

# Nashville State Community College

## Complaint Form Discrimination/Harassment/Sexual Misconduct

**YOU DO NOT HAVE TO COMPLETE THIS FORM TO RECEIVE ASSISTANCE**

### INFORMATION CONCERNING CONFIDENTIALITY

To the extent possible, investigations will be conducted in such a manner to protect the confidentiality of both parties. However, once reported, the College has an obligation to address discrimination, harassment, and sexual misconduct and, in order to conduct an effective investigation, complete confidentiality cannot be guaranteed. For information regarding confidential reporting of sexual misconduct, please read the section below or refer to the College's policy on sexual misconduct.

### REPORTING SEXUAL MISCONDUCT

**To the College:** If you believe you have been sexually assaulted or stalked or are a victim of dating or domestic violence, you are encouraged to report the occurrence to the College's Title IX Coordinator so the College may initiate and pursue an investigation of the event. If you wish to report an incident of sexual misconduct in a *confidential manner*, a list of community resources is available from the Title IX Coordinator. If you choose to report the incident in a confidential manner, the College may be unable to conduct an investigation into the matter or pursue disciplinary action against the alleged offender.

**To Law Enforcement:** If you would like to report the incident directly to law enforcement for criminal investigation, please call the Campus Police Department at 615-353-3273, your local law enforcement office or dial 911 if you need emergency assistance. The College will not share your information with law enforcement without your consent. I  DO  DO NOT want the College to share information with law enforcement at this time. Even if you choose not to report the crime now, you may do so later.

---

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

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

Preferred Contact Phone Number: \_\_\_\_\_

Preferred Contact Email Address: \_\_\_\_\_

Your relationship to the College:  Faculty  Staff  Student  Other

If faculty or staff, please list your department and primary work location or campus:

Name(s) of person(s) accused of wrongdoing: \_\_\_\_\_

1. On a separate page, describe all actions of the person(s) named above. Be as detailed as possible, and include the date, time, and place of each event(s) or conduct involved. Attach as many additional pages as necessary. **Please number and initial each page.**

2. Why do you think the person(s) treated you this way or committed this offense?

---

---

---

3. What effect has this had on you?

---

---

---

4. List the names and phone numbers, if known, of all witnesses tot the above-described events.

---

---

---

5. List the names and phone numbers of any person(s) with whom you have discussed the above-described events.

---

---

---

6. How would you like this matter resolved?

---

---

---

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit this form to:**

Jill Ferrand, Executive Director of Human Resources/Title IX Coordinator  
120 White Bridge Road  
Ellen Weed Building, Suite D-27  
Nashville, TN 37209  
615-353-3305

[eeocoordinator@nsccl.edu](mailto:eeocoordinator@nsccl.edu) or [titleixcoordinator@nsccl.edu](mailto:titleixcoordinator@nsccl.edu)

*All Nashville State Community College policies on Discrimination, Harassment and Sexual Misconduct are available online at <https://www.nsccl.edu/faculty-staff/human-resources.php>*