The Office of Institutional Equity investigates complaints of sexual misconduct and sexual violence, protected class discrimination and harassment, and related retaliation. If you would like to maintain privacy and do not wish OIE to investigate or address the matter, our office must weigh that request against the University’s obligation to provide a safe, nondiscriminatory environment for all students, faculty, staff, and visitors. If you provide contact information and OIE staff member will follow up to discuss your options.

This form is designed to provide students, staff, faculty, applicants, visitors, or others with an on-line method to report specific information related to an alleged incident(s) of discrimination, harassment (including sexual misconduct), or retaliation.

**Procedure:**

You may file a complaint with the Office of Institutional Equity (OIE) in person, by regular mail, or by email. Generally OIE will need all of the information below. To discuss your complaint with a member of OIE, you can schedule a meeting in person, via telephone (575) 646-3635, or email at equity@nmsu.edu before you submit the form online.

**Confidentiality and Privacy:**

Complaints are confidential and will not be disclosed to anyone who does not have a need to know. This requirement applies to complainants, respondents, witnesses, and any other involved with a complaint. If you believe criminal conduct has occurred, then you should make a criminal complaint to the police. The criminal justice system and this Policy are separate procedures: however, reports must be made under both procedures to ensure that both will go forward. The NMSU Police Department telephone number is (575) 646-3311.

**COMPLAINTANT INFORMATION:**

All correspondence regarding this report shall be addressed to the contact information listed below.

<table>
<thead>
<tr>
<th>*NAME (First/ Last)</th>
<th>AGGIE ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS:</td>
<td></td>
</tr>
<tr>
<td>CITY:</td>
<td>STATE:</td>
</tr>
<tr>
<td>CELL PHONE:</td>
<td>WORK PHONE:</td>
</tr>
</tbody>
</table>

*EMAIL ADDRESSES

UNLESS OTHERWISE INSTRUCTED, OIE WILL USE YOUR NMSU EMAIL AS THE OFFICIAL METHOD OF COMMUNICATION WITH YOU, ALTHOUGH DURING SUMMER MONTHS OIE MAY SEND DUPLICATE COMMUNICATION TO YOUR PERSONAL EMAIL AND/OR MAILING ADDRESS.

**RESPONDENT:** This is the person who you believe was responsible for harming you. If you are charging more than one Respondent in your complaint, please submit a separate complaint for each respondent that you are charging.

<table>
<thead>
<tr>
<th>NAME (First/ Last)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT :</td>
</tr>
<tr>
<td>POSITION:</td>
</tr>
</tbody>
</table>

**INCIDENT/ISSUE INFORMATION**

<table>
<thead>
<tr>
<th>CAMPUS LOCATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Las Cruces, DACC, Grants, etc.</td>
</tr>
<tr>
<td>DATE OF INCIDENT:</td>
</tr>
<tr>
<td>TIME OF INCIDENT:</td>
</tr>
<tr>
<td>LOCATION OF INCIDENT:</td>
</tr>
<tr>
<td>SPECIFIC LOCATION:</td>
</tr>
</tbody>
</table>
### Basis of Harm (Select all that apply)

- [ ] Age
- [ ] Color
- [ ] Disability
- [ ] Domestic/Romantic/Dating Violence
- [ ] Gender: (Male/Female)
- [ ] Gender Identity/Gender Expression
- [ ] Medical Condition/FMLA
- [ ] National Origin
- [ ] Religion
- [ ] Race/Ethnicity/Ancestry
- [ ] Retaliation (For filing a complaint of discrimination, opposing discriminatory practices, or exercising other rights under discrimination law.)
- [ ] Sexual Harassment/Sexual Misconduct
- [ ] Sexual Assault (including non-consensual sex)
- [ ] Stalking
- [ ] Sexual Orientation
- [ ] Veteran Status/Military Status
- [ ] Other:

### Employment or Academic Harm (Select all that apply)

- [ ] Discipline
- [ ] Demotion
- [ ] Failure to Accommodate
- [ ] Failure to Hire
- [ ] Failure to Promote
- [ ] Failure to Renew/Reappoint
- [ ] Reduction in Force/Layoff
- [ ] Sexual Harassment/Misconduct
- [ ] Suspension
- [ ] Termination
- [ ] Academic performance/Grade
- [ ] Participation in university-sponsored event or program
- [ ] Housing Environment
- [ ] Other:

---

**ATTACH ADDITIONAL SHEETS OF PAPER IF NECESSARY**

### Statement of Harm

Please provide a detailed description of the incident/concern using specific, concise, and objective language (who, what, when, where, why, and how).

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### Have you brought this matter to the attention of other department(s) at the university?

If so, please provide the name(s) and department(s) of all other persons with whom you have discussed the matter.

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### Reasonable Remedy Requested

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### Affirmation

*I certify the information provided is true and accurate to the best of my knowledge.

[ ] Agree  [ ] Don’t Agree

I understand that submitting this report constitutes official notice to New Mexico State University and authorizes the institution to evaluate this concern under University Policy.

[ ] I understand

**Signature**

**Date**

### Supporting Documentation

Please attach any type of files to this complaint (Examples: photos, video, and other supporting documents.)