

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex.

All University employees are expected to report sexual harassment, regardless of where it occurs, to the Title IX Coordinator or to a Deputy Title IX Coordinator when they receive a report of such conduct or witness such conduct. The report must include all known relevant details of the alleged sexual harassment. This reporting obligation includes employees who may have a professional license requiring confidentiality if they are not employed by the University in that professional role. You should report something any time you are unsure if the matter would meet a policy violation.

Sexual harassment, also called sexual misconduct, comes in many forms including, but not limited to, sexual assault, domestic violence, dating violence, stalking, hostile environment sexual harassment, and quid pro quo sexual harassment. Please refer to the Sexual Harassment Policy and Related Title IX Grievance Procedures for more information about these types of sexual harassment and the University's response to reports made under this policy.

MANAGING A REPORT

- Thank them for trusting you with this information.
- **Let the reporter know that as an employee, you have reporting responsibilities** and depending upon what the individual shares, **you may have an obligation to share details with the Title IX Coordinator/Deputy**, including their name, the name of the person accused, and other information that is shared.
- Remind them that **the University will strive to honor requests for confidentiality and/or no action but may not be able to do so** in the interest of the individual's safety or the safety of other University community member(s)
- Let the reporter know that they **may disclose the matter confidentially to:**
 - Personal Counseling Center (231-591-5968) on the Big Rapids Campus;
 - KCAD Counseling and Disability Services (616-259-1136); or
 - Off-campus at the Women's Information Services (WISE) 1-800-374-WISE
 - National Sexual Assault Hotline 1-800-656-4673

RESPOND, REFER, AND REPORT

RESPOND: Listen without judgment. Reassure them that you will connect them to support and services available. Let them know that the University takes these matters seriously and has policies prohibiting misconduct and retaliation

REFER: It is important to let the reporter know that you care about them and their wellbeing. Encourage them to contact their resources and refer them to confidential resources and the Title IX officers. Speaking with a Title IX office does not immediately initiate a resolution process.

The www.ferris.edu/titleix webpage has a lot of great information available!

REPORT: Let the reporter know that the Title IX Coordinator, Deputy, or someone on their behalf will be following up with them to ensure they are aware of all the resources and options available to them. Notify the appropriate Title IX Coordinator/Deputy by phone or email as soon as practical.

WHERE TO REPORT

The Title IX Coordinator/Deputy will require that you share the following information (if known):

- Your name, position, and contact information
- Date, time and location of the incident(s) and date incident was disclosed to you
- Name and contact information of individuals involved
- As much factual detail of the incident as possible
- If there has been a request for confidentiality and/or no action

Big Rapids Campus and KCAD:

For allegations against employees contact Kylie Piette, Director of Equal Opportunity, Deputy Title IX Coordinator: KyliePiette@ferris.edu;

For allegations against students contact: Jess Ettell Irvine, University Title IX Coordinator: titleix@ferris.edu

Statewide and Online Locations: Contact titleix@ferris.edu

STUDENT DISCLOSED PREGNANCY

If a student is experiencing pregnancy and is looking for resources, adjustments to campus life, accommodations, or support then they should contact the Title IX Coordinator. Students can also contact faculty or staff members who can direct them to the Title IX Office. Disclosure is voluntary and faculty and staff do not have to report to the Title IX Coordinator if the student does not want the pregnancy to be shared; this is the choice of the student.

When a student reports a pregnancy or pregnancy-related condition to someone (faculty or staff), the student will be informed of the Title IX Coordinator's contact information. The staff or faculty member should ask the student if they would like the Title IX Office to be notified. The Title IX Office will reach out to the student if notified to share information and provide resources.

More information about resources available to pregnant students can be found: <https://www.ferris.edu/title-ix/pregnancy-related-conditions.htm>

Reporting a Concern

To report concerns about discrimination or harassment based on pregnancy or related conditions, contact the Title IX Coordinator. To reach the University's Title IX Coordinator, email titleix@ferris.edu