



Harassment, Discrimination (Including Sexual Misconduct), and Retaliation Complaint Form

To file a complaint or report with the seminary, please complete the following form with as much information as you feel comfortable with and mail, email or bring this form (and any additional pages you may choose to add) to the appropriate office as listed below. You do not need to complete the entire form in order for the complaint to be submitted, however, if the report does not contain specific information, the institution's investigation and response may be limited. If necessary, you may also call the appropriate office to arrange for a representative to meet with you there or at another location. If for any reason, you are unable to complete this form and would like to make a verbal complaint, please call to schedule an appointment.

Although the seminary cannot commit to keeping a complaint of discrimination confidential because of the Seminary's obligation to investigate the complaint, the Seminary will use its best efforts not to disseminate information concerning the complaint beyond those who have a need to know.

Please feel free to contact our offices if you have any questions regarding the process for filing or investigating complaints of discrimination (including sexual harassment).

Note: A victim of discrimination or harassment is encouraged to use the seminary's internal complaint process. Persons who believe they have been discriminated against or harassed may seek assistance from government agencies such as the federal Equal Employment Opportunity Commission, the federal Department of Labor, or Office of Civil Rights.

Denver Seminary Title IX Team:

Debra Kellar - Title IX Coordinator

Vice President of Finance and Campus Operations
303-762-6893
debbie.kellar@denverseminary.edu

Kristy McGarvey - Title IX Deputy Coordinator (for Students)

Dean of Students

303-357-5842
kristy.mcgarvey@denverseminary.edu

Wendi Gowing - Title IX Deputy Coordinator (for Employees)

Director of Human Resources
303-762-6887
wendi.gowing@denverseminary.edu



Harassment, Discrimination (Including Sexual Misconduct), and Retaliation Complaint Form

Information about the Incident (Specific details about the incident will follow later in this report)

Date of the incident: _____ Time of the incident: _____ am pm

Location of incident: _____

Nature of the Incident (Select one): _____ Basis of Discrimination/Protected Status: _____

Section I: Information about the Reporter

May we contact you: yes no

First Name: _____ Last Name: _____

Physical Address: _____

Phone: _____ Email Address: _____ Gender: _____

Affiliation to Denver Seminary: _____

Race (if relevant to the report): _____

Sexual Orientation (if relevant to the report): _____

Identity of Reporter: _____

Section II: Information about the # (If same as above please check here: _____ and proceed to Section III)

First Name: _____ Last Name: _____

Physical Address: _____

Phone: _____ Email Address: _____ Gender _____

Affiliation to Denver Seminary: _____

Race (if relevant to the report): _____

Sexual Orientation (if relevant to the report): _____

Section III: Information about the k

Number of Respondants: _____

1. First Name: _____ Last Name: _____

Affiliation to Denver Seminary: _____ Gender: _____

Relationship to the Claimant: _____

Physical Description of Respondant: _____

2. First Name: _____ Last Name: _____

Affiliation to Denver Seminary: _____ Gender: _____

Relationship to the Claimant: _____

Physical Description of Respondant: _____

