

What is Title IX?

Title IX of the Education Amendment of 1972 prohibits discrimination based on sex. Sexual misconduct is harassment based on sex and a violation of federal law under Title IX. The University has adopted specific procedures for ending discrimination, preventing recurrence, and seeking to remedy the effects of the discrimination.

Who are Responsible Employees?

A school has notice of a potential Title IX violation when a Responsible Employee "knew, or in the exercise of reasonable care should have known," about the harassment. A Responsible Employee includes any employee who has the authority to take action to redress the harassment, who has the duty to report to appropriate school officials sexual harassment or any other misconduct by students or employees, or an individual who a student could reasonably believe has this authority or responsibility.

As a Responsible Employee, if you feel that someone is about to disclose a Title IX matter, share the following:

- **You are a Responsible Employee**, and that, depending upon what they may share with you, **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
- That **the University will strive to honor requests for confidentiality and/or no action, but may not be able to** in the interest of their safety or the safety of other University community members
- That **they may disclose the matter confidentially on the Big Rapids campus at the Personal Counseling Center (231-591-5968), at KCAD Counseling, Disability, and Tutoring Services (616-451-2787), or off-campus at the Women's Information Services (WISE) 1-800-374-WISE or National Sexual Assault Hotline 1-800-656-4673**

When someone discloses experiencing Sexual Harassment, Sexual Misconduct, Intimate Partner Violence or Stalking: 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: If a student, connect the individual to campus confidential support at the Personal Counseling Center (Big Rapids campus) 231-591-5968, Counseling, Disability, and Tutoring Services at KCAD (616-451-2787) or offer to call an off-campus 24-hour crisis sexual assault or domestic violence advocate hotline with them (Phone numbers above). If an employee or an individual not affiliated with Ferris please refer to WISE or the National Sexual Assault Hotline

REPORT: Let them 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 as soon as practical (see below)

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: For allegations against employees contact Kylie Piette, Director of Equal Opportunity, 231-591-2152; for allegations against students contact the University Title IX Coordinator, Kaitlin Zies, 231-591-2088

KCAD: For allegation against employees contact: Sandy Britton, Dean of Student Success, 616-451-2787 or Kylie Piette, Director of Equal Opportunity, 231-591-2152; for allegations against students contact Sandy Britton (contact info above)

State-wide Locations: For allegations against employees contact Jocelyn Goheen, Director of Student Services, 616-643-5741 or Kylie Piette, Director of Equal Opportunity, 231-591-2152; for allegations against students contact Jocelyn Goheen (contact info above)

Questions: Consult with the University Title IX Coordinator 231-591-2088