



## Sexual Harassment/Sexual Misconduct Complaint Intake Form

If you have experienced any form of sexual harassment or sexual misconduct, the most important things are getting to a safe place, taking care of yourself, and getting help. You can use this form to report an incident. You can also make a report by contacting one of the following:

Title IX Coordinator

Lisa Green, Vice President for Human Resources and Personnel Development

Addison Miller White Hall, Room 124

(315) 792-3246

[lcgreen@utica.edu](mailto:lcgreen@utica.edu)

Deputy Title IX Coordinator

David Fontaine, Director of Athletics and Physical Education

Clark Athletic Center

(315) 792-3050

[dsfontai@utica.edu](mailto:dsfontai@utica.edu)

THIS FORM MAY BE COMPLETED BY THE REPORTING PARTY IN A COMPLAINT, OR BY THE TITLE IX COORDINATOR ON THE REPORTING PARTY'S BEHALF

**PLEASE RETURN THIS INTAKE FORM TO:**

**LISA GREEN, TITLE IX COORDINATOR:**

**Addison Miller White Hall, Room 124**

**[lcgreen@utica.edu](mailto:lcgreen@utica.edu)**

## General Information

Date of this report: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Has the incident been report to the Office of Campus Safety?

YES                              NO

Information about the person making the complaint (reporting party):

Name of Reporting Party: \_\_\_\_\_

Is the reporting party a student, faculty member, staff member, or other? \_\_\_\_\_

If "Other", please describe \_\_\_\_\_

Reporting Party Contact Information:

Daytime Phone Number \_\_\_\_\_ Evening Phone # \_\_\_\_\_

Address: \_\_\_\_\_

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

Preferred Method of Contact

PHONE                              EMAIL

Information about the incident

Date of the incident: \_\_\_\_\_ Approximate Time: \_\_\_\_\_ AM or PM

Where did the incident take place? (be specific)

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

## What type of incident?

### Title IX Violations

Sexual harassment. "Sexual harassment", as a Title IX Violation, means conduct on the basis of sex, including gender, sexual orientation, or gender identity or expression, that satisfies one or more of the following:

- An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct (commonly referred to as a "quid pro quo"); or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity (commonly referred to as a sexually or gender-based "hostile environment").

**Sexual Assault.** Consistent with federal law, the College defines sexual assault as including:

- **Non-Consensual Sexual Intercourse.** Sexual assault of this type includes the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the other person.
- **Non-Consensual Sexual Contact.** This form of sexual assault includes any intentional touching, however slight, for purposes of sexual gratification, of the private body parts (including genitalia, anus, groin, breast, inner thigh, or buttocks) of another person, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity. This may include non-penetrative acts, touching directly or with an object, and/or touching the private body parts of another over clothing.
- **Incest.** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape.** Non-forcible sexual intercourse with a person who is under the statutory age of consent. The statutory age of consent in New York is 17.

**Dating Violence.** Dating violence refers to violence (including but not limited to sexual or physical abuse or the threat of such abuse) committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, where the existence of such a relationship shall be determined based on the statement of the reporting party with consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship. Dating violence can include behavior such as coercion, isolation or other forms of emotional, verbal or economic abuse if it reflects a threat of sexual or physical abuse as described above. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence.** Domestic violence refers to violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction where the College is located, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. To categorize an incident as Domestic Violence, the relationship between the responding party and the complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship as described above.

**Stalking.** Stalking is engaging in a course of conduct directed at a specific person on the basis of sex that would cause a reasonable person to fear for their safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition, (i) a "course of conduct" means two or more acts, including, but not limited to, acts in which the individual directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property; (ii) "reasonable person" means a reasonable person under similar circumstances and with similar identities to the complainant; and (iii) "substantial emotional distress" means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling. Examples of behavior that may constitute stalking include repeated, intentional following, observing or lying in wait for another; using "spyware" or other electronic

means to gain impermissible access to a person's private information; repeated, unwanted, intrusive, and frightening communications by phone, mail, email, text, etc.; making direct or indirect threats to harm an individual or the individual's relatives, friends, or pets; or damaging or threatening to damage the property of the targeted individual. Stalking that does not occur on the basis of sex may be addressed as a College Standards Violation as described below.

### **Community Standards Violations**

The College prohibits the following behavior under circumstances in which a College interest is implicated (such as an impact on individuals as members of the College community). For the purpose of Community Standards Violations, the below conduct is prohibited even if the conduct occurs off-campus, outside the United States, if the complainant is not participating or seeking to participate in the College's education program or activity, or otherwise in circumstances over which the College does not have influence or control, including but not limited to during College academic breaks.

**Sexual harassment.** "Sexual harassment" means unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex or gender, sexual orientation, or gender identity or expression, when such conduct has the purpose or effect of unreasonably interfering with an individual's work, academic, or extracurricular performance, or creating an intimidating, hostile, or offensive work or learning environment, even if the reporting individual is not the intended target of the sexual harassment.

Harassing conduct can occur in various forms, including:

- Verbal – Conduct such as unwelcome sexually suggestive, demeaning, or graphic comments; unwelcome verbal sexual advances; using slurs to refer to a person; bullying, yelling or name-calling; refusing to use a person's preferred pronouns or name; or jokes or comments that demean a person on the basis of gender, sexual orientation, gender identity or gender expression.
- Physical – Conduct such as unwanted sexual contact or physical sexual advances (e.g., unwanted touching, pinching, patting, kissing, hugging, grabbing, brushing against another person's body or poking another person's body); sexual intimidation through physical threats; or physical threats toward or intimidation of another on the basis of gender, sexual orientation, gender identity or gender expression.
- Visual – Conduct such as exposing another person to unwanted pornographic images; creating or displaying pictures, symbols, flags, cartoons, or graffiti that is/are sexually offensive or disparage(s) another person or group based on gender, sexual orientation, gender identity or gender expression.
- Communication-based – Conduct such as phone calls, e-mails, text messages, chats, blogs or online communications that offend, demean, or intimidate another on the basis of gender, sexual orientation, gender identity or gender expression. Members of the community are expected to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via social media, unwelcome sexual or sex-based messaging, distributing or threatening to distribute revenge pornography, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of, or group within, the College community.
- Sex stereotyping – Conduct in which another person's or group's conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.

A “hostile environment” is created when the offensive behavior interferes with an individual’s ability to participate in the College’s programs (i.e., to work and to learn) when judged against a reasonable person standard. However, the College encourages individuals experiencing or witnessing offensive behavior to make a report as early as possible so as to have the situation corrected before it reaches the level of a hostile environment. Individuals with a concern need not worry about whether the behavior is sufficiently serious to constitute a hostile environment. The College reserves the right to remedy sexual harassment pursuant to this policy even if the behavior in question does not rise to the level of legally recognized or actionable harassment.

The College also prohibits “quid pro quo” sexual harassment, which means “this for that” harassment. It is a violation of this policy for any person to condition any benefit on submission to sexual activity. No person should believe that any other person -- no matter their position of authority -- has a right to require sexual activity in exchange for any benefit or advantage; they do not.

**Sexual Assault.** “Sexual assault” includes any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will, without affirmative consent, or where the victim is incapable of giving affirmative consent, but that does not constitute sexual assault as a Title IX because the complainant was not in the United States at the time of the alleged conduct, because the complainant was not participating in or seeking to participate in the College’s education program or activity at the time of the complaint, or because the conduct did not occur in the context of the College’s education program or activity). Sexual assault consists of the following specific acts:

- **Non-Consensual Sexual Intercourse.** Sexual assault of this type includes the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, forcibly or without affirmative consent or where the victim is incapable of affirmative consent due to mental or physical incapacity. This type of sexual assault also includes non-forcible sexual intercourse with a person who is under the statutory age of consent. In New York, the statutory age of consent is 17 years old.
- **Non-Consensual Sexual Contact.** This form of sexual assault includes any intentional touching, however slight, for purposes of sexual gratification or with sexual intent, of the private body parts (including genitalia, anus, groin, breast, inner thigh, or buttocks) of another person without affirmative consent. This may include non-penetrative acts, touching directly or with an object, and/or touching the private body parts of another over clothing. This may also include forcing or causing another without affirmative consent to touch one’s own private body parts.

**Sexual Exploitation.** Taking nonconsensual or abusive sexual advantage of another for one’s own benefit or for the benefit of anyone other than the person being exploited, if the conduct does not otherwise constitute another offense under this policy. Examples of sexual exploitation include (a) sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed); (b) taking pictures, video, or audio recording of another in a sexual act, or in any other sexually-related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person’s consent or beyond the parameters of consent), including the making or posting of revenge pornography; (c) exposing one’s genitals in non-consensual circumstances or nonconsensual disrobing of another person so as to expose the other person’s private body parts; (d) prostituting another person; (e) engaging in sexual activity with another person while knowingly infected with a sexually-transmitted disease (STD) or infection (STI), without informing the other person of the STD or STI; (f) causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other

means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity; (g) misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections; (h) forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity; or (i) knowingly soliciting a minor for sexual activity.

**Dating Violence.** Dating violence refers to violence (including but not limited to sexual or physical abuse or the threat of such abuse) committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, but that does not constitute dating violence as a Title IX Violation as defined above because of the nature of the behavior or the context in which it occurs (for example because the complainant was not in the United States at the time of the alleged conduct, because the complainant was not participating in or seeking to participate in the College's education program or activity at the time of the complaint, or because the conduct did not occur in the context of the College's education program or activity). The existence of such a relationship shall be determined based on the statement or the reporting party with consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship. Dating violence can include sexual or physical abuse as described above. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence.** Domestic violence refers to violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction where the College is located, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the act of violence occurs, that does not constitute domestic violence as a Title IX Violation as defined above because of the nature of the behavior or the context in which it occurs (for example because the complainant was not in the United States at the time of the alleged conduct, because the complainant was not participating in or seeking to participate in the College's education program or activity at the time of the complaint, or because the conduct did not occur in the context of the College's education program or activity). To categorize an incident as Domestic Violence, the relationship between the responding party and the complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship as described above.

**Stalking.** Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress, but that does not constitute stalking as a Title IX Violation as defined above because of the nature of the behavior, the basis on which it occurs, or the context in which it occurs (for example because the complainant was not in the United States at the time of the alleged conduct, because the complainant was not participating in or seeking to participate in the College's education program or activity at the time of the complaint, or because the conduct did not occur in the context of the College's education program or activity). For the purposes of this definition, (i) a "course of conduct" means two or more acts, including, but not limited to, acts in which the individual directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property; (ii) "reasonable person" means a reasonable person under similar circumstances and with similar identities to the complainant; and (iii) "substantial emotional distress" means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling. Stalking behavior may include but is not limited to repeated, intentional following, observing or



Title and/or Department: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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

**Name:** \_\_\_\_\_

**Date Notified:** \_\_\_\_\_

Title and/or Department: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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

**Information about the person the complaint is made against (Responding Party)**

Name of Responding Party: \_\_\_\_\_

Is the responding party a student, faculty member, staff member, or other? \_\_\_\_\_

If "Other", please describe \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_ Evening Phone # \_\_\_\_\_

Address: \_\_\_\_\_

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

Preferred Method of Contact (if known)

PHONE

EMAIL

**Accommodations or Remedies Requested:**

If the Reporting Party has specific remedies or accommodations that they would like to request, please identify them:

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



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Please note that the responding party is not presumed to be responsible without a fair and equitable grievance process.

**Information about the person completing this form, if not the Reporting Party**

Name of person completing form: \_\_\_\_\_

Title and/or Department: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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

**Supportive Measures Requested (to be completed only by the Reporting Party)**

No Contact Order

Faculty Notification

On-Campus Counseling (confidential resources)

Victim Advocate Outreach (YWCA or other crisis services, UC Safe Trax Coordinator\*; list here) \_\_\_\_\_

Work Schedule Adjustment

Academic Adjustments

Residence Hall Relocation

Campus Safety Escort

Medical Care

Assistance Reporting to Law Enforcement

Legal Support Information

Other Academic Assistance

Other (list here) \_\_\_\_\_

\*please note that while victim advocates are usually confidential resources, they may need to make non-identifying statistical reports for the purposes of Clery Act reporting

## **The Option for Informal Resolution**

Informal resolutions may occur in the place of a formal grievance process only with voluntary, informed and written consent by both parties. Examples of informal resolution include mediation or restorative justice. Informal resolutions will only be handled by an individual who is experienced in facilitation. Either party who enters into an informal resolution process may decide to withdraw from the process prior to agreeing to a resolution. Informal resolution cannot be used in cases where a student alleges sexual harassment by an employee of Utica College. There may be instances when, for the safety of others who may be affected by the alleged action, an investigation will still be conducted despite the willingness of the parties to engage in an informal resolution process. Should this type of situation arise, the investigators will communicate the need to investigate to the reporting party and responding party.

## **Confidentiality**

Utica College will make reasonable and appropriate efforts to preserve the Reporting Party's and Responding Party's privacy and protect the confidentiality of information. Should the Reporting Party request confidentiality, the Title IX Coordinator will inform them that the College's ability to respond may therefore be limited, but that where feasible, it will take reasonable steps to prevent prohibited conduct and limit its effects. The Title IX Coordinator will also inform the Reporting Party that it is not always possible to provide confidentiality and that the College's decision to share information with others is subject to other considerations, such as:

- Whether the reporting party wants to participate in a formal investigation process;
- The severity and impact of the sexual harassment or sexual misconduct;
- The respective ages of the parties;
- Whether the reporting party is a minor under the age of 18;
- Whether the responding party has admitted to the sexual harassment or sexual misconduct;
- Whether there have been other sexual harassment or sexual misconduct complaints about the responding party;
- Whether the responding party has a history of arrests or records from a prior school indicating a history of violence;
- Whether the responding party threatened further sexual violence against the victim or others;
- Whether the sexual harassment or sexual misconduct was committed by multiple responding parties;
- Whether the sexual harassment or sexual misconduct was perpetrated with a weapon; and
- The overall safety of the campus community (including the reporting party).

Please check the method of complaint resolution requested:

Full Title IX or Community Standards Investigation Process

Informal Resolution Process (must be agreed to by reporting and responding parties)

Utica College is required by law to report certain types of reported sexual misconduct in its annual crime statistics report. Names and other identifying details of the incident are not made public in the annual crime report. Utica College is also required by law under certain circumstances to report any incident which might be classified as a violent crime, hate crime, or sexual assault to law enforcement. While the

College strongly encourages and will assist the Reporting Party in filing a report with law enforcement, it is ultimately up to the Reporting party to make this decision.

A signature on this report by either the Reporting Party or the Title IX Coordinator (on behalf of the Reporting Party) indicates that this is an official report that will be subject to processes outlined in Utica College's Sexual Harassment and Sexual Misconduct Policy.

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Signature

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Printed Name

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date

Received by the Title IX Coordinator on: \_\_\_\_/\_\_\_\_/\_\_\_\_