



**Stella Maris Polytechnic University**  
**Catholic Archdiocese of Monrovia**  
**Sexual Harassment Reporting Form**

This form is designed to provide students and staff a safe and confidential way to report incidents of sexual harassment. The university takes these reports seriously and will act in accordance with its policies and procedures to ensure the safety and well-being of all students and staff.

**Part 1: Personal Information**

(Note: You may choose to remain anonymous, though providing your contact information may assist in a more thorough investigation.)

- Full Name:
- Student ID (Optional):
- Email Address:
- Phone Number (Optional):
- Would you like to remain anonymous? Yes or No

**Part 2: Details of the Incident**

- Date of Incident:
- Time of Incident (if known):
- Location of Incident (building, room, or area):
- Were there any witnesses? Yes No
- If yes, please provide their names or descriptions (if known):

**Part 3: Description of Incident**

Please provide as much detail as possible about the incident. (Who, what, when, where, and how)

- Description of what occurred:

- Have you reported this incident to anyone else? Yes or No
- If yes, who? (e.g., faculty, friends, Family etc.)

#### Part 4: Information About the Perpetrator (if known)

- Name(s) of the person(s) involved (if known):
- Role at the university:
  - Student
  - Faculty
  - Staff
  - Other (please specify):

#### Part 5: Additional Information

- Do you feel that you are in immediate danger? Yes or No
- Would you like to speak with a counselor, or Chaplain? Yes or No
- If yes, you will be contacted by the Director of Student Affairs to schedule a time.

#### Part 6: Consent

By submitting this form, I understand that the university will take appropriate steps in accordance with its policies on sexual harassment and misconduct. I also understand that if my allegations are false after an impartial investigation, the University will institute disciplinary actions against me.

- Would you like to be updated on the progress of your report? Yes or No

This form should be easy to access, available online and physically on campus.