

Title IX/VI Reporting Guide

for Marist University Faculty and Staff

The following information will help you provide assistance to students who disclose experiences of discrimination, harassment, sexual misconduct, or other concerning behavior.

Listen

- **Listen non-judgmentally.** Accept the experience as the student describes it. Articulate that you believe the student and you want to provide support.
- **Validate the student's feelings.** "Thank you for sharing this with me. It was very brave.", "I am so sorry this happened.", "This must be so difficult. Thank you for reaching out for help."
- **Assure the student that it is not their fault.** Self-blame is especially common among survivors of sexual violence.
- **Do not make judgmental comments.** Do not comment on what could have been done differently or make statements that imply that the student could have avoided the harassment or assault.

Support

- **Discuss options.** Give them the Marist University Discrimination and Harassment policy which is located online at www.marist.edu/title-ix.
- **Reporting Process.** Please reassure your student about the reporting process. After a faculty or staff member reports for a student, the Title IX/VI coordinator will reach out. *All decisions are in that student's hands moving forward* (unless there is an active threat to campus).
- **Offer support, not justice.** You may provide advice, guidance, and information about your student's options for additional support, but do not take matters into your own hands, offer to confront the perpetrator, or investigate the incident on your own.
- **Offer company.** If your student is hesitant to get help, offer to accompany them to those who can help. Sometimes that is all it takes to help a student begin to take action.
- **Be sympathetic.** However, do not let your emotions get in the way of supporting the student.

Refer

- **Please Remember...** When a student shares information about any form of discrimination, you are *not expected to take on the role of counselor*.
- **Confidential Resources.** *It is important to share with students that you are not a confidential resource.* The information will be kept private. We have three confidential resources on campus: Counseling Services, Health Service, and the Director of Spiritual Life and Service. These resources are not mandated to report to the Title IX/VI Office. All other Marist faculty and staff members are required to report.
- **Resource Card.** All offices on campus should have Title IX/VI resource cards available for faculty and staff members. Title IX/VI resource cards have the contact information of on- and off-campus resources, along with reporting options for students. *If your school or office does not have these cards available, please reach out to eliza.benfer@marist.edu.*

Report

Contact the Title IX and VI Coordinator: titleix@marist.edu

- **What to Include.** When making a report to the Title IX/VI Office, please include the student's full name, CWID, and a brief description of what they disclosed to you.
- **Minimizing Re-Traumatization.** If the student chooses to file a formal complaint, they will recount their story in full detail to the Civil Rights Investigator. Please remind them of this before they decide whether or not to tell you their full story.