



Title IX Discrimination Complaint Form
(including sexual harassment)

Michael Houston, Director of Human Resources/Coordinator for 504/ADA, Title IX Compliance Officer, Office #A100, Vivian M. Presley Administration Building, 3240 Friars Point Road, Clarksdale, Mississippi 38614, Phone: (662)621-4853, Email: mhouston@coahomacc.edu.

To file a complaint with the College, please complete and bring this form in person to the Office of Human Resources 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)621-4853, Email: mhouston@coahomacc.edu.

Although the College cannot commit to keeping a Title IX discrimination complaint confidential because of the college's obligation to investigate the complaint, the college 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).

CCC's Non-Discrimination Statement

Non-Discrimination Statement

Coahoma Community College is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors prohibited by law in any of its educational programs, activities and employment opportunities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael Houston, Director of Human Resources/Coordinator for 504/ADA, Title IX Compliance Officer, Office #A100, Vivian M. Presley Administration Building, 3240 Friars Point Road, Clarksdale, Mississippi 38614, Phone: (662)621-4853, Email: mhouston@coahomacc.edu.

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 College.** 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) School (if applicable)

Cell Phone

Home Phone

School/Work Address

Home Address

Employee ID Student ID

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Have you brought this matter to the attention of any other department(s) at the College? 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.

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.

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

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

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:

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.

COMPLAINTS UNDER TITLE IX AT Coahoma Community College

Students:

If you are a student who believes you have been subjected to (1) sexual harassment by College 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 CCC student, you may also report such conduct or file a complaint under Title IX with the Office of Enrollment and Student Services, located on the second floor of the Zee A. Barron Student Union Karen Done, Director of Enrollment and Student Services. kwdone@coahomacc.edu

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.