



Stephens College

Title IX/VAWA Resource Guide for Mandatory Reporters and Witnesses

Title IX and the Stephens College Equal Opportunity, Harassment and Discrimination Policy prohibit:

- Sexual Harassment
- Sexual Assault
- Domestic Violence
- Dating Violence
- Stalking
- Sexual Exploitation
- Other forms of Sex- or Gender-based Misconduct

For more information about the policy or to make a report go to www.stephens.edu/titleix.

If Someone Tells You They Have Experienced Sexual Misconduct

What To Do:

1. If someone tells you they have experienced sexual misconduct (sexual harassment, sexual assault, domestic violence, dating violence, or stalking) first offer them support. Listen to them and encourage them to seek help and counseling as soon as possible.
2. The person's health and safety should be your primary concern. If safety is an immediate concern, call 911.
3. Provide a Title IX/VAWA Survivor Resource Handout to the person who has experienced misconduct or direct them to the Resources page at www.stephens.edu/titleix.
4. Report the incident ASAP to the Title IX Coordinator.
5. If there is any question about how to proceed after a conversation with someone who has experienced misconduct, call and consult with the Title IX Coordinator.

Why You Should Report:

1. To ensure that the person has access to all of the available resources.
2. To identify and address any patterns, trends, or systemic problems.
3. To keep our campus safe.

How to Report

1. Title IX Coordinator, Shannon Walls – Call (573) 876-7250 or Campus Ext. 4250 or Email sbwalls@stephens.edu
2. File a Report Online at www.stephens.edu/titleix
3. In-Person in Stamper Commons Student Development Office, Suite 202

What To Say

LISTEN, BUT INFORM – “Thank you for sharing your story with me.” While it may seem counterintuitive when someone is opening up to you, it is critically important not to promise confidentiality and to inform them of your obligation to report to the Title IX Office anything they share with you. If they wish to continue, let them tell you their story at their own pace. Use non-verbal clues to let them know you’re listening. Don’t interrogate or ask judgmental questions.

BELIEVE – “I’m so sorry this has happened to you.” By telling you their story, they are placing tremendous trust in you. The first response they receive when sharing it has a huge impact on what they do next.

SUPPORT – “How can I help you?” Tell them there are many resources available to support them, both at Stephens College and in the community. As appropriate, share avenues for help (listed below), but don’t pressure them to do anything they are not ready to do. *Tell them they have the right to choose to whom they speak, what resources they will use, what they say, and when they will say it.* You can offer support in connecting them to the Title IX Office and/or seeing medical treatment and notifying law enforcement. Refer them to our Policies and Web site Information can turn a victim into a survivor!

If they prefer confidential support, you can refer them to the College’s Counseling Center.

REPORT – “I may be required to report to the Title IX Coordinator who will make sure you receive the appropriate care, will provide you with support measures, and will oversee your grievance resolution process (should you choose to pursue one).” Record and Report everything that is shared with you including the names of those involved, locations and times/dates. Everything that is shared with you must be relayed to the Title IX Office. Even if the person does not want to participate in an investigation, you must report it. If a Complainant has requested that a Mandatory Reporter maintain the Complainant’s anonymity, the Mandatory Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandatory Reporter can consult with the appropriate member of the Equity Compliance Team on that assessment without revealing personally identifiable information. All other details shared with the Mandatory Reporter must be shared with the Title IX Coordinator. Beyond this, assure the person that you will keep all the shared information private.

Retaliation Policy

It is a violation of Stephens College policy to retaliate in any way against a student or employee because that individual raised allegations or was accused of discrimination, harassment, or sexual misconduct. It is important to assure a person that discloses possible policy violations to you that they are protected in this way.



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