

# Reporting Options

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## Prohibition of Sexual Assault, Interpersonal Violence, Stalking, Sexual Harassment, and Sex Discrimination (HOP 3-3031).

### Third-Party Report

Any person, including non-University affiliates, may report an incident under [HOP 3-3031](#) to the Title IX Coordinator via the [online reporting form](#), via email at [titleix@austin.utexas.edu](mailto:titleix@austin.utexas.edu), via mail at 100 W Dean Keeton, Suite 4.204, Austin, TX 78712, or by calling (512) 471-0419, regardless of whether the person reporting is the person alleged to be subject to the complained-of behavior.

- A third-party report results in the Title IX Office reaching out to relevant Parties to discuss reporting options, such as those listed below, along with supportive measures and resources.

### Formal Complaint

Any person subject to an alleged incident under [HOP 3-3031](#) may [file a Formal Complaint](#) to initiate the appropriate Grievance Process. All Parties will receive a notification, in writing, about the Formal Complaint submission.

- There are four [Grievance Process tracks](#) under [HOP 3-3031](#). The University recognizes the right of a Complainant to report the incident and to receive a prompt and equitable resolution of the report or Formal Complaint.
- Note that the Title IX Coordinator may also file and sign a Formal Complaint based on any incident report received which will initiate the appropriate Grievance Process track.
- Under state law, if the Complainant requests in writing that the University not investigate a report, the University must inform the Complainant of the decision whether or not to investigate. If the University dismisses a Formal Complaint, the University must provide the Parties a written Notice of the Dismissal of the Formal Complaint, which includes the reason(s) for the dismissal.
- A Formal Complaint should include information relevant to the alleged conduct, including names of Parties and Witnesses, dates, and locations. If applicable, Parties in the investigation may present any information and evidence that may be relevant to the Formal Complaint.

### Information Report

An Information Report informs the University of an alleged incident, which allows the institution to provide supportive measures (see Section IV. (D) of [HOP 3-3031](#)) to the Parties and does not necessarily result in the initiation of a Grievance Process (as outlined in [HOP 3-3031](#)). All Parties who report incidents under [HOP 3-3031](#) will be offered individualized supportive measures. Should a Party later decide to sign a Formal Complaint, the Information Report may be re-opened.

- Note that the Title IX Coordinator may also file and sign a Formal Complaint based on any incident report received, including an Information Report, which will initiate the appropriate Grievance Process track.

### Anonymous Report

Any person may report incidents anonymously via the [online reporting form](#). A decision to remain anonymous may greatly limit the University's ability to stop the alleged conduct, collect evidence, or take action against Parties accused of violating [HOP 3-3031](#).

If you have questions about reporting options, please [contact the Title IX Office](#).