



# Complaint of Sexual Harassment/Sexual Assault

Date filled out: \_\_\_\_\_

You do not have to use this form to receive assistance. If you believe you have been sexually assaulted or harassed by any member of the College community or while participating in a College sponsored activity, you are encouraged to bring it to the attention of the Title IX Coordinator, and/or other College official. This form is to be used for reporting to the Title IX Coordinator. **If you would like to initiate a criminal investigation of a sexual assault, call the TJC Campus Safety Department, 2222 or 903-510-2258, as soon as possible.**

The Title IX Coordinator is available to provide you with answers to questions you may have about the process and your options, advice and/or referrals. You are not obligated to use your name; however, should you want disciplinary action taken, if appropriate, in response to your allegation(s), your name is essential to the process. If you feel strongly about confidentiality, the Title IX Coordinator can put the person "on notice" and attempt to stop the behavior through an educational process on the law and policy on sexual harassment and the inappropriateness of the person's conduct. Whatever your decision, the Title IX Coordinator or any other University official is available to assist you in stopping the unwelcome and unwanted conduct.

**Name of employee or student:** \_\_\_\_\_ (optional)  
 Female  Male     Student  Staff  Faculty  Other: \_\_\_\_\_

**Name of alleged harasser:** \_\_\_\_\_  
 Female  Male     Student  Staff  Faculty  Other: \_\_\_\_\_

**Date Incident Occurred:** \_\_\_\_\_

**Provide a clear, concise statement of your complaint:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(use additional pages if necessary)

**Where can you be contacted if additional information is needed concerning your complaint:**

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

You may attach other relevant information.  
You may also seek help in the completion of this statement from the Human Resources Office.

**Send Complaint Forms to:**  
Kevin Fowler, Title IX Coordinator, White Administration Building  
phone 903-510-2307 / email: kfow@tjc.edu