

COMPLAINT INFORMATION FORM

Texas State University is committed to providing an educational and working environment that is free from discrimination. Prior to completing this form, it is important for you to be fully aware of the specific complaint procedures outlined in the policy on Discrimination ([UPPS No. 04.04.46](#)). In particular, you should review the time limits as specified in the procedure. You must complete and submit this form as soon as possible following the alleged incident. By being as specific as possible when discussing incidents of discrimination, you will assist the investigators in the fact-gathering process. Be sure to include the dates the incidents occurred, the names of the person(s) involved and the names of those who may have witnessed the incident. Your complaint is not limited to the space provided. You are encouraged to attach additional materials that may assist in the investigation process. Please note that information provided on this or any other form is not considered an official complaint unless it is signed by you and dated.

Procedure: You may file a complaint with the Office of Equity and Access (OEA) in person, by regular mail, or by email. Generally, OEA will need all of the information below. You may (but are not required to) print this form and bring it to the office in person, mail the form to OEA, or submit it by email. To discuss your complaint with a member of the Office of Equity and Access, you may schedule a meeting in person, via telephone, or email at the contact information provided at the end of the form.

GENERAL INFORMATION

Complainant (Person filing the complaint)

University Status: Student Staff Faculty Other:

Department _____

Campus/Location _____

Phone (###-###-####) _____

E-mail _____

What is the best way to contact you? Phone E-mail Other:

What days/times are you available? Mon Tues Weds Thurs Fri

Respondent (Person(s) the complaint is about)

University Status: Student Staff Faculty Other:

Department _____

Campus/Location _____

Phone (###-###-####) _____

E-mail _____

TYPE OF COMPLAINT: (Select all that apply)

Discrimination Harassment Sexual Harassment Sexual Violence (including Domestic Violence)
 Retaliation Stalking Other:

BASED ON: (Select all that apply)

Race Ethnic or National Origin Gender Sexual Orientation
 Gender Identity Color Religion Age
 Ancestry Genetic Information Disability Military Status
 Veteran Status
 Retaliation (identify earlier event (i.e., filed a complaint, participated in the resolution of a complaint) and/or opposed discriminatory practice, provide the date)

INCIDENT IMPACTED:

Employment On-campus housing environment
 Academic performance, academic opportunities or learning environment Other
 Participation in a university-sponsored event or program(s)

EXPLANATION OF INCIDENT(S):

Please provide as much information as possible including but not limited to: the specifics of the conduct, the dates and locations of the conduct, and the impact the conduct has had on the complainant's employment, learning or living environment, or the complainant's ability to participate in university programs. Attach additional pages and relevant documents to provide as much information as possible.

Additional documents included with Complaint? Yes No

WITNESS INFORMATION

NAME	_____
EMAIL ADDRESS	_____
PHONE NUMBER	_____
NAME	_____
EMAIL ADDRESS	_____
PHONE NUMBER	_____
NAME	_____
EMAIL ADDRESS	_____
PHONE NUMBER	_____

What would you like to see happen as a result of your complaint?

I certify that the information I have provided on this Complaint Information Form is true and accurate to the best of my knowledge and belief.

Signature of Complainant

Date

Filing Deadline: Complaints filed must be filed within 300 calendar days of the alleged discrimination, harassment, or retaliation. Complaints sent by mail are considered submitted on the postmark date. Complaints sent electronically will be considered filed on the day the complaint is sent.

Confidentiality: 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 others 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 investigation are separate procedures; however, reports must be made under both procedures to ensure that both will go forward.

Please Return this form to:

Texas State University, Office of Equity and Access

Phone: (512) 245-2539
Fax: (512) 245-7616

E-mail: equityaccess@txstate.edu