



Title IX Reporting Requirements

Dear Faculty and Staff,

As part of our commitment to maintaining a safe and inclusive learning environment, we want to remind you of your obligations under Title IX regarding sexual harassment, discrimination, and misconduct.

Mandatory Reporting Responsibilities

As faculty and staff, you are considered **mandatory reporters**, unless you fall within the exceptions¹ you are required to report any incidents of sexual harassment, discrimination, or misconduct that come to your attention. This includes:

- Reports made by students, faculty, or staff regarding harassment, assault, dating violence, or stalking.
- Observations or knowledge of conduct that may violate Title IX policies.
- Concerns related to retaliation against individuals who report or participate in investigations.
- You do not need to determine whether an incident qualifies as a Title IX violation before reporting it. If the matter does not meet the criteria for a Title IX case, our office will ensure it is directed to the appropriate department. Your responsibility is simply to report not to assess or interpret the situation.

¹ For the **exception to apply**, the individual must be **actively providing** the relevant service or acting **under the privilege** at the time the report was made. A casual conversation or information received by a student, staff, or faculty member outside of their professional capacity does **not** satisfy the exception.

Who is considered a Privileged and/or Confidential Person:

- **Licensed Counselors and Therapists** – Mental health professionals offering confidential services are generally exempt from mandatory reporting.
- **Health Care Providers** – Medical professionals, such as doctors and nurses, providing treatment typically do not have to report incidents without the survivor's consent.
- **Clergy** – When acting in a pastoral or confessional role, clergy members may be exempt due to religious confidentiality laws.
- **Sexual Assault Advocates/Victim Support Services** – Confidential victim advocates, often affiliated with crisis centers, may not be required to report incidents without the survivor's permission.
- **Attorney-Client Privilege** - Communications between an attorney and their client, including legal aid services at universities, are generally confidential.



How to Respond When Someone Discloses an Incident

If someone shares an experience with you, your role is to **listen, provide support, and report the incident**. You are not an investigator, but asking clarifying and supportive questions can help ensure the individual receives appropriate resources and assistance.

Key Questions to Ask:

- **"Are you safe right now?"** – Ensure immediate safety and refer to emergency services if needed.
- **"Would you like to talk to someone confidentially?"** – Offer counseling or victim advocacy services.
- **"Can you tell me what happened?"** – Allow them to share at their comfort level, without pressing for unnecessary details.
- **"Have you received medical attention or support?"** – Encourage seeking medical care if relevant.
- **"Would you like to file a formal report?"** – Inform them of their rights and options but clarify that, as a Responsible Employee, you must report the incident to the Title IX Office.
- **"How can I support you?"** – Validate their experience and refer them to appropriate campus resources.

How to Report

All reports should be directed to the **Title IX Coordinator** as soon as possible. You may submit reports via:

- **Email:** rlassonnier@oakwood.edu and/or tixc@oakwood.edu
- **Phone:** (256) 726-8339 or (256) 479-7223
- **Online Reporting Form:** https://oakwood-advocate.symplicity.com/public_report

Confidentiality, Trust, and Our Shared Responsibility for Safety

Ensuring the safety and well-being of our campus community is not just an individual responsibility it is a collective commitment. Reporting incidents is not just about compliance; it is a necessary step to prevent future harm and protect our students, faculty, and staff.

"If you see something, say something. If you hear something, say something."

We cannot take action to prevent similar occurrences if we do not know what is happening. Every report plays a vital role in fostering a culture of safety, accountability, and trust. Your actions today can help prevent harm tomorrow.



At the same time, confidentiality is key to building and maintaining trust. While you are required to report incidents, it is essential to handle disclosures with care and sensitivity. Let individuals know that their privacy will be respected to the fullest extent possible and that sharing their experience is a courageous step toward justice and support.

By working together, we create a thriving, respectful, and secure environment where all members of our community can learn and grow without fear. Let's continue to uphold these values and ensure that no one feels unheard, unprotected, or unsupported.

Thank you for your dedication to maintaining a safe, respectful, and inclusive campus.

Kind regards,

Ricquelle Lassonnier

Ricquelle Lassonnier, Esq.
Title IX Coordinator
Oakwood University