

Title IX Incident Report

This form is to report any observed behavior related to sexual harassment or other violations of Title IX.

Do not use this form if an immediate response is required. If you are in an emergency situation that requires medical, psychological or police services, call 9-1-1 or 903-510-2800 for TJC Campus Police.

TJC appreciates any contact information you are willing to provide. However, you are welcome to remain anonymous if desired. If you have any supporting documentation of the incident or alleged behavior (e-mails, letters, pictures etc.), please submit those to Title IX Coordinator, Jacqueline Lozano via email at: Jacqueline.Lozano@tjc.edu, or you can upload the documents below. The Title IX office is located on the main Tyler campus in the White Administrative Services Center (WASC), 2nd Floor.

By completing this form, you certify that the following information is accurate to the best of your knowledge. The College will respond as required by applicable law and policies to this report. However, a formal investigation and initiation of the formal grievance process requires the alleged victim of the claimed sexual harassment to complete a Formal Complaint Form, which is available online. A formal investigation cannot be initiated based solely on an Incident Report, but support measures may be offered based on information provided in the Incident Report.

TJC prohibits discrimination, including harassment, against any current student, employee or applicant on the basis of sex or gender. The institution is committed to promptly responding to and resolving concerns involving allegations of illegal discrimination, including illegal harassment, in violation of local, state and/or federal civil rights laws and/or regulations.

Who is filling out this form? *

- ☐ TJC Student
- ☐ TJC Instructor
- ☐ TJC Staff
- ☐ Third Party

Name (you may stay anonymous if preferred):

Address:

Phone Number:

E-Mail Address:

Name of the individuals(s) involved in the incident and their genders. Please also give specific facts such as whether the individuals are current students, employees, or otherwise.

I am a:

- ☐ **Current Student**
- ☐ **Prospective Student**
- ☐ **Current Employee**
- ☐ **Applicant for Employment**
- ☐ **None of the above**

Please describe the incident in as much detail as possible, including date and location: *

Witnesses: Please list anyone that you believe could provide information regarding your report. Please include contact information for those individuals if possible:

Did the incident take place on campus or at a college event/activity? Please describe where the incident occurred in as much detail as possible.

Do you want to be contacted regarding this matter/report?

- ☐ Yes
- ☐ No

Is there any specific action you would like to request that Tyler Junior College take in response to this report?

Do you have any documents related to the incident?

- ☐ Yes
- ☐ No

If you answered yes, you can upload documents here [[ADD LINK TO UPLOAD](#)].

I warrant that all of the information provided herein above is true and correct. *

- ☐ Yes, I agree

☐

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