

V. Using the space below, describe the specific act(s) alleged with dates, time(s), location(s), and the names of any witnesses who may have observed the incident and/or experienced similar treatment. Your complaint is not limited to the space provided. You may attach any additional materials, which may assist in the investigation.

VI. How would you like to see the situation resolved and/or what remedy are you seeking?

VII. Acknowledgement

I certify that to the best of my knowledge the information that I provided is accurate and the events and circumstances are as I have described them. I understand and acknowledge that a copy of this complaint will be provided to the alleged offender (respondent). I am willing to cooperate fully in the investigation and provide whatever evidence the University deems relevant.

While complete confidentiality cannot be guaranteed, I understand that all complaints will be handled in such a way that confidentiality will be protected to the extent possible. Information about the complaint will be shared on a limited basis only with those who need to know. I further understand that filing a complaint with the Office of Equity and Diversity does not preclude me from filing an allegation with an external agency nor does it extend time limits for such a complaint.

UT Space Institute does not tolerate adverse treatment of its employees or students because of the filing a complaint of or providing information related to a complaint. Any actions that may constitute retaliation should be reported to OED immediately. If you believe that you have been retaliated against please check here.

Signature _____ **Date** _____