THANK YOU

REGIS UNIVERSITY

REGIS UNIVERSITY
TITLE IX
Faculty Resource Guide
As a member of the Regis University faculty, you are in a position of trust and leadership for many in the Regis community. You are seen as a mentor, a teacher and an advisor. As a result, you are able to offer support and guidance to students who come to you for help. This document provides recommendations on how to best support students who have experienced sexual misconduct or sexual violence.

Remember that you are not expected to, nor should you, act as a counselor or therapist. One of the most important ways to support students is to help connect them to critical resources and encourage them to use those resources. Examples of resources on campus include counseling, health services and academic support.

Keep in mind that the choice to report or not report to the police or the University is the student’s right. In order to preserve this choice and to maintain compliance under Title IX, it is important that you let the student know about your obligation to report known sexual misconduct of any kind to the University before he or she discloses reportable information to you.
WHAT IF I LEARN ABOUT A SEXUAL ASSAULT OR OTHER FORM OF SEXUAL MISCONDUCT?

STEP 1: ADDRESS SAFETY

In those cases where a student contacts you immediately following an incident, ask if the student is in any imminent danger, especially if he or she is not physically with you. If the student is in danger, or there is a known risk to the student or the community, call 911.

In all cases, ask about the student’s current sense of safety; if he or she does not feel safe, talk about interim measures such as a no-contact order or accommodations for housing and transportation. Explain that these measures are available even if the student does not want to file a report with the police or with the University.

STEP 2: ADDRESS HEALTH

There are psychological and medical risks that may follow untreated sexual assault. Many students attempt to minimize or deny their experience. If the student is willing to follow up with a medical evaluation and/or counseling, be supportive of his or her decision.

Keep in mind that many injuries may be internal and not visible. Encourage the student to get medical attention and request a SANE (Sexual Assault Nurse Examiner) / SAFE (Sexual Assault Forensic Exam). Survivors should seek medical assistance as soon as possible, ideally within 72 hours after the incident and preferably within seven days after the occurrence. Explain to the student that taking a SANE/SAFE exam does not mean that he or she is making a report to the police or to the University.

In addition, a sexual assault can place students at risk for contracting sexually transmitted infections (STIs). A health care provider can help evaluate the student’s risk of contracting various STIs and the student’s risk of pregnancy. Immediate evaluation and medication can prevent some STIs. Remind the student that some services are available on campus through Student Health Services, which can be reached at 303.458.3558.

For a complete list of medical facilities and information about the sexual assault nurse examiner / forensic examination exams (SANE/SAFE) visit: regis.edu/titleix.

STEP 3: EXPLAIN THE LIMITS OF CONFIDENTIALITY

Regis requires all University faculty members to report incidents of sexual misconduct and sexual violence involving students, so it is best to inform the student of this as early in the conversation as possible. Please see the script below for more information about discussing reporting responsibilities with students before they disclose to you.

STEP 4: PROVIDE SUPPORT AND BASIC CRISIS INTERVENTION

Be supportive, nonjudgmental and empathic. The best way to support a student who has experienced sexual misconduct or sexual violence is to empower him or her by providing information to help him or her make informed decisions. Avoid giving advice. Instead, encourage the student to make his/her own choices.

STEP 5: HELP THE STUDENT IDENTIFY OPTIONS FOR OBTAINING HELP

Provide the student with resources on campus and in the community. Information about campus and off-campus resources, levels of confidentiality, reporting obligations and how to file a report can be found at: regis.edu/titleix.

STEP 6: NOTIFY THE TITLE IX COORDINATOR

When a student shares details of sexual misconduct or sexual violence, you must share that information with the Title IX coordinator. Jeannette Grey, the Title IX coordinator, can be reached at: 3333 Regis Blvd, West Hall K-4; Room 107E, Denver, CO 80221-1099 and 303.458.4906.
You can still help a student without hearing details of the incident. It is important to point out to students that if they report the incident, the University will make every effort to maintain confidentiality to the extent possible before, during and after any investigation. You also can tell the student that information will only be shared with those who need to know and that parents will not be informed unless the victim is a minor or the University is required to report under federal or local laws.

Many students who have experienced sexual misconduct or sexual violence request confidentiality because they fear that if an investigation takes place, they will be disciplined for drug use or alcohol consumption. The student should be advised that victims of sexual violence or any other form of sexual misconduct will not be disciplined if they were under the influence of alcohol or drugs at the time of the incident.

Other students request confidentiality because they fear retaliation. Students should be informed about the University’s “No Retaliation Policy” and the protective measures available to them (such as no-contact and restraining orders).

If you believe a student is about to disclose an incident of sexual misconduct or sexual violence, explain to the student that you are a mandatory reporter before he or she makes the disclosure. While it is the student’s right to choose whether to report to the University, as a mandatory reporter at Regis, you are required to report to the Title IX coordinator.

If the student wants to talk to someone without any personally identifying information being reported, refer him or her to on-campus and off-campus confidential resources. These include:

- Mental health counselors and staff at the
  - Northwest Denver Campus: Office of Counseling and Personal Development 303.458.3507, available 24/7
  - Broomfield Campus: Center for Counseling and Family Therapy 303.964.5786
  - Colorado Springs Campus: Center for Counseling and Family Therapy 719.264.7027

- Jesuits (when acting in their role as priests): 303.458.5725
- University Ministry staff (excluding peer ministers): 303.458.5725
- Violence Prevention Program Coordinator (confidential for victims only): 303.458.4029
- The Blue Bench (comprehensive community sexual assault prevention and support center): 24-hour hotline available at 303.322.7273

A complete list of community resources can be found at regis.edu/titleix.

**HOW SHOULD I ADDRESS REQUESTS FOR CONFIDENTIALITY?**

It is helpful to:

Once you disclose your reporting responsibility, listen to the student’s account of what happened if he or she chooses to tell you.

Validate the student’s choice to reach out to someone. “It takes a lot of courage to share your experience,” is a simple way to convey your support and understanding.

Focus on choices that must be made first. It can be overwhelming to consider the implications all at once: police intervention, medical care, whom to tell, work and school arrangements, counseling support, etc. Some decisions can wait. Immediate threats to health and safety come first.

**HOW CAN I BEST SUPPORT A STUDENT WHO HAS EXPERIENCED SEXUAL MISCONDUCT OR SEXUAL VIOLENCE?**
THINGS TO AVOID:

➤ Do not touch the student without permission, not even to give the student a hug or a reassuring touch. After sexual misconduct and sexual violence, you should ask permission for all contact, starting with “are you comfortable sitting/speaking here?” and “can I sit with you?” etc.

➤ Avoid saying anything judgmental, such as “why didn’t you call me to give you a ride home?” or “how could you let him get away with that?” Such statements intensify self-doubt and self-blame.

➤ Do not contact parents. The student is protected by the Family Educational Rights and Privacy Act (FERPA) and other privacy laws, and disclosing the details of the incident to anyone other than required parties on campus could be a violation of the student’s rights.

➤ Don’t press for details of what happened. Let the student decide how much information is shared with you.

➤ Avoid letting the conversation go on indefinitely. Work patiently toward helping the student determine the next steps.

➤ Do not insist that the student use any particular option, such as reporting to police, no matter how strongly you think it would be the right thing to do.

➤ Do not disclose your own history or experiences with sexual misconduct or sexual violence. There is a time and place to speak out, but right now the focus is on the student you are assisting. When students are in crisis, they often try to take care of others, which deflects attention from the immediate problem.

➤ Do not provide health care, even Advil or a Band-Aid, unless you are a medical professional. The student may have been drugged, could be on existing medication, or could react negatively – providing any sort of medical care could also impede the collection of evidence if the student decides to go forward with a SANE/SAFE exam.

➤ Do not suggest that the student have future contact with the perpetrator, including mediation or trying to “talk things out”.

➤ Do not threaten or condone violence or other retaliation or consequences against the perpetrator.

➤ Give options, not advice. Sexual misconduct and sexual violence are usually a power-based offense, and strips a person of his or her agency. By providing options, you are giving back the student some of his or her autonomy and control.

➤ Give written information and referrals. The person may be too distressed to clearly remember details of the conversation. Resources are listed under the University Nondiscrimination and Sexual Misconduct Policy available at regis.edu/titleix. Printable resources, including pamphlets, are available on the Violence Prevention Program website at regis.edu/violenceprevention.

➤ If the student chooses to go to the hospital for a SANE/SAFE exam, encourage him or her not to shower or brush teeth. If the student wants to change clothes, inform him or her about preserving evidence by putting the worn clothes in a brown paper bag and bringing them to the hospital. Give the student the SANE/SAFE information sheet available at regis.edu/titleix.

➤ If the student is resistant to seeking out resources, you can talk to him or her about the importance of seeking support from others but always respect the student’s choice.

➤ Encourage the student to identify a supportive friend or family member who can accompany the student to any subsequent appointments, be a shoulder to lean on, and provide continued support. It is important to build the student’s support network at this time.

➤ Talk to the student about common feelings of self-blame, fear of being disbelieved, feelings of shame – the validation/support of a friend can be helpful in countering these feelings as well.

➤ Remind the student that if he or she was under the influence of drugs and/or alcohol in violation of the Student Handbook at the time of the incident, he or she will not be subject to discipline when reporting sexual misconduct.

➤ Do not disclose your own history or experiences with sexual misconduct or sexual violence. There is a time and place to speak out, but right now the focus is on the student you are assisting. When students are in crisis, they often try to take care of others, which deflects attention from the immediate problem.
WHAT ARE SOME HELPFUL THINGS I CAN SAY WHEN A STUDENT HAS EXPERIENCED SEXUAL ASSAULT OR SEXUAL VIOLENCE?

It is almost always difficult for someone who has experienced trauma to talk about the experience. It is important to respond empathically and promptly to such disclosure. Initially, some responses that can be helpful are:

| “I can see that this is difficult to talk about.” |
| “I’m sorry this happened to you. I want to help you find the support you need right now.” |
| “I’m glad you came to talk to me.” |
| “It takes a lot of courage to decide to talk about your experience.” |
| “What can I help you with right now?” or “What do you need to move forward?” |

If the student is blaming themselves about what happened:

| “It’s not your fault.” |
| “You didn’t ask to be assaulted.” or “You weren’t asking for it.” |
| “Whatever you did to get through it was the right thing to do.” |

HOW CAN I KNOW IF THE STUDENT IS SHOWING SIGNS OF TRAUMA?

Sexual misconduct and sexual violence are traumatic experiences. Many victims suffer post-traumatic effects. Students who have experienced sexual violence may show signs of trauma, including change in behavior, social withdrawal, increased substance use and academic difficulties.

The following are common reactions of trauma:

- Guilt, often presented as ethical self-criticism (“I should have left with everyone else.” or “I shouldn’t have had that much to drink”) rather than as a feeling (“I feel betrayed.” or “I am embarrassed that I drank that much.”)
- Dazed, shut-down look; staring at objects or body, lack of eye contact
- Difficulty recalling events, changes in the story of the incident
- Displaced feelings (angry at a friend or submissive behavior toward health care providers)
- Protective of perpetrator (“I don’t want to get my friend or date in trouble.” or “I was beating on his chest and saying ‘no’, but I guess he didn’t hear me.”)
- Denial of the impact of the event (“I’m fine.” or “It wasn’t that bad.”)
- Jumpy, easily startled
- Confusion about what happened, what to do, or feeling apprehension around making decisions.

You may want to talk with the student about counseling services. Students can contact the Office of Counseling and Personal Development at 303.458.3507 or the Center for Counseling and Family Therapy in Broomfield at 303.964.5786 and in Colorado Springs at 719.264.7027.
If a student discloses sexual misconduct or sexual violence to you, please contact one of the following persons as soon as possible. They will assist you in filing a report.

- Jeannette Grey, Title IX Coordinator (located in Human Resources): 3333 Regis Blvd, K-4, Denver, CO 80221-1099; West Hall, Room 107D; 303.458.4231; jgrey@regis.edu
- Stacey Green, Deputy Title IX Coordinator (located in Student Life): 3333 Regis Blvd, J-8, Denver, CO 80221-1099; Student Center Room 223; 303.458.4086; smgreen@regis.edu
- Kelly McLaughlin, Deputy Title IX Coordinator (located in Athletics): 3333 Regis Blvd, F-20, Denver, CO 80221-1099; Field House Room 210B; 303.458.4071; kmclaughlin001@regis.edu

Under the Clery Act, faculty members who have significant responsibility for student and campus activities are campus security authorities and are mandated to report sexual misconduct to Campus Safety.

---

WHERE SHOULD I REPORT INSTANCES OF SEXUAL ASSAULT?

WHAT INFORMATION SHOULD I GATHER IF THE STUDENT WANTS TO REPORT?

You are not expected to be an investigator. However, it is important to make note of the following information:

- When and where the incident occur?
- Was the perpetrator someone the victim knows? If victim knows the perpetrator, was it a Regis student or a member of the Regis community?
- Were there witnesses? If so, who?
- Who else has the student told about the incident?
- Was force, violence or alcohol used or were drugs or weapons used during the encounter?
We recommend that all faculty members communicate their responsibility to report disclosures of sexual misconduct and sexual violence. One way to do it is to include information in the syllabus.

Wording examples are:

**OPTION 1:**
Regis University’s faculty is committed to supporting our students and upholding an environment free of sexual violence and gender-based discrimination. If a student chooses to confide in a member of Regis’ faculty regarding an issue of sexual violence, dating violence, domestic violence and stalking, that faculty member is obligated to tell the University’s Title IX coordinator. Students who have experienced sexual violence can choose to disclose their experience confidentially to certain University’s members.

For resources and more information about your options, please go to regis.edu/TitleIX.

**OPTION 2:**
In this class, the topic of sexual violence may emerge in readings, films and class discussion. Or you may select it as your own writing topic. Making a personal connection with the topics studied can be meaningful, but please be aware that the University’s Nondiscrimination and Sexual Misconduct Policy generally requires faculty to report any personal disclosure of sexual violence, dating violence, domestic violence and stalking. There is an exception to this requirement for students who disclose events that occurred before they joined the Regis University community. Students who have experienced sexual violence can choose to disclose their experience confidentially to certain University members.

For resources and more information about your options please go to regis.edu/TitleIX.

**SHOULD I INFORM ALL STUDENTS ABOUT MY RESPONSIBILITIES UNDER THE UNIVERSITY’S POLICY?**

**WHAT IF A STUDENT DISCLOSES AN EXPERIENCE OF SEXUAL MISCONDUCT OR SEXUAL VIOLENCE IN AN ACADEMIC ASSIGNMENT?**

Often, students who have experienced sexual misconduct or sexual violence remain silent about their experience because of the myriad of obstacles they must face in reporting such conduct. Very few students who have experienced this talk about what has happened to them. Professors—especially in fields like criminal justice, psychology and sociology—may be viewed as support systems for students because of their expertise. Sometimes particular assignments also prompt students to disclose their histories with victimization.

Generally, under Regis’ Nondiscrimination and Sexual Misconduct Policy, faculty members are mandated to report students’ disclosures of sexual misconduct and sexual violence. However, disclosures of sexual misconduct during a Take Back the Night or similar events are not required to be reported. In addition, prior life disclosures made in the course of student academic work that do not involve accusations against a Regis community member and that took place prior to the student’s enrollment at Regis, are not required to be reported. Keep in mind, any situation that poses a risk to the community needs to be reported.

For instance, if an assault happened when the student was 18 or over and the assault does not involve members of Regis’ community (i.e. the student’s senior year of high school, etc.), the faculty member does not need to report it.
It is important that you take care of yourself. Regis University employees may be eligible to use the Employee Assistance Program (EAP):

- **Provider:** Ability Assist
- **Phone:** 800.964.3577
- **Website:** www.guidanceresources.com/groweb/login/login.xhtml
  Website: (use organization ID - HLF902)

**WHAT SUPPORT CAN I GET IF I AM FEELING STRESSED AFTER A STUDENT DISCLOSES TO ME?**

**WHAT ARE OTHER USEFUL WEBSITES I CAN VISIT TO BETTER UNDERSTAND SEXUAL MISCONDUCT, SEXUAL VIOLENCE AND SUPPORTING STUDENTS?**

- [Not Alone](https://notalone.gov)
- [Clery Center for Security on Campus](https://clerycenter.org)
- [The Blue Bench](https://thebluebench.org/contact)
- [End Violence Against Women International](https://evawintl.org)
- [Office for Victims of Crime](https://ojp.gov/ovc/training/index.html)
- [The Victim’s Rights Law Center](https://victimrights.org)
- [The National Sexual Violence Resource Center](https://nsvrc.org)
- [American College Health Association](https://acha.org)
- [SAFER (Students Active For Ending Rape)](https://safercampus.org)
- [Faculty Against Rape (FAR)](https://facultyagainstrape.net)
- [The NCHERM Group](https://ncherm.org)
- [ATIXA](https://atixa.org)
- [NACUA](https://nacua.org)
Every incident is different, and it is important that students feel like we are giving them individual support when they decide to disclose to us. Following a script could feel cold and unreceptive, and further alienate the student from seeking support or making a report.

We drafted the conversation below as an example of one that faculty members could have with a student. You are encouraged to make notes and to use pieces of the conversation if they seem applicable. You are also encouraged to implement the resources and suggestions provided throughout this document to inform your conversations with students.

A student comes to your office. She looks distressed and tired. You ask her if she is fine and she answers that she is “not sure.” She said that something bad may have happened to her the night before when she came back to her dorm. She said that she is not sure what happened because she went to a party earlier that night and she had a few drinks. She woke up naked in a male student’s room. She can’t remember anything after they left the party to walk to the residence hall. She looks confused and tells you that you shouldn’t say anything to anyone because she doesn’t want anyone to find out and she doesn’t want the male student to get in trouble because she is not sure.

WHAT DO YOU DO?

Faculty (as soon as the student says that “something bad may have happened to her”): Thanks for coming in. You are safe here. I appreciate you trusting me with this information, but before you tell me more about what happened, I want you to have information about your right to report or not to report and who you can talk with confidentially. This is important because if the situation you want to discuss involves any form of sexual misconduct, I need to tell you that I am a mandatory reporter, and I must report any information you share with me to University officials.

I want to be respectful of your choice to report or not to report the incident. If you prefer to discuss the situation openly and confidentially you can always talk with campus mental health counselors and staff, the Violence Prevention Program coordinator, Jesuits (when acting in their role as priests) and University Ministry staff (excluding peer ministers). They can help you decide. I can give you their contact information if you wish.

Student: No. I really don’t want anyone to know. I just thought you might help me. I don’t know what to do.

Faculty: I can help you. Are you OK? If you need medical attention, I can contact 911 or call an ambulance. Do you have Campus Safety’s phone number? Let me give it to you in case you need it. It is 303.458.4122. It is always a good idea to have this number saved on your phone.

Student: Oh no, no. I don’t need to go to the hospital or call the police. I am fine. I don’t want you to talk with the police. I just wanted to talk with you.

Faculty: Well thank you for reaching out to me for support. I still can help you if you don’t want anyone else to know. I am not sure if this applies to your situation, but there are many resources for victims of sexual assault, dating violence and domestic violence. When something painful happens, it often helps if you don’t try to carry it alone. We can contact the Office of Counseling and Personal Development or the Violence Prevention Program coordinator. They can certainly support you and they won’t share personally identifiable information with anyone else.

Student: I’m not sure...

Faculty: If you feel more comfortable talking with someone outside the University, you can contact the Blue Bench, an external organization that supports people who have experienced sexual violence. One of their advocates could help you understand your options and guide you through the process. Their number is 303.322.7273.

Student: But they don’t know me or the school or our policies or anything.

Faculty: The University’s policy has a complete list of resources on-campus and off-campus (see the Nondiscrimination and Sexual Misconduct Policy pages 26-30). Let me give you a printed copy and we can go through it. That way you have it with you and can look back at if you think of questions once you leave.
**Student:** This is a lot to think about and to try to understand. I don’t know if I want to do this anymore.

**Faculty:** There are many decisions you may need to make. It may help if you focus on the things that need to be addressed first.

Whatever happened to you, it is not your fault and now you need to take care of yourself first. If somebody sexually assaulted you, you should consider taking a SANE/SAFE exam – that will look for injuries you may not even know you have, and the medical facility can even document and store the information gathered in case you want to make a report in the future. Immediate medication and evaluation can prevent some sexual transmitted infections and they can check if there are traces of date rape drugs in your system.

**Student:** But, if I go to a hospital, I am afraid that the police will be notified or what if somebody reports my visit to the University?

**Faculty:** Taking a SANE/SAFE exam does not mean that you need to file a report with the University or with the police. Reporting is your decision and you can make it now or you can think about it. You can even discuss this with a counselor or an advocate and decide later. But, in the meantime, it is important to take care of your health and to preserve the evidence in case you decide to file a complaint later.

**Student:** I don’t even know if somebody would believe me, I am not even sure of what happened. That night I went to a party and I had a few drinks. What am I going to say if I don’t even know? I shouldn’t have drank so much. I should have stopped and none of this would have happened. If I report, the University will learn that I was drinking. I don’t need another problem now.

**Faculty:** You have the right to all of your feelings. But, you didn’t ask to be violated or hurt. It is normal to not remember details of a traumatic event. Sometimes, people don’t remember because they were given drugs. Is there any chance that somebody put a drug in your drink? If you suspect this, it is important to have a blood test as soon as possible.

Also, you won’t be disciplined for alcohol or drugs if you were under the influence when the incident occurred. There is an exception for victims of sexual misconduct and sexual violence in the University’s policy. In fact, it is possible that you don’t remember because you may have been incapacitated. This will be considered if an investigation takes place.

**Student:** Ok, but still my parents would know right? I don’t want them to worry.

**Faculty:** No your parents won’t be notified unless you request the University to do so (if the student is not a minor). There are laws that protect your privacy. Even if the University conducts an investigation, information will only be shared with people who need to know for the purpose of the investigation.

**Student:** The worst part is that I haven’t been able to focus. I think I messed up my midterm exams and I couldn’t complete my homework for your class.

**Faculty:** The University offers accommodations. The University can make changes to your class schedule or to the offender’s schedule if you have a class together, request that your professors give you the opportunity to take an exam again or give you extra time to complete your work. If you live in the residence halls, you can also request housing accommodations or even work accommodation if you are a work-study.

You don’t need to file a report to request these accommodations.

**Student:** I might need that. I don’t want to see him in my residence hall all the time.

**Faculty:** Do you feel safe?

**Student:** I think so. But I just don’t want him to be around.

**Faculty:** You can request a no-contact order from the University or a restraining order from the court system. The University will assist you if you need it and that doesn’t necessarily mean that an investigation will be conducted.

**Student:** Where should I go if I decide to report?
Faculty: You can talk with the Title IX coordinator, Jeannette Grey, or with Stacey Green. She is the Deputy Title IX Coordinator in Student Life. Their contact information is in the policy I gave you. You can always contact me if you want me to talk with someone or if you want me to help you file a report. I am glad you told me. I’ll be happy to help.