



Office of Equal Opportunity and Affirmative Action

383 South University Street • Level 1 OEO Suite • Salt Lake City • Utah 84112

Telephone: (801) 581-8365 (V/TDD) • Facsimile: (801) 585-5746

Intake Form

This form is designed to capture helpful information, background, and your goals so that Office of Equal Opportunity, Affirmative Action, and Title IX (OEO/AA) may assist with any concerns of Discrimination, including Sexual Misconduct or Retaliation. **No signature is required.**

If you are unclear about how to proceed OEO/AA staff members are happy to meet with you before you complete this Intake Form. Schedule time to meet with [this Calendly link](#).

OEO/AA Staff will answer any questions you have about University resources available to you. Those resources include OEO/AA options such as:

- Supportive Measures;
- Informal Resolution; and
- Complaint process, including investigations.

SUPPORTIVE MEASURES are individualized measures offered to restore or preserve a person's access to the University, including by protecting the safety of a person, without fee or charge. They are available regardless of whether you complete this Intake Form. Request Supportive Measures by contacting OEO/AA.

INFORMAL RESOLUTION is a voluntary process that does not involve a full investigation or hearing. Informal Resolution may include mediation and other similar forms or facilitated resolution models.

COMPLAINT PROCESS: If the information you provide here or in other communications includes a request to the University that objectively can be understood as a request for the OEO/AA to investigate and make a determination about alleged Discrimination, including Sexual Misconduct and Retaliation, then the OEO/AA will process the Intake Form or that other communication as a Complaint.

- You are not required to participate in any Complaint process; however, the OEO/AA may be limited in what it can accomplish without participation.
- The OEO/AA will alert you that your submission may be understood as a Complaint, and give you a chance to correct that submission if we have accidentally misunderstood you.
- The OEO/AA will review all Complaints to determine whether they may be accepted for investigation. The OEO/AA may need to contact you about your Complaint to gather more information.
- If your Complaint is not accepted, you will be notified and provided an opportunity to appeal the decision. If your Complaint is accepted, you will be contacted by an Equal Opportunity Consultant ("Consultant") who will offer you an interview, and using the information you provide, begin an investigative process.

PRIVACY: If you submit a Complaint and it is accepted by the OEO/AA for investigation, your name and information you provide will be disclosed to the Respondent. In gathering evidence, the OEO/AA may also disclose names and other information to individuals on a need-to-know basis. All individuals are informed that Retaliation is prohibited.

INTAKE FORM: Contact Information and Details

1. Your Information

Name UID Pronouns

Mailing Address City State Zip

Preferred Email Address Preferred Phone Alt Phone

Student Staff Faculty Patient Visitor Applicant Other _____

Support Person (optional):

Support Person Email:

You may choose a support person to accompany you at any meetings, interviews, or hearings in the complaint process. This could be a family member, friend, victim-survivor advocate, or other.

Advisor (optional):

Advisor Email:

You may choose an advisor including an advocate, ombudsperson, friend or family member, or attorney. An advisor may provide advice but cannot speak for you. By providing this information, you give permission for OEO/AA to contact and share information about your complaint with the advisor.

2. Are you reporting on behalf of someone else? If not, move to question 3. If so, fill out the below section with their information:

Name UID Preferred Email Address

3. Type of discrimination or retaliation (if applicable)

Discrimination is treating someone differently because of any of the protected classes listed below, when such conduct adversely affects a term or condition of an individual's employment, education, living environment, or participation in a university program or activity.

Retaliation is someone trying to intimidate, threaten, coerce, or discriminate against you because you have asserted your right to be free of discrimination or sexual misconduct. It may be seen as retaliation if someone tries to intimidate or stop you from participating in an OEO/AA investigation or hearing.

- | | | |
|--|---|---|
| <input type="checkbox"/> Race | <input type="checkbox"/> Sex-Based Discrimination (sex/gender) | <input type="checkbox"/> Age |
| <input type="checkbox"/> Ethnicity | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Disability |
| <input type="checkbox"/> National Origin | <input type="checkbox"/> Gender Identity | <input type="checkbox"/> Protected Veteran's Status |
| <input type="checkbox"/> Color | <input type="checkbox"/> Gender Expression | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Pregnancy or Pregnancy-Related Condition | <input type="checkbox"/> Retaliation |

4. Type of sexual misconduct (if applicable)

Sexual misconduct covers a range of sexual behaviors; OEO/AA definitions also include the crimes as defined by state and federal law. See [Rule R1-012](#) for policy definitions.

- | | |
|---|--|
| <input type="checkbox"/> Sex-Based Harassment (Sexual Harassment) | <input type="checkbox"/> Stalking |
| <input type="checkbox"/> Nonconsensual Sexual Contact (Fondling) | <input type="checkbox"/> Intimate Partner Violence (Dating or Domestic Violence) |
| <input type="checkbox"/> Nonconsensual Sexual Penetration (Rape) | <input type="checkbox"/> Sexual Violence |
| <input type="checkbox"/> Sexual Exploitation | <input type="checkbox"/> Other Offenses (Incest, Statutory Rape) |

5. Date of Last Discriminatory or Retaliatory Act:

Is the behavior ongoing? Y N

Complaints of Title IX sex-based harassment may be filed at any time if you were participating or attempting to participate in a University program. For all other types of sexual misconduct, discrimination, and retaliation complaints, the complaint must be filed within 180 days of the last discriminatory or retaliatory conduct. This timeframe may be waived by the Director for good cause.

6. OEOAA process and resolution

Check one or several from the below lists to indicate what resources or processes you are interested in discussing.

6a. Supportive Measures (no complaint required)

Non-disciplinary, free, individualized services, available to either party. Supportive Measures are subject to review and are not guaranteed. We will work with you to identify what is possible on a case-by-case basis.

- | | |
|---|---|
| <input type="checkbox"/> No Contact Directive | <input type="checkbox"/> Referral to Safety Planning resources |
| <input type="checkbox"/> Education (1 on 1 for the respondent and/or group education) | <input type="checkbox"/> Referral to Victim-Survivor Advocate (confidential) |
| <input type="checkbox"/> Academic Adjustments | <input type="checkbox"/> Referral to University of Utah Police Department (or other law enforcement jurisdiction) |
| <input type="checkbox"/> Workplace Adjustments | <input type="checkbox"/> Referral to UUPD Crime Victim Advocate |
| <input type="checkbox"/> Housing Adjustments | |
| <input type="checkbox"/> Information on other confidential resources | |

6b. Informal Resolution (no complaint required)

We work with you and the respondent to find an agreed-upon solution to resolve the situation.

- Informal Resolution

6c. Complaint, Investigation, and Resolution (complaint required)

Complaints and investigations may result in a determination by the University regarding whether [Policy 1-012](#) has been violated. If it is determined that University policy has been violated the Complaint will be entitled to remedies (e.g., reinstatement, removal of disciplinary action) and the Respondent will be subjected to sanctions (e.g., termination, dismissal, suspension, written warnings).

- Complaint / Investigation

6d. List other supportive measures, desired outcomes, or elaborate on any checked boxes above.

Answer the questions below about your experience. Submit additional pages if necessary.

7. Information about the individual(s) who discriminated against you or engaged in sexual misconduct.

Name	UID	Status (student, Staff, Faculty)	Department
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8. Is any person who engaged in discrimination/sexual misconduct/retaliation, in a position of authority? (i.e., supervisor, mentor, teacher, etc.) If yes, indicate which individual(s) and their role.

9. Describe your experience. Include the date(s) that the incident(s) occurred and the name(s) and title(s) of the person(s) that you believe engaged in discrimination, harassment, sexual misconduct, or retaliation.

10. Describe how this has impacted your academic experience, your university-affiliated employment, your patient care, or the other ways that you interact with the University.

11. For discrimination and retaliation cases only: identify others who were treated differently than you.

For example, if your complaint alleges sex/gender discrimination, please identify the sex/gender (if known) of each person listed below. If needed, add additional pages.

Persons in the same or similar situation as you, who you believe were treated better than you.

Full Name	Job Title	Identify the person's protected class (race, color, sex, etc.)
_____	_____	_____
_____	_____	_____

Persons in the same or similar situation as you, who you believe were treated worse than you.

Full Name	Job Title	Identify the person's protected class (race, color, sex, etc.)
_____	_____	_____
_____	_____	_____

Persons in the same or similar situation as you, who you believe were treated the same as you.

Full Name	Job Title	Identify the person's protected class (race, color, sex, etc.)
_____	_____	_____
_____	_____	_____

Requests for Accommodation: Individuals who need reasonable accommodations to participate in this process should contact the OEO/AA. The University will consider requests for any reasonable accommodations submitted to the OEO/AA on a case-by-case basis. Accommodations the University may provide include:

- Providing reasonable accommodations as required by law to an individual with a disability who requests an accommodation necessary to participate in the complaint resolution process (e.g., providing an interpreter for individuals who are deaf or hard of hearing).
- Providing an interpreter for individuals who are limited English proficient.
- Other accommodations that may be appropriate.

12. Please list any requests for accommodations below:

No signatures are required to complete this form.

UNIVERSITY NON-DISCRIMINATION POLICY

POLICY AND DEFINITIONS: [Interim Policy 1-012](#) and its attendant rules, [R1-012A](#), [R1-012B](#) and [R1-012C](#) provide the University definitions of prohibited discrimination, including the various types of Sexual Misconduct including sex-based harassment, sexual assault, dating violence, domestic violence, and stalking. OEO/AA is responsible for assuring compliance will all policies, rules, and guidelines found here: <https://oeo.utah.edu/resources/policies.php>

NOTICE OF FILING OPTIONS: A complaint of discrimination, sexual harassment, and/or retaliation must be submitted to the Office of Equal Opportunity and Affirmative Action (OEO/AA). Depending on the type of conduct alleged, certain time frames may apply. The University has designated the following individual as the Director of the OEO/AA and its Title IX Coordinator, who can be contacted at the address and numbers below:

Jess Morrison, Title IX Coordinator
Office of Equal Opportunity and Affirmative Action (OEO/AA)
University of Utah | S.J. Quinney College of Law
383 S. University Street, Level 1 OEO Suite
Salt Lake City, Utah 84112
801-581-8365
Fax 801-585-5746
oeo@utah.edu
<https://oeo.utah.edu/>

The OEO/AA is responsible for investigating and responding to complaints received from external enforcement agencies. When a person files a complaint with the OEO/AA and/or an external enforcement agency, relevant information provided or obtained during the investigation of either the internal or external complaint may be used by OEO/AA in its investigative report or response.

It is the responsibility of all parties to a complaint to ensure that the OEO/AA has a current address and contact number on file. All correspondence to parties will be emailed to the email designated on this form, or mailed to other physical address(es) provided by the respective parties

Pursuant to Rule [R1-012B](#), your complaint may be dismissed for several reason, including if your complaint fails to articulate sufficient factual information that would constitute a violation of the university's nondiscrimination policy.

If you have filed, or intend to file, other internal grievances related to these issues, the processing of the grievances may be put on hold pending resolution of your [Policy 1-012](#) complaint if the issues raised cannot be clearly separated.

NOTICE OF PROHIBITED RETALIATION

University of Utah policy and state and federal law prohibit retaliation against any individual who files a complaint, opposes illegal discrimination or harassment, or assists or participates in any manner in a discrimination investigation or proceeding conducted by the University of Utah or a federal or state enforcement agency.

Title IX of the Education Amendments Act of 1972: Prohibits discrimination on the basis of sex in any education program or activity receiving Federal financial assistance. Title IX provides protection from and prohibits retaliation against a person who has filed a complaint or who assists in a discrimination complaint investigation.

Section 704 (a) of Title VII of the Civil Rights Act of 1964, as amended, states: It shall be an unlawful employment practice for an employer to discriminate against any of his [or her] employees or applicants for employment, for an employment agency, or joint labor-management committee controlling apprenticeship or other training programs, to discriminate against any individual, or for a labor organization to discriminate against any member thereof or applicant for membership, because he [or she] has opposed any practice made an unlawful employment practice by this sub-chapter, or because he [or she] has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under this sub-chapter.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act of 2008 Protects individuals who exercise their rights under Section 504 of the Rehabilitation Act of 1973, or the ADA are protected from retaliation. Any individual who has filed for an accommodation or has complained, testified, or participated in any manner in the investigation of any complaint shall not be intimidated, threatened, coerced, or discriminated or retaliated against in any way.

EXTERNAL RESOURCES: To file a complaint regarding discrimination, including sexual harassment, or retaliation with a regulatory state or federal agency, please see the agency information below. For information about the time frames in which complaints must be filed, please contact the relevant agency.

Topic:	Issues:	Agency and Contact Information:
Education	Complaints regarding: Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Age Discrimination Act of 1975.	United States Department of Education Office for Civil Rights (Region VIII) Cesar E. Chavez Memorial Building 1244 Speer Boulevard, Suite 310 Denver, Colorado 80204-3582 Telephone: 303-844-5695 Fax: 303-844-4303
Employment (Utah)	Individual complaints regarding: Utah Anti-Discrimination Act of 1965, Title VII of the Civil Rights Act of 1964, as amended, Age Discrimination in Employment Act of 1967, as amended, and the Americans with Disabilities Act of 1990.	Utah Anti-Discrimination and Labor Division (UALD) 160 East 300 South, 3 rd Floor P.O. Box 146630 Salt Lake City, Utah 84114-6630 Telephone: 801-530-6801 www.laborcommission.utah.gov
Employment (Federal)	Complaints regarding: Title VII of the Civil Rights Act of 1964, the Pregnancy Discrimination Act, Age Discrimination in Employment Act of 1967, as amended (ADEA), Equal Pay Act of 1963, Title I of the Americans with Disabilities Act Amendments Acts of 2008, Section 501 and 505 of the Rehabilitation Act of 1973 and Section 102 and 103 of the Civil Rights Act of 1991, the Genetics Information Nondiscrimination Act of 2008 (GINA) and Executive Order 112436. Americans with Disabilities Act Amendments Act. Section 503 of the Rehabilitation Act of 1973. 38 USC 4212 – the Vietnam Era Veterans’ Readjustment Assistance Act of 1974. Uniformed Service Employment and Re-employment Rights Act (USERRA)	Equal Employment Opportunity Commission (EEOC) Phoenix District Office 3300 North Central Avenue, Suite 690 Phoenix, Arizona 85012 Telephone: 1-800-669-4000 TTY: 1-800-669-6820 Fax: 602-640-5071 www.eeoc.gov Veteran’s Employment and Training Service 140 East 300 South, Room 209 Salt Lake City, Utah 84111 Telephone: 801-526-0950 https://jobs.utah.gov/jobseeker/veterans/index.html
Housing (Utah)	Complaints regarding Utah Fair Housing Act of 1993, as amended.	Utah Anti-Discrimination and Labor Division (UALD. See information above)
Housing (Federal)	U.S. Department of Housing and Urban Development (“HUD”) Complaints regarding: Title VI of the Civil Rights Act of 1964, as amended, Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), Section 504 of the Rehabilitation Act of 1973, as amended, Title II of the Americans with Disabilities Act of 1990, Age Discrimination Act of 1975, Title IX of the Education Amendments Act, and Architectural Barriers Act of 1968.	U.S. Department of Housing & Urban Development (HUD) 1670 Broadway, 25th floor Denver, Colorado 80202-4801 Telephone: 303-672-5440 Fax: 303-672-5004
Health care, human services, and health insurance plans (Patients and Participants)	Complaints regarding: Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act (ADA), and the Community Service Assurance provisions of the Hill- Burton Act	U.S. Department of Health & Human Services Office for Civil Rights, DHHS – Region VIII 1961 Stout Street Room 08-148 Denver, CO 80294 Customer Response Center 1-800-368-1019 TDD: 1-800-537-7697 OCRmail@hhs.gov www.hhs.gov/ocr