

# Title IX Online Report Form

This online form can be used to report a bias incident, or to report discrimination or harassment to Tougaloo College Title IX Compliance Office

You may submit a report anonymously; your name and contact information are not required.

This resource is not entirely confidential although every effort will be made to ensure the privacy of Tougaloo College students, staff and faculty.

Do not use this form if you are currently in a situation where immediate police, medical, psychological or other emergency services are needed. In the event of an emergency, call 911 for assistance.

To report current or past criminal activity to:

Jackson Police: 911

TC Police, 601-977-7857

Hinds County Sheriff Department: 601-974-2900

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\* Indicates a required field

## Incident Report Form

I am reporting Required \*

Select the type of concern/issue you are reporting below:

1. Unlawful Discrimination or Harassment

2. Stalking

3. Dating, Domestic and/or Sexual Violence

4. Pregnancy Accommodations

5. Other, please describe: \_\_\_\_\_

## Civil Rights and Title IX Compliance Introduction

Any person may report known or suspected discrimination or harassment to Tougaloo College Title IX Compliance Office. This online form may be submitted by the affected individual(s) or any third-party to report an allegation of discrimination or harassment, including sexual harassment, sexual assault and sexual violence, or to report an accessibility barrier. When a

report is submitted, the TIX Office will reach out to the affected individual(s) to discuss any applicable policies and procedures, confidentiality and its limitations, and available resources and support. Reporting is always sufficient to put the College on notice, but it is separate and distinct from the Formal Complaint process.

The College grievance procedures are initiated when the TIX Compliance Office receives a written Formal Complaint alleging that a Respondent(s) discriminated against or harassed a Complainant(s) and requesting that the College initiates a civil rights investigation or a mutually agreeable informal resolution process. The Formal Complaint must be submitted and signed by either the Complainant or by the Title IX Coordinator or designee on behalf of the Complainant.

If you would like to speak to a member of the Title IX Compliance Officer prior to submitting this reporting form, please call 601-977-7899.

☐ I understand, and would like to proceed with this referral

### **Reporter Information**

**What is your name?**

**What is your email address?**

**What is your phone number?**

**What is your affiliation with Tougaloo College? \***

**Choose your most appropriate affiliation below:**

Student

Faculty

Staff

Student Family Member

Other

**What is your association with the incident?**

Victim/target

Witness

Third Party

Other

## **Details of Incident**

### **Date, Time & Location of Incident**

Provide specifics of date, time and location of incident including building, floor number of building, room number or address. If the incident occurred in association with a specific department, program, athletic team or student club or other TC-affiliated organization, please also list that information below.

Please share the names and contact information, if known, with any people involved.

Share any specific information regarding the person(s) involved in the incident you are referring to including their role (alleged perpetrator, victim/target, witness, other) and their affiliation to TC. If their identity is not known, please describe with any information you have.

Please share any information about this incident \*

Describe each incident of bias separately. For each incident provide the following information:

1) date(s) the action occurred; 2) name of individual(s) involved; 3) what happened; 4) witnesses (if any); 5) why you believe the action was biased, and 6) how this conduct impacted you.

Examples may include comments, conduct, gestures, markings, physical injuries, property damage, etc. If known, please share any information you have about individuals and/or groups involved with the incident.

## **Unlawful Discrimination/Harassment Form**

Alleged Discrimination/Harassment is based on: \*

Select at least one from the picklist below:

Age

Citizenship/Immigration Status

Color

Creed and/or Religion

Disability

Ethnicity

Gender Expression

Gender Identity  
Genetic Information  
HIV / Hep C status  
Marital Status  
National Origin  
Pregnancy or parenting status  
Race  
Retaliation  
Sex  
Sexual Harassment, sexual assault, sexual violence, or stalking  
Sexual Orientation  
Veteran Status

## **Verification**

### **Certification\***

I certify that the information provided in the form is correct and accurate to the best of my knowledge.

       I understand and agree with the above statement.

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To Submit: Save form and email to:

titleix@tougalo.edu

Please attach any documents or pictures of this incident.