



## Sexual Misconduct/Discrimination Formal Complaint Form

Rocky Vista University is committed to ensuring a safe learning environment that supports the dignity of all members of RVU and its community. RVU does not discriminate on the basis of sex or gender identity in any of its education or employment programs and activities in compliance with Title IX of the Education Amendments Act of 1972. Completing this form is a method of reporting any alleged conduct directed against a student or employee that may be a violation of Title IX and/or RVU's Sexual Misconduct Policy. Title IX and the Sexual Misconduct Policy also prohibit retaliation for reporting sexual misconduct or participating in an investigation of sexual misconduct. Please review RVU's Sexual Misconduct and Non Discrimination Policy, Reporting, Investigating, and Hearing Procedures before submission of this form at: [www.rvu.edu/about/title-ix](http://www.rvu.edu/about/title-ix)

**Anonymity:** This complaint form may be submitted anonymously. The reporter is encouraged to provide any information related to the report in order to facilitate an investigation into the reported conduct. Legal and regulatory obligations may require the University to take some action once it is informed that sexual misconduct may be occurring. Not having the identity of the reporter may limit the ability to respond fully to the incident and may limit the ability to discipline the respondent.

**Confidentiality:** Legal and regulatory obligations may require the university to take some action once it is informed that sexual misconduct may be occurring. Although the confidentiality of the information received and the privacy of the individuals involved cannot be guaranteed, confidentiality and privacy will be protected to as great an extent as is possible. The expressed wishes of the complainant regarding confidentiality will be considered in the context of the university's legal obligation to act upon the charge and the right of the charged party to be informed concerning the charge. Honoring the request may limit the ability to respond fully to the incident and may limit the ability to discipline the respondent.

Complainant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I request this report and my identity to remain confidential. I understand that the confidentiality of all participants will be maintained to the fullest extent possible, but University must weigh this request against its obligation to provide a safe, non-discriminatory environment for all of its students and employees, and will evaluate my request in accordance with the University's Sexual Misconduct Policy and Investigation Procedures.

\*Please note that if you fail to provide identifying information about yourself, the University's investigation and response may be impeded.

Respondent's (Accused) Name: \_\_\_\_\_

Phone and/or Email (if known): \_\_\_\_\_

Date(s) of Alleged Violation(s): \_\_\_\_\_

Description of Incident(s): *(please use size 12 font – text box will expand)*

Witness(es) to Incident: (include name, phone, email if possible)

Please include any other information and/or evidence that can be helpful if it is decided an investigation needs to take place.

**I Request an Investigation Take Place by the Title IX Coordinator Under the:**

- RVU Sexual Misconduct Complaint Process (if Non-Title IX) – No Hearing or Cross-Examination But Includes Investigation, Findings and Recommendations For Violations and Sanctions (or)
- RVU Title IX-Defined Sexual Harassment Grievance Process and Procedures – Must Include Hearing, Questioning, and a Decision Made by a Hearing Chair (or)
- RVU Informal Conciliation/Resolution Process Agreed Upon by Parties (or)
- Supportive Measures Only At This Time, But I Do Not Waive My Right to a Grievance Process Later

**PLEASE SIGN AND AN INTAKE AND CONSULTATION WILL TAKE PLACE WITH THE TIX COORDINATOR**

\_\_\_\_\_  
***Complainant Signature***

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

**To be Filed with:**

- RVU Title IX Coordinator, Laura Dement, 720-874-2481, [ldement@rvu.edu](mailto:ldement@rvu.edu), Accounting Suite (CO Campus – Entrance Directly Across From Security Office Window)

**If there is a potential conflict of interest with the Title IX Coordinator:**

- Complaints from Students, Dr. David Roos, Associate Dean for Student Affairs: [dros@rvu.edu](mailto:dros@rvu.edu)
- Complaints from Employees, Mr. Jerry Armstrong, VP of Human Resources: [jarmstrong@rvu.edu](mailto:jarmstrong@rvu.edu)

\_\_\_\_\_  
***Title IX Coordinator's Signature (After Intake)***

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