



## Title IX Formal Complaint Form

This form is to file a formal complaint with Tyler Jr. College regarding an incident involving dating violence, domestic violence, gender-based harassment, retaliation, sex discrimination, sexual assault, sexual harassment, or stalking (collectively “sexual harassment”). By completing this form, you are requesting that the College investigate the allegations.

**Please note: A formal complaint may only be completed by the individual who was subjected to the sexual harassment or sexual assault; it cannot be reported anonymously. If you are not the alleged victim of conduct that constitutes as sexual harassment or sexual assault and/or you wish to remain anonymous, please complete an Incident Report instead.**

For questions, please contact the College’s Title IX Coordinator:

Jacqueline Lozano, Title IX Coordinator  
Human Resources  
White Administrative Services Center (WASC), 2nd Floor  
Direct: 903-510-3155  
Email: Jacqueline.Lozano@tjc.edu

Date: \_\_\_\_\_ A#: \_\_\_\_\_ (if student)

Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

How are you affiliated with TJC?

- ☐ Current Student
- ☐ Prospective Student
- ☐ Current Employee
- ☐ Applicant for TJC Employment

The person I am submitting my complaint about is a:

- ☐ Current TJC student
- ☐ Current TJC employee
- ☐ Other \_\_\_\_\_ (what is their relationship to TJC)

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

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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.

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

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

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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, upload such documents via the link below, or maintain same and provide to the Title IX Coordinator.

[\[ADD LINK\]](#)

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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.

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Printed Name

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Signature