

# How to Report

## Mini Training Module– SUMMARY



### What to Report

Sexual misconduct = dating violence, domestic violence, sexual assault (including rape), sexual exploitation, retaliation, sexual harassment, anything sexual in nature could be reported. If an individual is not sure if they should report, contact the Title IX Coordinator! Better safe than sorry!

### Mandatory Reporters

All University Officials, Volunteers and Employees (including student employees) are obligated to report incidents of sexual misconduct of which they become aware to the Title IX Coordinator or designee (exceptions can be found in the Sexual Misconduct Policy).

### Report versus a complaint

Making a report is different from filing a formal complaint. A report is defined as notification of an incident of sexual misconduct to the Title IX Coordinator or designee by any person. A report may be accompanied by a request for (1) supportive measures; (2) no further action; (3) a formal complaint and a request to initiate a formal resolution process (investigation); and/or (4) an informal resolution process.

### How to make a non-emergency report to a University Official

**TITLE IX COORDINATOR** – The Title IX Coordinator can provide students, faculty, and staff a comprehensive review of all rights, options, support measures, and resources. (M-F between 8-4:30 PM; 570-389-4808)

**OFFICE OF THE DEAN OF STUDENTS (DOS)** – Student cases can be reported to this office; DOS can also provide initial Title IX services. (M-F between 8-4:30; 570-389-4734)

**CAMPUS WOMEN'S RESOURCE CENTER**- Student cases may be reported to this office; the Center can also provide initial Title IX services. (M-F between 8-4:30 PM; 570-389-5283)

**ELECTRONIC AND ANONYMOUS** reports may be filed using the appropriate links below. While anonymous reports are accepted, the University's ability to address misconduct reported anonymously is significantly limited.

Individuals may also file a report electronically by emailing [titleIXcoord@bloomu.edu](mailto:titleIXcoord@bloomu.edu)

### Resources

There are on and off campus resources available. If an individual is not sure what resources is best for them, contact the Title IX Coordinator. A comprehensive list of resources is available online.

[www.bloomu.edu/Title\\_IX](http://www.bloomu.edu/Title_IX)