



## TITLE IX COMPLAINT/INTAKE FORM

Eastern New Mexico University – Roswell (ENMU-Roswell) is committed to prompt resolution of complaints in a manner consistent with Title IX federal regulations, and in accordance with university policy. You do not have to complete this form to receive assistance; however, this form will be completed and submitted to the university Title IX Coordinator to ensure proper documentation and response to the concern.

If you believe you have been sexually assaulted, harassed, or discriminated against by any member of the ENMU-Roswell community or while participating in a college-sponsored activity, you are encouraged to bring it to the attention of the Title IX Coordinator and/or other designated College official. This form and any attachments can be submitted to the Title IX Coordinator’s Office located in the Student Services Center. You may also email the form to [Linda.neel@roswell.enmu.edu](mailto:Linda.neel@roswell.enmu.edu) (subject line- Title IX Complaint Form).

### **Title IX Disclosure:**

*When considering reporting options, victims should be aware that certain personnel employed by ENMU-Roswell can maintain strict confidentiality, while others have mandatory reporting and response obligations. ENMU-Roswell personnel that are designated, confidential reporters and who receive a report of alleged sexual misconduct are required to share the information with appropriate administrative authorities for investigation and follow up. ENMU-Roswell representatives will protect a Complainant’s confidentiality by refusing to disclose his or her information to anyone outside the Institute to the maximum extent permitted by law. As for confidentiality of information within the Institute, ENMU-Roswell must balance a victim’s request for confidentiality with its responsibility to provide a safe and nondiscriminatory environment.*

*If your complaint is not categorized above, it may not be a form of sexual misconduct, and may be subject to other federal regulations and/or university policies and procedures. If so, your complaint will be referred to the appropriate university representatives and/or university security for further review.*

**Complainant (Person Filing the Complaint)**

Name: \_\_\_\_\_  
Student: \_\_\_\_\_ Employee: \_\_\_\_\_ Both: \_\_\_\_\_  
Department: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Email address: \_\_\_\_\_  
How do you prefer to be contacted? Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Name of Respondent (Individual Complaint Is Against)**

Name: \_\_\_\_\_  
Student: \_\_\_\_\_ Employee: \_\_\_\_\_ Both: \_\_\_\_\_  
Department: \_\_\_\_\_ Work  
Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Email address: \_\_\_\_\_

**Perceived nature of complaint (check all that apply):**

- a) Sexual Assault \_\_\_\_\_
- b) Sexual Exploitation \_\_\_\_\_
- c) Sexual Intimidation \_\_\_\_\_
- d) Sexual Harassment \_\_\_\_\_
- e) Sexual Contact \_\_\_\_\_
- f) Domestic Violence \_\_\_\_\_
- g) Dating Violence \_\_\_\_\_
- h) Stalking \_\_\_\_\_

**Do you feel that you currently at risk to the Misconduct continuing? YES NO**

**If yes, please explain:**

\_\_\_\_\_  
\_\_\_\_\_

**Have you contacted anyone else for help regarding this complaint? If so please name them below:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Have you notified law enforcement officials in regards to this claim? YES NO**

If so, which agency(s) and contact person? \_\_\_\_\_  
\_\_\_\_\_  
What is the action status with the agency(s) involved? \_\_\_\_\_  
\_\_\_\_\_

**Please provide a detailed explanation of incident(s). Use additional pages, if necessary:**

Date first incident took place: \_\_\_\_\_  
Date of most recent incident: \_\_\_\_\_

Explanation of incident(s); Please type or print legibly:

**Action/Resolution:**

**Office Use Only:**

\_\_\_\_\_  
**Name/Title**

\_\_\_\_\_  
**Date**