



TITLE IX COMPLAINT FORM

Southern Arkansas University Tech is committed to prompt resolution of complaints in a manner consistent with the SAUT Sex Discrimination, Sexual Harassment, and Sexual Misconduct Policy. You do not have to use this form to receive assistance; however, this form will be used so that we can be certain that all necessary steps for a resolution have been completed. This form is to be used for reporting to the Title IX Coordinator. Please feel free to attach additional sheets of information if you believe they are necessary. In addition, please provide any documentation in support of your claim.

If you believe you have been sexually assaulted, harassed, or discriminated against by any member of the SAUT community or while participating in a college sponsored activity, you are encouraged to bring it to the attention of the Title IX Compliance Coordinator, Deputy Coordinators and/or other College official.

This form and any attachments can be submitted to _____ . Please allow a minimum of 24 hours for review and for Title IX eligibility determination.

You may also email the form to chaygood@sautech.edu (subject line-Complaint Form).

Complainant Information (Person Filing the Complaint)

Name: _____

Student: _____ Employee: _____ Both: _____

Department: _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

Address: _____

City, State, Zip: _____

Email address: _____

Where do you prefer to be contacted? Work _____ Home _____

Respondent Information (Individual Complaint Is Against)

Name: _____

Student: _____ Employee: _____ Both: _____

Department: _____

Work Phone: _____ Home Phone: _____ Cell Phone: _____

Address: _____

City, State, Zip: _____

Email address: _____

Were you discriminated against with regard to your rights in:

Employment: _____ Education: _____ Retaliation: _____

Were you discriminated against because of your: (check those that apply)

Race: _____ Color: _____ National Origin: _____ Religion: _____

Age: _____ Sex (Gender): _____ Disability: _____ Veterans Status: _____

Sex Orientation: _____ *Sexual Misconduct: _____

**If you have a complaint regarding sexual misconduct, please complete the section below.*

General Harassment - If your complaint is not categorized above, it may not be a form of discrimination or sexual misconduct. What is your concern? Please provide documentation in support of your claim if possible.

Please explain:

Sexual Misconduct

Which of the following type of sexual misconduct does your complaint fall under?

- a) Sexual Assault YES NO
- b) Sexual Exploitation YES NO
- c) Sexual Intimidation YES NO
- d) Sexual Harassment YES NO
- e) Domestic Violence YES NO
- f) Dating Violence YES NO

g) Stalking YES NO

Date first incident took place: _____

Date of most recent incident: _____

Please explain your complaint of sexual misconduct:

Other Information

Do you currently feel that you are at risk? YES NO

If yes, please explain:

Who have you contacted for help regarding this complaint?

Name: _____

Title: _____ Date: _____

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? _____

Describe the injury or harm you suffered because of the alleged discrimination. Please attach additional sheets if you need more additional space.

Information to Individual

Everyone at Southern Arkansas University Tech has the right to file a complaint. Complaints can be filed with the following offices:

- **Title IX Compliance Coordinator : Courtney Haygood, Director of Student Life**
- **Deputy Coordinators for Employees: Olivia Clack, Human Resource Director**
- **Deputy Coordinators for Students: Latonya Reed, Career Pathways**

Statement of Events Provided by Complainant

Please provide a detailed statement of the events, including dates, places, and names of witnesses. Please attach additional sheets if you need more space. Also, provide any documentation in support of your claim.

When considering reporting options, Victims should be aware that certain personnel employed by Southern Arkansas University Tech can maintain strict confidentiality, while others have mandatory reporting and response obligations. SAUT personnel that are not 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. Southern Arkansas University Tech will protect a Complainant's confidentiality by refusing to disclose his or her information to anyone outside the College to the maximum extent permitted by law. As for confidentiality of information within the College, the College must balance a Victim's request for confidentiality with its responsibility to provide a safe and nondiscriminatory environment.