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## Title IX Discrimination Complaint Form (including sexual harassment)

Title IX Coordinator  
Ms. Letitia Clay  
662-254-3323  
William W. Sutton Administration Building  
Suite 180, Room 177

Office of Student Affairs  
662-254-3636  
H. G. Carpenter Building  
Student Affairs Suite

To file a complaint with the University, please complete and bring this form in person to the Office of Student Affairs or call our office 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 662-254-3323 or email [Title.IX@mvsu.edu](mailto:Title.IX@mvsu.edu).

Although the University cannot commit to keeping a Title IX discrimination 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.

Please feel free to contact our office if you have any questions regarding the process for filing or investigating complaints of discrimination (including sexual harassment).

### **MVSU's Non-Discrimination Statement**

In compliance with Title IX of the Education Amendments of 1972, Title VI and VII of the Civil Rights Acts of 1964, Section 504 of the Rehabilitation Act of 1973, and other federal, state, and local laws, Mississippi Valley State University does not discriminate on the basis of race, color, religion, age, sex, sexual orientation, gender identity or ethnic origin, disability, or veteran status in employment processes, admission or financial aid programs, or educational programs or activities. The Title IX Coordinator (Letitia Clay 662-254-3323) is the individual designated by the University to coordinate its efforts to comply with Title IX, Section 504 and other equal opportunity and affirmative action regulations and laws.

# Title IX Discrimination Complaint Form

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. **When the form has been completed and signed by you, and then signed by the Title IX Coordinator, your complaint has been properly received and noted by the University.** We will provide you with a copy of this form as well as complete information about the Title IX complaint process.

The Title IX Coordinator and/or designee investigates complaints by faculty, staff, and students who believe themselves to be harmed by sexual harassment or discrimination and harassment related to gender.

I am filing this complaint as a (check one):

Faculty

Staff

Student

Printed Name

Department (if applicable)

Cell Phone

Home Phone

School/Work Address

Home Address

Employee ID

Student ID

Have you brought this matter to the attention of any other department(s) at the University? If so, please list the name(s) and department(s) of all other persons with whom you have discussed this matter.

## Type of Complaint

Check all that apply (v)

- Bullying
- Cyber bullying
- Gender Discrimination
- Gender Inequity
- Sexual Harassment
- Sexual Assault
- Sexual Misconduct
- Stalking
- Rape
- Retaliation
- Relationship Violence
- Other \_\_\_\_\_

**Complaint:** Describe your complaint. Please summarize below and attach additional pages describing your complaint if necessary.

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Name of person or persons you believe committed the offense against you and how you have contact with them, e.g. supervisor, co-worker, faculty, customer.

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Describe the corrective action you are seeking. Attach additional pages if necessary.

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For retaliation complaints, please explain why you believe someone retaliated against you:

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**Witnesses:** (The relationship information requested means co-worker, supervisor, customer, faculty, etc.)

1.	Relationship	Telephone
2.	Relationship	Telephone
3.	Relationship	Telephone

**I certify the aforementioned is true and correct.**

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

**For the Title IX Coordinator and/or Designee**

**Complaint taken by:**

X

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**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](http://www.ed.gov/about/offices/list/ocr/index.html).

**COMPLAINTS UNDER TITLE IX AT MISSISSIPPI VALLEY STATE UNIVERSITY**

**Students:**

If you are a student who believes you have been subjected to (1) sexual harassment by University faculty or staff; or (2) any other form of gender discrimination under Title IX, you may report such misconduct or file a formal complaint with the Title IX Coordinator.

If you are a student who believes you have been or are the victim of sexual harassment, including sexual assault, sexual violence or other sexual misconduct, by another University student, you may also report such conduct or file a complaint under Title IX with the Office of Student Affairs, located in the H.G. Carpenter Building, Student Affairs Suite.

**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 Title IX Coordinator or in the Office of Human Resources. Federal and state laws prohibit the taking of retaliatory measures against any individual who files a complaint in good faith.