



Where to submit this form:

Office of Campus Director, Office of Title IX Coordinator, or Security Desk

All members of the Elmira Business Institute (EBI) community are welcome and encouraged to report incidents that they experience or witness, as well as behavior or conduct of others that raises concerns regarding an individual’s mental health. For a full list of prohibited student behavior, including sexual misconduct and academic misconduct, please refer to the Student Code of Conduct.

Submitting this form constitutes a formal complaint and may result in EBI conducting an investigation or taking disciplinary action against an individual who committed misconduct, if appropriate. For incidents involving sexual misconduct, EBI will generally seek your consent before conducting an investigation. You may also submit a complaint anonymously, however remaining anonymous may inhibit EBI’s ability to conduct a full investigation of the incident and/or communicate with you regarding actions taken.

Your Name (optional): _____

Your Affiliation to EBI: Student Faculty/Staff Other: _____

Phone: _____ Email: _____

Name(s) of individual(s) involved (if known): _____

Their affiliation to EBI: Student Faculty/Staff Other: _____

Duration of the behavior being reported: Single Incident Multiple Incidents/Ongoing

Incident Date(s) and Time: _____

Incident Location(s): _____

Witnesses or other people who may have helpful information: _____

Have you already notified any other EBI officials about this individual's behavior?

Yes. Who?: _____ No

Have you already notified any law enforcement agency about this individual's behavior?

Yes. Who?: _____ No

Description of incident: (Please be as detailed as possible. Think: who, what, where, when, why, how.)

