



Title IX Formal Complaint Form

This form should be completed if you would like to file a formal complaint regarding an incident of dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, or stalking (collectively "Sexual Harassment") and want to request that the college investigate your allegations. Only a complainant (which is the alleged victim of conduct that allegedly constitutes Sexual Harassment) may file a formal complaint. Others wishing to report alleged sexual harassment must fill out a separate reporting form, called an Incident Report.

If you have any problems or questions, contact the Title IX Coordinator:

Stephanie Cecil, Title IX Coordinator
Chief Human Resources Officer, Human Resources
White Administrative Services Center (WASC), 2nd Floor
Telephone: 903-510-2419 Office
Email: Stephanie.Cecil@tjc.edu or TitleIX@tjc.edu

COMPLAINANT'S INFORMATION (Note: You cannot be a formal complainant anonymously. If you wish to remain anonymous, you must complete a separate reporting form called an Incident Report in Maxient.)

Date: _____ A#: (if student)

Name: _____

Cell Phone: _____ Email: _____

Address: _____

Are you a current employee or student of TJC?	YES	NO
If YES, please state whether you are a student or employee:	Student	Employee
If NO, are you an applicant to TJC as a student or employee:	YES	NO

Name of person you are complaining about: _____

Is the person you are complaining about a current TJC student or employee?	YES	NO
If YES, please state whether he/she is a student or employee:	Student	Employee

If NO, state his/her relationship to TJC, if any.

When did the conduct you are complaining of occur? Please be specific as to date(s).

Where did the conduct you are complaining of occur? Please be specific as to exact location(s), and please indicate if the event took place on campus or at a TJC event/activity.

Please list in specific detail the incident and/or alleged harassment that you are complaining of.

List the names and contact information of any witnesses to the incident and/or alleged conduct complained of.

List any documents or additional sources of information that would aid an investigation of this complaint (i.e., text messages, emails, photos, recordings) and attach copies of same to this complaint and provide to the Title IX Coordinator.

I hereby affirm and attest that the information herein is true and correct and that I am the alleged victim of the conduct complained of herein. I understand that making materially false statements in bad faith may result in disciplinary action against me. By signing below, I hereby request that TJC formally investigate this complaint. NOTE: You must sign below in order for TJC to initiate a formal investigation.

Printed Name

Date