

Title IX Complaint Form (including sexual misconduct)

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive federal financial assistance.

To file a complaint with the University, please complete and submit this form in person to the Office of the Dean of Students or the Office of Human Resources or call to make arrangements for a representative to meet with you at another location. If you are unable for any reason to complete this form and would like to make a verbal complaint, please call one of these offices, but in order for a complaint to be official it must be in writing.

When this form has been completed and signed by the complainant, and then signed by the Title IX Coordinator or a Deputy, the formal complaint has been properly received by the University. The complainant will be provided with a copy of this form as well as complete information about the Title IX complaint process.

Office of the Title IX Coordinator
2nd Floor Smith-Brown Student Union
PO Box 13405
Baton Rouge, LA 70813
Phone: (225) 771 – 3922
Fax: (225) 771 – 2202
Email: titleix@subr.edu
Web: www.subr.edu/titleix

Office of Human Resources
1st floor, J.S. Clark Administration Annex
Building
PO Box 10400
Baton Rouge, LA 70813
Phone: (225) 771-2680
Fax: (225) 771-5617
Web: www.sus.edu/humanresources

Although the University cannot commit to keeping a Title IX complaint confidential because of the University's obligation to investigate the complaint, the University will use its best efforts not to disseminate information concerning the complaint beyond those who have a need to know.

Southern University's Statement of Non-Discrimination

In compliance with Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, Southern University and A&M College forbids discriminating or harassing conduct that is based on an individual's race, color, religion, sex, ethnicity, national origin or ancestry, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, membership in Uniformed Services, and all other categories protected by applicable state and federal laws. This commitment applies but is not limited to decisions made with respect to hiring and promotion, the administration educational programs and policies, scholarship and loan programs, and athletic or other College administered programs. Discriminatory acts of any kind are strictly forbidden.

Any member of the Southern University and A&M College community has the right to raise concerns or make a complaint regarding discrimination without fear of retaliation. Any and all inquiries regarding the application of this statement and related policies may be referred to: Marcus A. Coleman, Dean of Students, Title IX Coordinator, at (225) 771 – 3922 or Andrea Benjamin, Training Director, Deputy Title IX Coordinator, at (225) 771 – 2680. Complaints may also be made via email at titleix@subr.edu or by visiting www.subr.edu/titleix.

As set forth in our policies, individuals may also file complaints with administrative agencies such as the U.S. Department of Education, Office for Civil Rights. The contact information for the local office of OCR is (214) 661-9600 is at Office for Civil Rights, Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810. The email address for OCR is OCR.Dallas@ed.gov.

WHO ENFORCES TITLE IX?

The United States Department of Education's Office for Civil Rights (OCR) is in charge of enforcing Title IX. Information regarding OCR can be found at www.ed.gov/about/offices/list/ocr/index.html.

COMPLAINTS UNDER TITLE IX

Students:

If you are a student who believes you have been subjected to any form of discrimination under Title IX, you may report such misconduct or file a formal complaint with the Office of the Dean of Students or the Office of Human Resources. Complaints must be submitted in writing not more than 120 days after the incident(s) in question.

If you are a student who believes you have been or are the victim of sexual misconduct, including sexual assault, sexual harassment, sexual violence or other sexual misconduct, by another Southern University student or an employee, you may report such conduct or file a complaint under Title IX with the Office of the Dean of Students or the Office of Human Resources.

Employees:

If you are an employee who believes you have been subjected to discrimination under Title IX, including sexual harassment, or who wishes to file a complaint under Title IX, you can do so with the Office of the Dean of Students or the Office of Human Resources. The formal complaints must be submitted in writing not more than 120 days after the incident(s) in question.

Federal and state laws prohibit the taking of retaliatory measures against any individual who files a complaint in good faith.

TITLE IX CONTACT INFORMATION

Marcus A. Coleman, Dean of Students & Title IX Coordinator
Office of the Dean of Students
Phone: (225) 771-3922
Fax: (225) 771-2202
Email: marcus_coleman@subr.edu

Ryan E. Tucker, Associate Dean of Students & Deputy Title IX Coordinator for Student Conduct
Office of the Dean of Students
Phone: (225) 771-5545
Fax: (225) 771-2202
Email: ryan_tucker@subr.edu

Andrea Benjamin, Deputy Title IX Coordinator for Human Resources
Southern University System Office of Human Resources
Phone: (225) 771-5789
Fax: (225) 771-5617
Email: andrea_benjamin@sus.edu

Pamela Smith, Deputy Title IX Coordinator for Athletics
Department of Athletics
Phone: (225) 771-5908
Fax: (225) 771-4400
Email: Pamela_smith@subr.edu



Title IX Complaint Form

Report filed by: Victim/Survivor Third Party Anonymous

COMPLAINANT INFORMATION

Check one: Student Faculty Staff Applicant (Student/Employee) Other _____

Name: _____ S-Number: _____

Gender: _____ Race: _____

Local Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Campus Email: _____

(If a student) Classification: _____ Major: _____

(If an employee) Position/Title: _____ College/Dept: _____

TYPE OF COMPLAINT (Check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Age | <input type="checkbox"/> National Origin | <input type="checkbox"/> Sexual Misconduct |
| <input type="checkbox"/> Bullying (Cyber-Bullying) | <input type="checkbox"/> Race | <input type="checkbox"/> Sexual Orientation |
| <input type="checkbox"/> Disability | <input type="checkbox"/> Retaliation | <input type="checkbox"/> Stalking |
| <input type="checkbox"/> Gender | <input type="checkbox"/> Religion | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> Sexual Assault | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Medical Condition | <input type="checkbox"/> Sexual Harassment | |

RESPONDENT INFORMATION (Person you believe to be responsible for the alleged act)

Name: _____ Gender: _____ Race: _____

The respondent is: Student Faculty Staff Other _____

(If an employee) Position/Title: _____ College/Dept: _____

Your relationship to the respondent (if any): _____

Date/time of the alleged incident: _____ Location of alleged incident: _____

WITNESSES (Relationship information requested means co-worker, supervisor, faculty, etc)

_____	_____	_____
Witness 1	Relationship	Phone
_____	_____	_____
Witness 2	Relationship	Phone
_____	_____	_____
Witness 3	Relationship	Phone



Has this incident been reported to any other department(s) at the University?

Yes No If yes, provide the following:

College/Department: _____ Contact Person: _____

Department Location: _____ Phone: _____

Was the incident reported to law enforcement: Yes No If yes, what agency? _____

Describe in detail your complaint (Attach additional sheets if necessary)

Describe your feelings when the incident happened and the corrective action you are seeking (Attach additional sheets if necessary)

Complainant Certification
I certify that this information is true.

(Signature of) Complainant

Date

For University Use Only
Complaint taken/received by:

(Signature of) Representative

Date