Title IX Coordinator Report Template

TO: **President Herman J. Felton, Jr. J.D.**, **Ph.D**. President and Chief Executive Officer
FROM: **Dr. Danielle Brooks,** Title IX Coordinator
DATE: **October 30, 2026**
RE: Title IX Coordinator Reporting Requirements under Tex. Educ. Code § 51.253(a)

Under the Texas Education Code TEC, Section 51.253(a), the institution's Title IX Coordinator is required to submit a written report no less than every three months to the institution's Chief Executive Officer regarding reports received from employees who are required to report under the TEC, Section 51.252 regarding incidents of "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251.

The attached report includes information received between **July 2025 through July 2026**

For the purposes of complying with the Title IX Coordinator reporting requirements under Section 51.253(a), Appendix A, Table 1[1] of the attached report includes information regarding:

(1) The investigation of reports received from employees;
(2) The disposition, if any, of any disciplinary processes arising from those reports; and
(3) The reports for which the institution determined not to initiate a disciplinary process, if any.

To assist the Chief Executive Officer in complying with the Chief Executive Officer's reporting requirements under TEC, Section 51.253(c), Appendix A, Table 2 provides information on any disciplinary actions taken under TEC, Section 51.255.

To further assist the Chief Executive Officer in complying with the Chief Executive Officer's reporting requirements under TEC, Section 51.253(c), Appendix B is included as summary of Appendix A. The summary data in Appendix B is categorized based on the reporting requirements under TEC, Section 51.253(c). The reports received may be applicable in multiple reporting categories, and therefore, the summary data in the categories may not add up to the totals of other categories.

Note: Any additional reports received by the Title IX Coordinator that do not meet the required reporting criteria in TEC Sec. 51.252 have been omitted for the compliance purposes of this specific report.

[1] When identifiable, duplicate reports were consolidated into one case number and counted as one report in the summary data, and confidential employee reporting is noted by case number and as a sub-set to the total number of reports received.

Appendix A
Title IX Coordinator Report
July 2025 through **July 2026**

Table 1. Alleged Conduct Reported by Employees under TEC, Section 51.252

Report Number	Date Received	Alleged Conduct Reported by Employees Under § 51.252	Investigation Status	Disciplinary Status
2025-07-25	07/20/2025	*Sexual Assault*	*Formal Investigation Completed, Preponderance of Evidence Met for Sexual Assault*	*Final Result: Probation and supportive measures, building restrictions*
2025005401	*08/29/2025*	*Sexual Assault*	*Formal Investigation Completed, Preponderance of Evidence Met for Sexual Assault*	*Final Result: Probation and supportive measures, building restrictions*
2025005702	*10/12/2025*	*Dating Violence*	*Case Dismissed (Administrative Closure), Insufficient Complaint Information*	*Disciplinary Process: Not Applicable*
2026004002	*10/14/2025*	*Sexual Harassment*	*Case Dismissed (Administrative Closure), Insufficient Complaint Information*	*Disciplinary Process: Not applicable*
2025006301	*10/17/2025*	*Dating Violence*	*Investigation: Not Applicable; no identifiable information*	*Disciplinary Process: Not Applicable*
2025006401	*10/21/2025*	*Dating Violence*	*Informal hearing*	*Disciplinary Process: No Contact Directive*
2025000201	*10/22/2025*	*Dating Violence*	*Informal hearing*	*Disciplinary Process: Not Applicable*
IR00001655	*10/25/2025*	*Dating Violence*	*Investigation: Not Applicable; no identifiable information*	*Disciplinary Process: Not Applicable*
IR00001836	*01/14/2026*	*Dating Violence*	*Formal Investigation Completed, Preponderance of Evidence Met for Sexual Assault*	*Final Result: Probation and supportive measures, building restrictions*

2025010501	*01/15/2026*	*Sexual Assault*	*Formal Investigation Completed, Preponderance of Evidence Met for Sexual Assault*	*Final Result: Probation and supportive measures, building restrictions*
2025011602	*02/03/2026*	*Dating Violence*	*Informal hearing*	*Disciplinary Process: Not Applicable*
00001740	*02/06/2026*	*Sexual Assault*	*Formal Investigation Completed, Preponderance of Evidence Met for Sexual Assault*	*Final Result: Probation and supportive measures, building restrictions*
2025015301	*06/16/2026*	*Sexual Assault*	*Formal Investigation Completed, Preponderance of Evidence Not Met for Sexual Assault*	*Disciplinary Process: No Contact Directive Final Result: Not Responsible, Supportive measures, building restrictions*

Table 2. Alleged Conduct under TEC, Section 51.255(a)

Report Number	Date Received	Alleged Conduct Under § 51.255(a)	Investigation Status	Disciplinary Status

Appendix B
Summary Data Report

[Insert beginning date for report time period] through **[Insert ending date for report time period]**.

Texas Education Code, Section 51.252	
Number of reports received under Section 51.252	**12**
Number of confidential reports[2] under Section 51.252	0
Number of investigations conducted under Section 51.252	5
Disposition[3] of any disciplinary processes for reports under Section 51.252:	
a. Concluded, No Finding of Policy Violation	7
b. Concluded, with Employee Disciplinary Sanction	0
c. Concluded, with Student Disciplinary Sanction	5
d. **SUBTOTAL**	
Number of reports under Section 51.252 for which the institution determined not to initiate a disciplinary process	**7**

Texas Education Code, Section 51.255	
Number of reports received that include allegations of an employee's failure to report or who submits a false report to the institution under Section 51.255(a)	**0**
Any disciplinary action taken, regarding failure to report or false reports to the institution under **Section 51.255(c)**:	
a. Employee termination	--
b. Institutional intent to termination, in lieu of employee resignation	--

[2] "Number of confidential reports" is a sub-set of the total number of reports that were received under Section 51.252, by a confidential employee or office.

[3] "Disposition" means "final result under the institution's disciplinary process" as defined in the Texas Higher Education Coordinating Board's (THECB) rules for TEC, Section 51.259 (See 19 Tex. Admin. Code Section 3.6(e) (2019)); therefore, pending disciplinary processes will not be listed until the final result is rendered.