

REPORTS VS. COMPLAINTS

There are many important differences between *submitting a report* and *filing a formal complaint*. It is important to understand the differences before taking any action.

This guide provides a very general overview - all Ramblers are encouraged to review the [Comprehensive Policy](#) or reach out to a staff member in the OEC for a more robust understanding of the implications of taking any action described here.

[Confidential resources and supports](#) are available for students looking to explore their options with a trained advocate.

What's that?

Complainant - an affected party who has chosen to file a formal complaint against a respondent

Respondent - an individual who has allegedly engaged in prohibited conduct that could constitute a violation of the Comprehensive Policy

THE OFFICE FOR EQUITY & COMPLIANCE (OEC)

REPORT

An informational disclosure to the University of a potential violation of the *Comprehensive Policy*

...can be submitted by anyone (including 3rd parties)

...will generate an offer to meet with the OEC

...can be anonymous

...will **not** automatically inform the respondent of the report

...will **not** automatically initiate a investigation or discipline

...will provide the reporter with resources, including the option to file a formal complaint

FORMAL COMPLAINT

An official request that the University intervene and investigate and/or adjudicate an alleged violation of the *Comprehensive Policy*

...must be submitted by a complainant*

...typically submitted **after** meeting with the OEC

...cannot be anonymous

...will result in the respondent being promptly notified of the report

...may initiate an investigation (and hearing, if applicable)

...may or may not result in discipline for the respondent

*or by the Executive Director of Equity & Compliance / Title IX Coordinator

For more information and to view the *Comprehensive Policy*, visit luc.edu/equity