

Title IX FAQs for Complainants

How do I make a report if I have information about a possible sexual misconduct incident?

You can use the following [UM CARES & Maxient Incident Reporting](#) form to report an incident of a possible sexual misconduct incident. You can also tell any faculty or staff member who will report it to the Title IX Coordinator.

[Report an Incident](#)

Can I talk to someone without filing a formal complaint?

Yes. You can speak with a Title IX Coordinator but let them know you do not want to move forward with a Title IX investigation.

How do I make a formal complaint about sexual misconduct?

To file a formal complaint, a document must be signed by a Complainant or the Title IX Coordinator (Dr. Tomeiko Scott), Deputy Title IX Coordinator for Employees (Ashley Baugh), or Deputy Title IX Coordinator for Students (Dawn Makofski) alleging sexual harassment against a Respondent and requesting the University investigate the allegation of sexual harassment.

What options do I have?

The complainant will have the option to pursue a Title IX investigation, choose not to pursue a Title IX investigation, request accommodations, and given instructions on how to press criminal charges with the University of Montevallo Police Department. Another option the complainant will have is resolving the incident through an Informal Resolution. However, to resolve through Informal Resolution, a formal complaint must be made.

What resources are available to me if I am a survivor of alleged sexual misconduct?

Yes. Counseling Services is a free resource on campus for students. Their office is located in the Puryear House. You can contact them directly at counseling@montevallo.edu and by phone at 205-665-6245. You also have these resources available to you. [Resources and Referrals](#)

Will the school notify my parents of the alleged sexual misconduct incident?

The university does not contact the parents of students involved in sexual misconduct incidents. However, the university will be able to share the details of your case with your permission and if you complete a [FERPA release](#) for your parent or guardian. We encourage students to tell their parents or guardians about these types of incidents.

What if other students start to harass or treat me differently because I pursued a Title IX investigation against another student?

Retaliation is strictly prohibited and we take allegations of retaliation against anyone seriously. Please document and share any instances of retaliation with the Title IX Investigators so the appropriate measures can take place.

What do I need to do to prepare for a Title IX investigation?

If you plan on bringing your own advisor, please complete the [FERPA release](#) online. Bring any evidence that will be beneficial for the Investigators to see. This includes text messages, pictures, videos, social media messages, and any other information that you deem important. Bring a list of witnesses if you have any.

Who is involved in a Title IX investigation?

There will likely be two Title IX Investigators gathering information about the incident. The complainant, respondent, and necessary witnesses will also participate in the investigation.

What does a meeting with the Title IX Coordinators look like?

At least one of the Title IX Coordinators will have an intake meeting with the complainant. In this meeting, the complainant will learn about their rights, options, and resources available to them. A No Contact Order may be put in place if both the complainant and respondent are members of the UM community. The meetings will be private and the purpose will be to collect evidence and information about the incident. Evidence and information that will be collected include, but is not limited to text messages, social media posts, personal statements, and police reports (if any). Respondents and complainants are encouraged not to delete any messages or posts after the incident occurs. All meetings with Title IX personnel concerning the event will be recorded for the accuracy of information and documentation.

How long does a Title IX investigation take?

A Title IX investigation takes time. Many schedules have to be weaved together. It is the responsibility of the Title IX Investigators to ensure a prompt, thorough, and fair process. However, the Investigators try to move through the process at a reasonable pace.

What happens if the Respondent withdraws or resigns from the university during a Title IX investigation?

If the respondent withdraws or resigns from the university, the investigation will be suspended. The University is not able to compel a non-student or non-employee to disciplinary action. Undergraduate Admissions and the Registrar will be notified that students cannot be readmitted. The employee will not be eligible for rehire.

Can I stop the investigation if it has already begun?

Yes. You are in control of this process. If you inform the Title IX Coordinator or Investigators you no longer want to move forward with the investigation, the Investigation will stop immediately. However, you can move forward with the investigation at any point in the future as long as you are a member of the University community.

Do I have the right to appeal the decision of a Title IX investigation?

Yes. If you disagree with the outcome of the determination made by the Title IX Hearing Panel, you will have five (5) days to appeal the decision to the appropriate Appellate Officer.

