
Milwaukee School of Engineering (MSOE)

Notification Form to the University Concerning Alleged Sexual Misconduct

Last Revision: September 11, 2020

Instructions

This Notification Form may be used to notify the Milwaukee School of Engineering (MSOE) about alleged sexual misconduct.

Any person may notify the University concerning alleged sexual misconduct. Persons who can report alleged sexual misconduct to the University include victims, witnesses, students, employees, and third-party persons (e.g., parents, siblings, visitors, alumni, vendors, etc.).

A notification concerning alleged sexual misconduct must be directed either to the MSOE Title IX Coordinator or to a University official (or officials) with the authority to take corrective action.

The MSOE Title IX Coordinator is:	University officials who may receive notification are:
Kip Kussman MSOE Title IX Coordinator CC-385 Student Life Office 414-277-2386 kussman@msoe.edu	See Section 4.1.2. (“Other Institutional Officials Who Can Take Corrective Action”) in the <i>Milwaukee School of Engineering (MSOE) Policy for Title IX-Based Sexual Misconduct</i> at https://msoe.s3.amazonaws.com/files/resources/msoe-policy-for-title-ix-based-sexual-misconduct-1.pdf

A notification to the University concerning alleged sexual misconduct may be made with this Notification Form. A notification can also be made in person, by print letter, by email, or by electronic communication (e.g., email, text message).

When using this Notification Form or an alternative method to notify MSOE about alleged sexual misconduct, please be as complete and accurate manner as possible. If known, please include the name (or names) of an alleged victim (or victims) and an alleged perpetrator (or perpetrators) of the misconduct. For information on sexual misconduct, refer to the *Milwaukee School of Engineering (MSOE) Policy for Title IX-Based Sexual Misconduct* at <https://msoe.s3.amazonaws.com/files/resources/msoe-policy-for-title-ix-based-sexual-misconduct-1.pdf>.

An anonymous notification of alleged sexual misconduct cannot be filed with the University.

Information Concerning the Person Filing this Notification

Section 1: Information Concerning the Person who is Filing this Notification

1.1. Date of this notification filing: _____

1.2. Name of person filing this notification: _____

Telephone number: _____

Email address: _____

1.3. Classification of person filing this notification:

MSOE student

MSOE student number: _____

MSOE Employee

Job Title: _____

Department: _____

Other

Please describe: _____

Information Concerning the Alleged Sexual Misconduct

Section 2: Information Concerning the Alleged Victim(s)

2.1. If known, please indicate the name and contact information of the alleged victim(s) here:

Name:* _____

Address:* _____

Telephone number:* _____

Email address:* _____

*Write "not known" if you do not know the information.

Include the names and contact information (if known) of additional alleged victims here:

Section 3: Information Concerning the Alleged Perpetrator(s)

3.1. If known, please indicate the name and contact information of the alleged perpetrator(s) here:

- Name:* _____
- Address:* _____
- Telephone number:* _____
- Email address:* _____

*Write "not known" if you do not know the information.

Include the names and contact information (if known) of additional alleged perpetrators here:

Section 4: Information Concerning the Alleged Sexual Misconduct

4.1. Actual or approximate date of alleged misconduct: _____

4.2. Actual or approximate time of alleged misconduct: _____ Check one: AM PM

4.3. Location of alleged misconduct (check all that apply):

- MSOE residence hall: _____
- MSOE classroom/lab: _____
- Other MSOE department, office, or room: _____
- Other MSOE building or property: _____
- Off-campus location.

Please indicate address or approximate location: _____

- Online

If Online, please provide details:

Other

If "Other" location, please describe: _____

4.5. Please describe as accurately and as clearly as possible the alleged sexual misconduct, including events, timelines, locations, names, descriptions, and all other known details.