

## Cumberland University Title IX Incident Reporting Form

Instructions: Please complete this form to the best of your ability and submit it to the Title IX Coordinator as soon as possible, preferably within 24 hours of becoming aware of any incident.

Title IX Coordinator  
William R. "Rusty" Richardson  
Memorial Hall #101C  
615-547-1257  
[rrichardson@cumberland.edu](mailto:rrichardson@cumberland.edu)

If you are reporting an incident on behalf of someone else, whenever possible, please be sure the person disclosing information to you understands that this form is **Not Confidential**, and if you are a faculty or staff member that you are obligated to report this information to Cumberland University officials.

### Background Information:

Your full name: \_\_\_\_\_

Your position/title: \_\_\_\_\_

Your phone number: \_\_\_\_\_

Your e-mail address: \_\_\_\_\_

Your physical address: \_\_\_\_\_

Date of the incident: \_\_\_\_\_

Time of the incident: \_\_\_\_\_

Location of the incident:

On Campus – indicate location: \_\_\_\_\_

Off Campus – indication location: \_\_\_\_\_

Electronically (phone, email, text): \_\_\_\_\_

**Involved Parties:**

You are encouraged to include the names of all involved parties (complainant, respondent, witnesses, reporting party, etc.).

| Name | E-mail Address & Phone Number | Physical Address | Role (complainant, respondent, etc.) |
|------|-------------------------------|------------------|--------------------------------------|
|      |                               |                  |                                      |
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If you are reporting on behalf of someone else, how did you become aware of this incident/situation?

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If you are reporting on behalf of someone else, when did you become aware of this incident/situation? \_\_\_\_\_

Please describe the incident or nature of the complaint in as much detail as possible:

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Are there any other individuals to whom the incident has been reported? If so, please list the names, emails and phone numbers if known.

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If you are reporting on behalf of someone else, does the complainant know you are submitting this report? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is there supporting documentation/evidence of this incident? For example photos, e-mails, medical reports, video surveillance, text messages.  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what type of documentation/evidence? \_\_\_\_\_

Who has possession of the documentation/evidence? \_\_\_\_\_

**If you are the complainant, do you want to file a formal Title IX complaint at this time to initiate an investigation?**

\_\_\_\_\_ Yes      \_\_\_\_\_ No

Signature of person submitting this report: \_\_\_\_\_

Date report submitted: \_\_\_\_\_