



Title IX Sexual Discrimination, Sexual Misconduct and Retaliation Complaint Form

To file a complaint with the College, please complete and mail, email, or bring this form to the office listed below. Or, you may call the number below to make arrangements to meet with the Title IX Coordinator. If you are unable for any reason to complete this form and would like to make a verbal complaint, please call the number listed below.

CONTACT:

Dr. Linda J. Daniels
Title IX Coordinator
Office of the President
Tougaloo College
Blackmon Administration Building
500 West County Line Road
Tougaloo, MS 39174
Telephone: 601-977-4462 or 769-257-1552
Email: titleix@tougaloo.edu

The College will use its best efforts to keep a complaint of sexual discrimination, sexual misconduct, and retaliation confidential; however, the College has an obligation to investigate the complaint and during the course of the investigation may disseminate information concerning the complaint to those who have a need to know.

Please contact the Title IX Coordinator if you have any questions regarding the process for filing or investigating complaints of sexual discrimination, sexual misconduct, and retaliation. A victim of sexual discrimination, sexual misconduct, and retaliation is encouraged to use the College's internal complaint process. Persons believing they have been discriminated against or harassed may seek assistance from government agencies including the Office of Civil Rights, Department of Labor, and Department of Education.

Title IX Sexual Discrimination, Sexual Misconduct and Retaliation Complaint Form

Title IX of the Education Amendments of 1972 is an all-encompassing federal law that prohibits discrimination on the basis of gender of students and employees of an institution which receives federal financial assistance. When the form has been completed and signed by the Title IX Coordinator and/or designee, your complaint has been properly received and noted by the College. We will provide you with a copy of this form as well as complete information about the Title IX complaint process. If you require emergency assistance, please call the office of Public Safety at 601-977-7857.

<p>The Title IX Coordinator investigate complaints by faculty, staff and students who believe themselves to be harmed by sexual discrimination, sexual misconduct and retaliation related to gender.</p>	<p>I am filing this complaint as a (check on):</p> <p> <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Visitor </p> <p> <input type="checkbox"/> I wish to remain anonymous. I understand that Title IX may require Tougaloo College to investigate and take reasonable action in response to the information I provide on this form. I also understand that this may limit Tougaloo College's ability to respond to my complaint. </p> <hr/> <p>Name Employee/Student ID#</p> <hr/> <p>Department (if applicable)</p> <hr/> <p>Work Phone Mobile Phone</p> <p>Have you brought this matter to the attention of any other department(s) at the College? If so, please list the name(s) and department(s) of all other persons with whom you have discuss this matter.</p> <hr/> <hr/> <hr/> <hr/> <hr/>
	<p>Type of Complaint (Check all that apply):</p> <p> <input type="checkbox"/> Bullying <input type="checkbox"/> Cyber bullying <input type="checkbox"/> Gender Discrimination <input type="checkbox"/> Gender Inequity <input type="checkbox"/> Sexual Harassment <input type="checkbox"/> Sexual Assault <input type="checkbox"/> Sexual Misconduct <input type="checkbox"/> Stalking <input type="checkbox"/> Rape <input type="checkbox"/> Retaliation <input type="checkbox"/> Relationship Violence </p>

Complaint: Describe your complaint. Please summarize below and attach additional pages describing your complaint if necessary.

Name of person or persons you believe committed the offense against you and how you have contact with them, e.g., supervisor, co-worker, faculty, staff, peer, other.

Describe the correction action you are seeking. Attach additional pages if necessary.

For retaliation complaints, please explain why you believe someone retaliated against you.

Witnesses (The relationship requested means co-worker, supervisor, peer, faculty, staff, etc.)

1.	Relationship	Telephone
2.	Relationship	Telephone
3.	Relationship	Telephone

I certify the aforementioned is true and correct.

Signature or Complainant _____ Date _____

Complaint taken by: _____
Title IX Coordinator or Designee _____ Date _____



Title IX Sexual Discrimination, Sexual Misconduct and Retaliation Facts At-A-Glance

What is sexual misconduct? Sexual misconduct includes: rape, sexual assault, sexual coercion, sexual harassment, domestic and dating violence, stalking, and all other forms of sexual violence.

Who is required to report harassment, sexual misconduct or retaliation? Except as described below, any College employee, whether faculty or staff, who receives a complaint or otherwise learns about a possible incident of harassment, sexual misconduct or retaliation involving a member of the Tougaloo College community as complainant or alleged perpetrator must complete this report form. Employees responsible for completing the report include student employees whose duties include supervision or teaching of other students (e.g., Resident Assistants, etc.). You may also use this form to report an incident of sexual misconduct if you are the complainant or if you are not a Tougaloo College employee.

Are there College employees who may keep reports of harassment, sexual misconduct, and retaliation confidential? An employee who becomes aware of a complaint of harassment, sexual misconduct and retaliation while acting in his or her capacity as a member of the clergy, a therapist, a physician, etc. may keep reports of sexual misconduct confidential pursuant to the employee's professional and legal obligations, unless the complainant requests that the employee report the complaint.

What if a complainant requests confidentiality? Even if a complainant requests confidentiality or is unwilling to proceed with a complaint, Tougaloo College employees are required to report the complaint to the Title IX Coordinator. If confidentiality is requested, the College will take reasonable steps to investigate and respond to the complaint, consistent with the complainant's request. In all cases the College will weigh its responsibility to provide a safe and nondiscriminatory environment against the complainant's request for confidentiality. The determination of whether and how to proceed will be made by the appropriate College official in consultation with the complainant.

What resources are available to complainants? The College's *Title IX Policy and Equitable Resolution Procedures for Sexual Discrimination, Sexual Misconduct and Retaliation* is available electronically at www.tougaloo.edu, describes resources available to a complainant. In cases involving sexual violence, the complainant may also wish to contact the Owens Health and Wellness Center. The complainant also has a right to file both an internal complaint and a criminal complaint.

What happens with the information I provide? This report will be submitted to the College's Title IX Coordinator, Dr. Linda J. Daniels, who will assess the information for appropriate action. Please contact her at 601-977-4462 or 769-257-1552 or titleix@tougaloo.edu if you have any questions.

What should I do with the completed report form? Please submit the completed form to: Dr. Linda J. Daniels, Title IX Coordinator, Tougaloo College, Office of the President, Blackmon Building/Second floor, 500 West County Line Road, Tougaloo, MS 39174. This form can be submitted by Secure Mail to titleix@tougaloo.edu.