

SEXUAL MISCONDUCT INTAKE FORM

General Information

Date of this report: _____ Time Reported: _____

Reported to Police: Yes No Decline to State
** Discuss the importance of filing a report with the local law enforcement agency.*

Information on the Complainant

Name of the Complainant: _____

Birthdate of the Complainant: _____ ID #: _____

Phone # _____ Complainant's gender Female Male

Complainant's affiliation to Azusa Pacific University:
 Undergrad Student Faculty Not Affiliated
 Graduate student Staff Other: _____

Residence of Complainant:
 On Campus Housing Which living area? _____
 Off Campus House/Apartment With Parent/Guardian

Has Complainant received medical attention?
 Yes type of treatment: _____
 No Decline to state

** Discuss the importance of immediate medical attention and the importance of filing a report with the local law enforcement.*

Has Complainant received counseling?
 Yes No Decline to state

** Discuss the importance of seeking counseling.*

Information on the Alleged Incident

Date of the alleged incident _____ Approx. time: _____

Incident Location: On campus location: _____
 Off campus location: _____
 Preferred not to state location

Type of incident (check one):
 Sexual Harassment – verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provisions of aid, benefits, services, or treatment protected under Title IX. Please see Student Standards of Conduct 11.2 for more details.
 Non-Consensual Sexual Contact (or attempts to commit same) - Nonconsensual sexual contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, without effective consent. Please see Student Standards of Conduct 11.4 for more details.

- Non-Consensual Sexual Intercourse (or attempts to commit same) - Nonconsensual sexual intercourse is: any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a man or woman upon a man or a woman, without effective consent. Please see Student Standards of Conduct 11.5 for more details.
- Sexual Exploitation - Sexual exploitation occurs when a student takes or attempts to take nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Please see Student Standards of Conduct 11.6 for more details.
- Dating or Domestic Violence - Violence against a spouse, former spouse, or an individual who has had a dating or engagement relationship is strictly prohibited. Please see Student Standards of Conduct 4.1 for more details.
- Stalking - Stalking is harassing or threatening another person to the point where that individual fears for his/her safety or the safety of his/her family. Stalking can occur in various forms including, but not limited to, in person and via electronic means (cyberstalking/cyberbullying) is strictly prohibited. Please see Student Standards of Conduct 4.3 for more details.

Information on the Respondent

Name of the Respondent: _____ ID #: _____
 (If known) (If known)

Age of the Respondent at the time of the incident: _____ Gender of Respondent: Female Male
 (If known)

Respondent affiliation to Azusa Pacific University:
 Undergrad Student Faculty Not Affiliated
 Graduate student Staff Do not know
 Other: _____

Residence of Respondent:
 On Campus Housing Which living area? _____
 Off Campus House/Apartment With Parent/Guardian
 Do not know

Relationship to the Complainant:
 An Acquaintance A Stranger A family member

Information on Identified Witnesses

Name of the Witness _____ ID #: _____
 (If known) (If known)

Witness affiliation to Azusa Pacific University:
 Undergrad Student Faculty Not Affiliated
 Graduate student Staff Do not know
 Other: _____

Contact Information Cell _____

Relationship to the Complainant:
 An Acquaintance A Stranger A family member

Name of the Witness _____ ID #: _____
 (If known) (If known)

All completed forms should be sent to the Associate Dean of Students at Azusa Pacific University, marked **CONFIDENTIAL**.

Witness affiliation to Azusa Pacific University:

- Undergrad Student
- Graduate student
- Faculty
- Staff
- Not Affiliated
- Do not know
- Other: _____

Contact Information Cell _____

Relationship to the Complainant:

- An Acquaintance
- A Stranger
- A family member

Name of the Witness _____ ID #: _____
 (If known) (If known)

Witness affiliation to Azusa Pacific University:

- Undergrad Student
- Graduate student
- Faculty
- Staff
- Not Affiliated
- Do not know
- Other: _____

Contact Information Cell _____

Relationship to the Complainant:

- An Acquaintance
- A Stranger
- A family member

Final Steps

I, _____ reported this incident to the sexual misconduct intake (print name of the Complainant) personnel and state the above information as true to the best of my recollection.

Signed: _____ Date: _____
 (the Complainant)

I would like to request the following person from the Support Team:

Name

I would like for the support team personnel to be present at:

- Hearing/Adjudication Process
- Medical Exam Process at a hospital
- Other _____

The sexual misconduct intake personnel:

Actions taken by the sexual misconduct intake personnel: (initial)

____ Explained and reviewed the Sexual Misconduct Intake Guidelines (section 2)

____ Explained importance of immediate medical attention

____ Explained procedure for filing an official report with local police & Campus Safety

This report submitted by: (please print)

Name: _____ Phone: _____

Office: _____ Title: _____