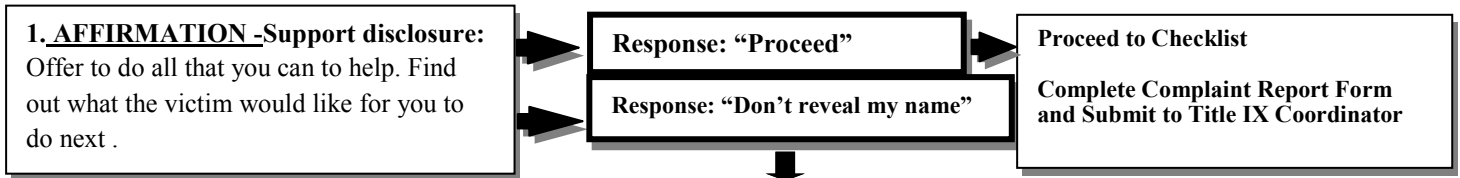


Requirements for Response to Student/Employee Victims of Sexual Misconduct

Applies to: Grambling State University faculty, staff, administrators, and athletic personnel who receive information that a student or employee has experienced sexual misconduct including sexual harassment or violence. All reports of sexual misconduct must be reported within twenty-four (24) hours to the Title IX Coordinator,

Mrs. Beverly Crawford 318-274-7782 or titleix@gram.edu



Advise you must report the incident and the University may have to investigate incident. Contact Title IX Coordinator with all details . Complete the Complaint Report Form without victim's name and submit to Title IX Coordinator. Proceed to checklist

2. Check List:

- SUPPORT**-Seek trained assistance. Obtain consent to contact victim services.
Title IX Coordinator, Counseling Services, Student Health Center or Campus Police.
- SAFETY** -Find out details:
 - Is the victim in immediate danger? **Contact Campus Police and Title IX Coordinator.**
 - Does the victim need alternative housing for the night? **Title IX Coordinator.**
- HEALTH SERVICES** -Respect victim's privacy. Don't guess; don't ask for details if student has refused already.
 - Does the victim need medical attention? Offer to contact or take the victim to GSU health services.
Contact health services, Title IX Coordinator, or local hospital .In the case of an Emergency Call 911.
- COUNSELING** -Inquire if the victim would like to speak with a trained counselor confidentially.
 - Counseling services are available 24 hrs./7 days a week. Offer to contact the counseling center.
Contact Counseling center, Title IX Coordinator, or Campus Police.
- ACADEMIC/EMPLOYMENT ADJUSTMENTS**- Offer help with immediate concerns only.
 - If you are the victims professor or supervisor and the accused is in your class or office. Offer adjustments in testing location, changes in schedule, etc.
 - If the victim must relocate immediately for safety, offer assistance with contacting professors or supervisor about possible absence. **Contact Title IX Coordinator.**
- UNIVERSITY COMPLAINT OR CRIMINAL PROSECUTION** -Does the individual want to take immediate action to file a complaint? **Contact Title IX Coordinator, Campus Police.**

For victim assistance or reporting sexual misconduct, always contact the Title IX Coordinator:

- 1-Title IX Coordinator- 318-274-6432
- 2-Counseling Services-318-274-3338
- 3-Grambling State University Police Department- 318-274-2222
- 4-Office of Judicial Affairs- 318-274-3169
- 5-Health Services-
 - GSU Health Center -318-274-2351
 - North Louisiana Medical Center- 318-254-2100