

Addendum A
Title IX prohibited conduct, and gender-based harassment
Complaint Form

Basic Personal Information

Your Name: _____

Email address: _____

Telephone: _____

Preferred method of contact (please circle): Email Phone

Your Affiliation with NECO:

- ☐ OD Student
☐ ASIP/AODP
☐ MS/MSOD
☐ Staff
☐ Faculty
☐ NECO Affiliate
Non-NECO Affiliate

Information about alleged incident:

Date of Incident: _____

Time of Incident: _____

Place of Incident: _____

Circle one: On Campus Off Campus At NECO Sponsored Event Abroad

Type of Misconduct:

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Discrimination or Harassment

_____ Race/Color

_____ National Origin/Ethnicity

_____ Sexual Orientation

_____ Gender Identity/Expression

_____ Age (40+ years of age only)

_____ Religion

_____ Sex/Gender

_____ Disability

_____ Other: _____

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Sexual Misconduct

_____ Sexual Harassment (unwelcome comments or physical contact of a sexual nature)

_____ Sexual Assault (unconsented touching)

_____ Sexual Exploitation (unconsented watching, recording, exposing, inducing intoxication)

_____ Stalking (causing fear, distress, alarm because someone is following or seeking you either in person or using electronic means)

_____ Relationship Violence (intentionally controlling behavior – covers relatives, friends, roommates and/or those in an intimate or domestic relationship)

_____ Domestic Violence

_____ Sex/Gender Discrimination

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Retaliation

Please describe your prior participation in a complaint and/or investigation, indicating if you were a party (complainant or respondent) and how this relates to the retaliation:

Persons Involved:

Respondent's Name (the person who committed the misconduct): _____

Respondent's Affiliation with NECO

- ☐ OD Student
- ☐ ASIP/AODP
- ☐ MS/MSOD
- ☐ Staff
- ☐ Faculty
- ☐ NECO Affiliate
- ☐ Non-NECO Affiliate

Potential Witnesses and how to reach them (if known):

Type of Process Sought:

- ☐ **Formal Process** (includes formal interviews, external investigation, formal report and adjudication of the matter under NECO policy).
- ☐ **Informal Resolution Process** (informal resolution of complaint) *Informal Resolution Process options can include a general conversation with the respondent about expectations of conduct, a facilitated discussion with you and the respondent, a mutual no-contact order, a mediation, some or all of these options or something else you may request to be considered. If Respondent is an employee (faculty, staff or other community member) and the complainant is a student, informal options are not available.*
- ☐ **Unsure**, I need more information
- ☐ **I don't want NECO to do anything except send me resource and support options**

I, the Complainant, acknowledge and agree that the information provided in this Complaint is true and accurate to the best of my knowledge. I further verify that I have voluntarily provided this information.

Name: _____

Signature: _____ Date: _____

Received by Title IX Coordinator:

Name: _____ Signature: _____

_____ Date: _____