Assisting Students Who Report Sexual Misconduct or Harassment
Guidance for Faculty and Staff

Sexual misconduct includes attempted or completed:

- Non-consensual sexual contact
- Non-consensual intercourse
- Sexual exploitation
- Intimate Partner or Dating Violence
- Stalking
- Gender or sex based harassment

RESPONSE CHECKLIST

✓ **Address any imminent threat** – Assess situation for immediate danger or injury to the survivor, yourself or anyone else. Contact JMU Police at (540)568-6911 or call 911 if needed.

✓ **Do NOT promise confidentiality** – instead promise discretion. Before a student shares confidential information:
  - Let the student know that you are willing to help but are obligated to inform the Title IX Coordinator about the matter including details of who, when, where and what happened.
  - Inform the student that he or she may request to the Title IX Coordinator that no further action be taken by JMU including that JMU will not conduct an investigation.
  - Inform the student that there are confidential resources available if he or she does not want to disclose more to you.

✓ **Be Supportive** – Let the student know that JMU wants to help and has resources and processes to support students and investigate reports.

✓ **Give the student a copy of the JMU Sexual Assault Resource Map**

✓ **Encourage the student to contact the Title IX Office** if the student wants help coordinating campus services and interim measures such as changes to living situations, no-contact orders, and academic relief. Offer to accompany the student or arrange an appointment.

**After completing the checklist**

✓ **Report all incidents** to the Title IX Coordinator by direct contact or by completing the Sexual Misconduct Incident Reporting Form on the Title IX webpage. This form is private and sent directly to the Title IX Office.

✓ **Report the incident to the Department of Social Services within 24 hours if the victim is a minor** at 1-800-552-7096.

RESPONSES TO AVOID

✗ **Do not promise confidentiality** unless you are a JMU designated confidential resource.

✗ **Do not provide care, counsel or guidance beyond your expertise.** Instead promote the appropriate expert survivor resources (e.g. the Counseling Center, The Well, and Title IX Coordinator)

✗ **Do not discourage the student from further reporting.** Do not act skeptical or defensive. If you have doubts about the incident, keep them to yourself.

✗ **Do not minimize the incident or its impact on the victim.**

✗ **Do not speculate about motives or circumstances regarding the incident.**

✗ **Do not promise an outcome.**

**Title IX Office**

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