



Sexual Misconduct Report (Form 1)

*This report must be forwarded to the Title IX Coordinator.
A copy of this report may be provided to the Respondent.*

Complainant: _____

Respondent: _____

Incident Date(s): _____

Date Report Made: _____

Sexual Misconduct Report – Please explain the incident you are reporting. Attach additional pages or documents if needed and any evidence supporting the report. Please note that this report will be used by the College as the basis of a sexual misconduct investigation.

Sexual Misconduct Complaint Notice (Form 2)



Respondent: _____

College Email Address: _____

Title IX Coordinator or designee: _____

Email Address: _____

Phone Number: _____

Date Notice Sent: _____

Please carefully review the attached policy, procedures, and complaint.

This Sexual Misconduct Complaint Notice is being sent to the above-named Respondent. The College received notice alleging Respondent engaged in sexual misconduct in violation of Board Policy. I, the above-named Title IX Coordinator or designee, will be investigating the allegations attached. Please be assured that the College will be investigating this matter promptly. The College expects your full cooperation during the investigation.

Please be advised that the College has a firm policy prohibiting retaliation. Any reported retaliation may result in separate disciplinary action up to and including suspension, expulsion, or employment termination. If you have been advised of any interim measures, you must abide by those measures. Interim measure violation may result in a separate disciplinary action up to and including suspension, expulsion, or employment termination.

No judgment is being made regarding culpability at this point in the process. The College has received a serious complaint and is investigating as required. Please note that you are still a College community member and should govern yourself accordingly by following applicable College Board Policy and Procedures. Throughout the procedures, each party has the right to choose and consult with an advisor. The advisor may be any person, including an attorney, who is not otherwise a party or witness involved in the investigation. Your advisor may accompany you for your meeting with me or my designee to provide support and advice. Please notify me beforehand if you are being accompanied by an advisor so I can make appropriate accommodations. I will contact you soon regarding next steps.

Please contact me directly with any questions.

Sincerely,

Sexual Misconduct (Excluding Sexual Violence) Result

(Form 3)

To be completed by the Title IX Coordinator.



Complainant: _____

Respondent: _____

Title IX Coordinator: _____

.....
Complaint Summary:

.....
Investigation Summary:

.....
I find, by a preponderance of evidence, that sexual misconduct:

DID OCCUR

DID NOT OCCUR

Additional information (if any): _____

Please contact me if you have any questions.

This result will be provided to the Chancellor. Either party may appeal this result to the Chancellor by submitting a written request within five working days of receiving the result and submitting it to the Office of the Chancellor. The written request should include the basis of the appeal (e.g., procedural misstep, evidence that wasn't considered, etc.). The Chancellor's decision is final.

Title IX Coordinator

Date



Sexual Violence Hearing Notice (Form 4A)

Allegations rise to the level of sexual violence.

Respondent: _____

College Email Address: _____

Hearing Date & Time: _____ **at** _____

Location: Training and Development Center, Board Room (unless otherwise notified)
Lone Star College System Office
5000 Research Forest Drive
The Woodlands, Texas, 77381-4356

Hearing Officer: _____

Title IX Coordinator: _____

Email Address: _____

Phone Number: _____

Date Notice Sent: _____

Please carefully review the attached policy and procedures.

This Sexual Misconduct Hearing Notice is being sent to the above-named Respondent. I, the above-named Title IX Coordinator, investigated the allegations and determined that the allegations rise to the level of sexual violence. Per College Board Policy, allegations rising to the level of sexual violence require a hearing with a third party hearing officer.

Please be advised that the College has a firm policy prohibiting retaliation. Any reported retaliation may result in separate disciplinary action up to and including suspension, expulsion, or employment termination. If you have been advised of any interim measures, you must continue to abide by those measures. Interim measure violation may result in a separate disciplinary action up to and including suspension, expulsion, or employment termination.

No judgment is being made regarding culpability at this point in the process. Please note that you are still a College community member and should govern yourself accordingly by following applicable College Board Policy and Procedures. Please carefully review the attached policy and procedures. If you desire to submit cross-examination questions, please submit those to me before the hearing date or provide them directly to the hearing officer on the day of the hearing.

Please contact me directly with any questions.

Sincerely,



Sexual Violence Hearing Notice (Form 4B)

Allegations rise to the level of sexual violence.

Complainant: _____

College Email Address: _____

Hearing Date & Time: _____ **at** _____

Location: Training and Development Center, Board Room (unless otherwise notified)
Lone Star College System Office
5000 Research Forest Drive
The Woodlands, Texas, 77381-4356

Hearing Officer: _____

Title IX Coordinator: _____

Email Address: _____

Phone Number: _____

Date Notice Sent: _____

Please carefully review the attached policy and procedures.

This Sexual Misconduct Hearing Notice is being sent to the above-named Complainant. I, the above-named Title IX Coordinator, investigated the allegations and determined that the allegations rise to the level of sexual violence. Per College Board Policy, allegations rising to the level of sexual violence require a hearing with a third party hearing officer.

Please be advised that the College has a firm policy prohibiting retaliation. Any reported retaliation against Complainant or Respondent may result in separate disciplinary action up to and including suspension, expulsion, or employment termination. If you have been advised of any interim measures, you must continue to abide by those measures. Interim measure violation may result in a separate disciplinary action up to and including suspension, expulsion, or employment termination.

No judgment is being made regarding the Respondent's culpability at this point in the process. Please carefully review the attached policy and procedures. If you desire to submit cross-examination questions, please submit those to me before the hearing date or provide them directly to the hearing officer on the day of the hearing.

Please contact me directly with any questions.

Sincerely,

Sexual Violence Result (Form 5)
To be completed by the Hearing Officer



Complainant: _____

Respondent: _____

Hearing Officer: _____

Hearing Date: _____

.....
Complaint Summary:

.....
I find, by a preponderance of evidence, that sexual violence:

DID OCCUR

DID NOT OCCUR

Recommended Sanction(s) (if any): _____

This result and recommendation was provided to the Chancellor. The Chancellor's sanction decision is final.

Hearing Officer

Date