, advise the Complainant and Respondent.
- The Advisor will recommend, where appropriate and facilitate, the provision of individual or group sexual harassment awareness training.
- Any other processes that meet the goals of informal Resolution

________________________________________________________________________
Signature of Complainant Date ____________________________________________________________________________

________________________________________________________________________
Sexual Harassment Advisor Date ____________________________________________________________________________

The information on this form is collected as per the University-Wide Procedures for Sexual Harassment and Sexual Assault Concerns and Complaints as outlined in the Procedures. If you have questions about the collection and use of this information, contact the Sexual Harassment Advisor, Sexual Harassment Office at 709-864-2015.