

**MARSHALL UNIVERSITY TITLE IX FORMAL COMPLAINT FORM  
(TITLE IX RETALIATION)**

**Instructions for filling out this form:** If you believe that you have experienced retaliation involving a Title IX Matter, please fill out this form, sign where indicated below, and submit it by hand delivery, electronic mail, or U.S. mail using the contact information listed for the Title IX Coordinator.

This formal complaint form is intended for use by the individual who is alleged to have experienced Title IX retaliation (referred to in Title IX Regulations as the "Complainant").

**Under federal law, only the individual who experienced the alleged retaliation who is currently participating or attempting to participate in Marshall's education program or activity (such as a student or an employee) has the right to use the formal complaint process to initiate an investigation.** Third parties can have their issues through a formal complaint filed by the Title IX Coordinator if such is necessary as determined by the Title IX Coordinator but the information needed below is still needed for the Title IX Coordinator to make that decision.

Please print or type when completing this form:

Name of complainant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Email address: \_\_\_\_\_

Is the Complainant participating in or attempting to participate in a Marshall education program or activity? (See instructions.)  Yes  No

Contact information for the Title IX Coordinator at Marshall University:

Jessica H. Donahue Rhodes, Esq.  
Office Location: Old Main, Room 107, Huntington, WV 25755  
Phone: (304) 696-2934  
Email: [jessica.rhodes@marshall.edu](mailto:jessica.rhodes@marshall.edu) or [titleix@marshall.edu](mailto:titleix@marshall.edu)  
Book an appointment

You have the right to be represented by an advisor during the complaint process. The advisor may be, but does not have to be, an attorney. If you will be represented by an attorney or other advisor in presenting your complaint, please identify the person and provide the contact information below. If unknown at this time, you may provide this information at a later time.

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

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

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Please list any additional individuals that you intend to bring with you to any meetings or interviews associated with this complaint and provide their contact information below. You may add additional pages or provide this information at a later time.

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

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

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Please describe the facts and circumstances of the alleged retaliation causing this complaint. *(Give specific, factual details. Attach additional sheets if necessary and indicate below how many additional pages will be attached to ensure complete receipt of your complaint.)*

In a Title IX formal complaint process, the person who is alleged to have committed the retaliation is called the "Respondent." Please provide the name(s) of the person or people you allege to be the Respondent(s) responsible for the alleged retaliation. If applicable, please include the person's title or position:

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When and where did the alleged retaliation occur? Please provide specific dates, times, and locations, if possible.

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Please explain how the alleged retaliation has impacted you. This could include physical injuries as well as impacts on your ability to access or benefit from Marshall's education program or activities.

Please provide the names and contact information of anyone who may have witnessed the alleged conduct.

If you have reported these allegations to another person, please state to whom you reported the alleged retaliation and provide their contact information (if known).

Title IX does not require Complainants to attempt to resolve complaints of retaliation informally before filing a formal complaint. Nonetheless, if you have reported these allegations to a Marshall employee, please state when, to whom, and what response you received.

Please list below any evidence that you believe is relevant to your allegations. This could include audio or visual media, physical objects, online materials, text messages, voicemail messages, screen captures, emails, or any other item you are attaching or intend to make available for the purpose of this complaint. If known, please also identify any information in the possession of the Marshall that you believe to be relevant to your allegations and would like the Title IX Office to review (such as emails or security camera footage).

Please provide any other information that would be helpful for Marshall in reviewing your allegations.

Please describe the outcome or remedy you seek for this complaint.

Please provide below your physical or digital signature.

Complainant name: \_\_\_\_\_

Signature of complainant: \_\_\_\_\_

Date of filing: \_\_\_\_\_

If this formal complaint is being signed by Marshall's Title IX Coordinator instead of a Complainant:

Title IX Coordinator Name: \_\_\_\_\_

Title IX Coordinator Signature: \_\_\_\_\_

Date of filing: \_\_\_\_\_

**Notice to Complainant: This document is a legal record of the allegations of retaliation that you have reported to Marshall in order to request a formal investigation.** Please keep a copy of this completed form and any supporting documentation for your records. Please also review your rights and responsibilities, which is available online at:

FOR STUDENTS: <https://www.marshall.edu/titleix/files/2023/08/Student-Disciplinary-Procedures-Approved-8-23.pdf#page=35>

FOR EMPLOYEES: <https://www.marshall.edu/adminproc/files/PERS-1-Employee-Sexual-Misconduct-Procedures-8-21-23.pdf>

Any questions or concerns that you may have during this process may be directed to the Marshall's Title IX Coordinator.

If, after reviewing your complaint form, the Title IX Coordinator finds that the allegations are not appropriate for a Title IX retaliation formal complaint process but should be investigated by Marshall under a different policy or procedure, your formal complaint form will be forwarded to the appropriate Marshall personnel in accordance with Marshall policies. You have the right to appeal the dismissal of your formal complaint, as explained in Marshall's Title IX formal complaint process.