



# Making a Title IX Report: Information for Students

# ***Title IX and Investigation Process***

If you are a Utica College student and are a victim or witness to an incident of sexual or gender-based misconduct, **we encourage you to make a report as soon as possible.**

Making a report is the best way to ensure the immediate safety of everyone involved. The following slides will walk you through the process and provide valuable resources.

# ***Making a Report***

It is important that you know how to report an incident of sexual or gender-based misconduct.

You can report to any of the people listed in upcoming slides.

# ***Internal Reporting Resources***

To make a report to someone in the College community, you may contact any one or more of the following.

- Title IX Coordinator  
Lisa Green, Vice President of Human Resources & Personnel Development  
(315) 792-3736, [lcgreen@utica.edu](mailto:lcgreen@utica.edu)
- Deputy Title IX Coordinator  
Alane Varga, Dean for Diversity and Student Development  
(315) 792-3324, [avarga@utica.edu](mailto:avarga@utica.edu)
- Deputy Title IX Coordinator  
David Fontaine, Director of Athletics and Physical Education  
(315) 792-3050, [dsfontai@utica.edu](mailto:dsfontai@utica.edu)
- Director of Campus Safety  
Wayne Sullivan, (315) 792-3201, [wasullivan@utica.edu](mailto:wasullivan@utica.edu)
- Dean of Students and Campus Life  
Robert Perkins, Ph.D., (315) 792-3285, [rjperkin@utica.edu](mailto:rjperkin@utica.edu)
- Director of Residence Life  
Scott Nonemaker, (315) 792-3285, [scnonema@utica.edu](mailto:scnonema@utica.edu)

**AND YOU CAN REPORT TO ANY FACULTY OR STAFF MEMBER, AS THEY CAN POINT YOU IN THE RIGHT DIRECTION TO GET HELP!**

# ***Online Reporting***

- You may also file a report online through the link provided below. This report can be anonymous, however in order to be able to help we encourage you to provide as much information as possible.

<http://www.utica.edu/college/tix/report.cfm>

# ***Confidential Resources***

You can also make a report to a *CONFIDENTIAL* resource. These people are NOT required to share your report with anyone unless you ask them to do so. Please note that all other College reporting resources (shown on the previous slide) are obligated to share your report if the incident you report falls under our policy.

Confidential resources are found on the next slide.

# ***On-Campus Confidential Resources***

A student seeking confidential emotional or medical care may contact the following:

Utica College Student Counseling Center  
Student Wellness Center, Room 204 Strebel Student Center  
(315) 792-3094

Newman Center Chaplain  
Newman Center Building  
(315) 792-3284

Utica College Student Health Center  
Student Wellness Center, Room 204 Strebel Student Center  
(315) 792-3094

The health and counseling services noted above are available to students free of charge.

# ***Off-Campus Confidential Resources***

There are also some off-campus resources that can offer complete confidentiality:

Oneida County's YWCA Domestic and Sexual Violence Services  
(315) 797-7740

Suicide/Crisis Services  
24 Hour Hotline  
(315) 732-6228

NYS Office of Victim Services  
Hotline  
(800) 247-8035



# ***What Happens Next?***

Once a report is made to the College, a process is set in motion that starts with making sure everyone involved is safe. That means safe wherever you are on campus, and also could mean seeking medical attention if necessary.

**SAFETY** is priority one!

# ***What Happens Next?***

*(continued)*

Next, the Title IX Coordinator or Deputy Title IX Coordinator works with the Office of Campus Safety and any other office to see if any immediate things need to happen to ensure safety.

This could mean a No Contact order, or a temporary room change, or a whole host of other things. Again, safety first.

# ***What Happens Next?***

*(continued)*

- Once the Title IX Coordinator has the report, he/she will reach out to the person who made the report (called the “complainant”) and the person who allegedly engaged in the problematic behavior (called the “respondent”). The purpose of that contact is to:
  1. **Make sure everyone is safe and has access to the resources they need;**
  2. Understand who all of the involved parties are and get a very brief overview of the incident; and
  3. Inform the complainant and respondent of the investigatory process; their rights under that process, and answer any process or resource-related questions.

***NOTE:*** *If the report is made anonymously, the Title IX Coordinator will need to determine if there is enough information to proceed.*

# ***What Happens Next?***

*(continued)*

- The Title IX Coordinator will assign two investigators to interview the complainant, respondent, and any other witnesses. The purpose of the interviews is to find out if a policy violation occurred.
- If you are the complainant or the respondent, you can bring a support person with you to any of these meetings involving the incident. In fact, we encourage it.
- When the investigators have completed their fact-finding work, they write a report to the Title IX Coordinator that summarizes the facts, lets the Title IX Coordinator know if they think a violation occurred, and makes recommendations about next steps.

# ***What Happens Next?***

*(continued)*

- The Title IX Coordinator reviews the report from the investigators and either agrees or disagrees with the report.
- It is the Title IX Coordinator who decides on the findings that will be delivered to both the complainant and the respondent.
- The Title IX Coordinator will share investigatory findings and recommendations with both the complainant and respondent.
- Each party has the right to ask questions and submit more evidence as appropriate.
- If there are no findings, there could still be recommended actions even if No Contact orders or other restrictions are lifted.

# ***What Happens Next?***

*(continued)*

- Some incidences result in a referral to the Office of Student Conduct and Community Standards for review to see if the Code of Student Conduct was violated.
- The Title IX and student conduct processes are separate and distinct processes, but the Title IX Coordinator will share facts with the Director of Student Conduct and Community Standards.
- If the incident reported involves faculty, staff, or other members of the College community, the Office of Human Resources at the College will be responsible for coordinating any disciplinary actions or outcomes.

# ***What Happens Next?***

*(continued)*

While a referral to the Office of Student Conduct and Community Standards usually ends the Title IX investigatory portion of the process, it is important to know that ANY case can be reopened if a person has importance evidence to share.

# ***Other Important Notes***

Some Other Important Process Notes:

- Students always have the right to contact the Office of Civil Rights regarding a report or complaint.
- If a student decides to report an incident to law enforcement, the College will still conduct its own internal investigation, and will use this process to do so.

**Any student with a question or concern about this process may contact any of the Title IX Coordinator or either of the Deputy Title IX Coordinators (contact information listed previously) at any time.**