

If an incident of sexual misconduct or suspected sexual misconduct is shared with you:

STEP 1. Care for the student - ensure they are safe and provide non-judgemental support.

STEP 2. Inform the student that you are a responsible party, and that you are required to share any information they tell you with the Title IX Coordinator. Inform the student that they will receive an email from the Title IX Coordinator offering to meet with them in person to provide support and resources. The student can choose whether or not to meet with the Title IX Coordinator and which options (if any) they are interested in pursuing.

STEP 3. Connect the student with support resources.

Offer options and let the student guide the conversation about which resources they are interested in pursuing.

Title IX Coordinator, Laura Riehle-Merrill	lriehlem@carleton.edu / 507-222-4028
Title IX Deputy for Faculty & Staff, Heidi Jaynes	hjaynes@carleton.edu / 507-222-4447
Student Health and Counseling (SHAC) (confidential)	507-222-4080 (business line) 855-705-2479 (24-hour hotline)
Chaplain's Office (confidential)	507-222-4075
Campus Security	507-222-4444
Hope Center (Off-Campus Confidential Resource)	800-607-2330 (24-hour)

STEP 4. Contact your Title IX Coordinator directly or fill out a [Community Concern Form](#) to make the required report.

Report what you are told of the incident according to your school's policies. Best practices encourage you to report promptly with the information as it was explained/provided to you, and to follow additional directions from your Title IX Coordinator as needed. Reporting should be done regardless if the information comes from a student-athlete or not.

Reportable sexual misconduct includes:

- sexual assault
- intimate partner violence
- stalking
- sexual harassment
- sexual exploitation
- sexually inappropriate conduct

