Carnegie Mellon University

Office for Institutional Equity and Title IX

RESOURCE GUIDE & INFORMATION

What is Title IX?
What sexual misconduct?
How do I make a report?
What support and resources are available?
What should I do if I have been impacted by or accused of misconduct?

Email: institutionalequity@cmu.edu
Phone: (412) 268-7125
Website : https://www.cmu.edu/title-ix
Office: 4615 Forbes Ave

Discriminatory and Sexual Misconduct Policy (Interim): This policy reflects the university's commitment to fostering a safe and inclusive environment, free from discrimination, harassment, sexual violence, and other forms of prohibited conduct. It ensures that all members of the CMU community are protected and outlines procedures for reporting and addressing these issues. All employees (except those identified as confidential resources) are required to report any potential violations, and the policy offers resources, support, and options for those impacted. The university aims to prevent and remedy the effects of misconduct while providing a fair and impartial process for all parties. This policy aligns with legal obligations under Title VI, Title VII, Title IX, the Clery Act, and related regulations. (Read full policy here)

Updated: August 2024

How the University Responds to Reports

When the University receives a report of sexual misconduct or other types of discrimination, the Office for Institutional Equity and Title IX will:

Report ..... review and document the report

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Response ..... attempt to contact the impacted party to offer support, resources and information about options

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Resolution ..... in general, follow the impacted party's wishes about next steps, including if the University takes any action, such as notifying the party accused of misconduct and whether to investigate the concerns

Learn about **how to report** concerns to the University.

Learn more about the types of **support available** to you and **resources** available to you both at the University and in the community.

Learn more about your **options for resolution** – including not pursuing any resolution at all.

In very limited circumstances, the University may be required to take additional steps to protect the campus community. For example, the University may need to investigate if there are multiple reports of similar conduct by one individual. Additionally, if there is a crime reported to have occurred on or near campus that represents a possible threat to the community, University Police may need to send out a "timely warning" to the community; the warning will not include identifying information about the impacted party.

Ways to Make a Report

Call Us @ **(412) 268-7125**

Send Us an Email:

institutionalequity@cmu.edu

In person:

4615 Forbes Ave | Suite 330

Report Anonymously @ **844-587-0793** or

cmu.ethicspoint.com

WHAT'S THE DIFFERENCE BETWEEN **MAKING A REPORT** AND A **FORMAL COMPLAINT**?

The Office accepts reports of prohibited conduct from anyone at any time. A report is information provided to the Office regarding one or more incidents of prohibited conduct. Whether the person making the report decides to pursue an investigation or other resolution, or not to take any further action, is ultimately up to their own discretion.

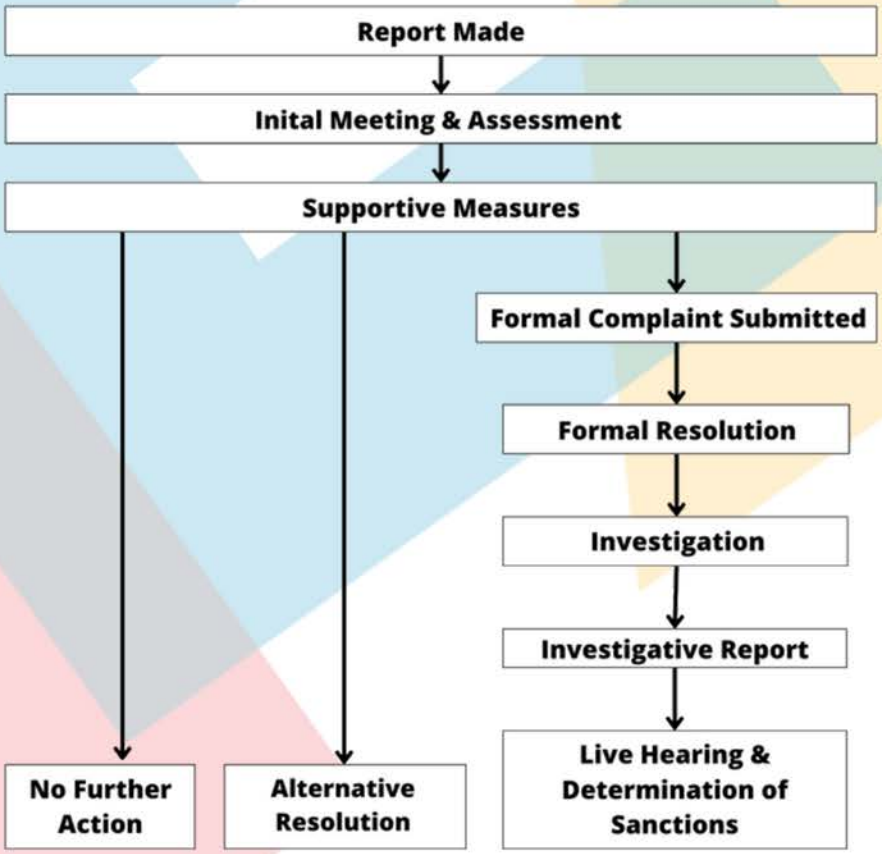
A Formal Complaint is a written or verbal request that the University initiate a formal investigation into the alleged prohibited misconduct.

Supportive Measures

Supportive measures are available to all parties regardless of whether a person chooses to pursue an investigation, alternative resolution, a formal resolution, or chooses not to pursue any further process.

Examples of Supportive Measures

- Academic support services and accommodations;
- Academic schedule modifications (typically to separate parties);
- Work schedule or job assignment modifications (for university employment);
- Changes in on-campus work or university housing location;
- On-campus counseling services and/or assistance in connecting to community-based counseling services;
- Assistance in connecting to community-based medical services;
- No contact agreements (agreements between parties to stop communication or other interaction with one another);
- Temporarily limiting an individual's access to certain university facilities or activities;
- Information about and/or assistance with obtaining personal protection orders;
- Leaves of absences;
- Increased monitoring and security of certain areas of the campus;
- When appropriate, escort/transportation assistance; or
- A combination of any of these measures.



Options for Resolution

The impacted party has the option to choose a resolution consistent with their wishes, unless there is an overriding community interest. The Office is available to provide support and resources to all parties involved, regardless of the desired resolution.

No Resolution

Simply share a concern and access support and resources. The University will not take any further action.

Formal Resolution @ the University

Filing a formal complaint triggers a University investigation to determine whether policies have been violated and what the appropriate outcomes would be. Disciplinary or punitive outcomes can only be imposed against a member of the University community through the formal complaint process.

Alternative Resolution @ the University

Agreement reached through agreement between the parties involved and does not involve the formal investigation and hearing process. Some examples of alternative resolution may include providing educational interventions or experiences for the respondent, implementing a no contact agreement and agreeing upon measures to reduce possible interactions, and/or providing training for a group.

External Options

In addition to (or instead of) University resolution, individuals who have experienced prohibited conduct at Carnegie Mellon University may pursue resolution options outside of the University's process. This may involve seeking criminal or civil remedies, such as filing a police report, a complaint in a civil court, applying for a Protection from Abuse Order, or filing a complaint with an outside agency, such as the Department of Education.

Important Definitions of Prohibited Conduct

SEXUAL ASSAULT

means a physical, sexual act directed against another person without their Consent, including instances where the victim is incapable of giving Consent. Sexual Assault can occur between two individuals of the same or different sexes and/or genders. This includes a range of acts from unwanted groping, fondling, and/or penetration.

DATING / DOMESTIC VIOLENCE

means any abusive behavior, including physical, sexual, emotional, or psychological that occurs within a romantic or intimate relationship, regardless of the duration of the relationship or the gender or sexual orientation of the individuals involved. It can include abuse by a current or former spouse or intimate partner, a person with whom the victim shares a child in common, or a person who is cohabiting or has cohabited with the victim as a spouse or intimate partner. In addition, it can also encompass abuse by any other person against an adult or youth victim who is protected under the domestic or family violence laws of the jurisdiction.

SEXUAL EXPLOITATION

means intentionally or knowingly taking sexual advantage of another person or violating the sexual privacy of another when Consent is not present. This includes, but is not limited to, the following actions (including when they are done via electronic means, methods or devices):

- engaging in sexual voyeurism including observing or permitting others to witness or observe the sexual or intimate activity (e.g., disrobing, bathing, toileting) of another person without that person's Consent;
- engaging in indecent exposure, or exposing intimate parts (including genitalia, groin, breasts and/or buttocks), or causing another to expose intimate parts when Consent is not present;
- recording or distributing information, images or recordings of any person engaged in sexual or intimate activity in a private space without that person's Consent;
- prostituting another individual;
- causing Incapacitation of another person (through alcohol, drugs or other means) for the purpose of compromising that person's ability to give Consent to non-consensual sexual activity; or
- actively aiding or assisting another person in committing an act of Prohibited Conduct.

For full definitions regarding prohibited conduct, please see the University's Discriminatory and Sexual Misconduct Policy

Important Definitions of Prohibited Conduct

CONSENT

means a knowing and voluntary agreement to engage in sexual activity at the time of the activity. In order to be valid, consent must be knowing, voluntary, active, present and ongoing. Consent should be demonstrated through mutually understandable words or actions.

STALKING

means engaging in a course of conduct directed at a specific person that would cause a Reasonable Person to fear for their safety or the safety of others or suffer substantial emotional distress.

RETALIATION

means an adverse (negative) action taken against a person for making a good faith report of Prohibited Conduct, being alleged to have committed Prohibited Conduct, participating, or refusing to participate, in any proceeding under this Policy. Examples may include: threats, harassment, poor grade(s) or evaluation(s), and/or discipline.

SEX-BASED HARASSMENT

means any harassment based on Sex, Sex Stereotypes, Sex Characteristics, Sexual Orientation, Gender Identity, Or Pregnancy and/or Pregnancy-Related Conditions, that falls into one or more of the following categories:

1. **Quid Pro Quo Sex-Based Harassment:** This occurs when someone authorized by the university requires a person to participate in unwanted sexual conduct in exchange for any aid or benefit.
2. **Hostile Environment Sex-Based Harassment:** This happens when unwelcome sexual conduct is severe or frequent enough to interfere with someone's ability to take part in university programs or activities. To determine if this is the case, we look at:
   - How the conduct affects the person's access to university programs or activities
   - The type, frequency, and duration of the conduct
   - The relationship between the people involved
   - Where and when the conduct happened

For full definitions regarding prohibited conduct, please see the University's Discriminatory and Sexual Misconduct Policy

Pregnancy and Related Conditions

Protections are in place to ensure that all individuals receive equal treatment and are safeguarded against discrimination related to pregnancy and related conditions.

Equal Treatment in Admissions and Employment:

- Pregnancy and related conditions are treated as temporary medical conditions, similar to other health issues.
- Discrimination based on pregnancy, childbirth, or related conditions in admissions or employment decisions is not permitted.

Non-Discrimination Based on Parental Status:

- Individuals will not face discrimination or different treatment based on their parental status, regardless of sex.

Employment Protections:

- Employment decisions cannot be influenced by pregnancy or related conditions. This includes hiring, promotions, and other employment actions.

WHAT ARE "PREGNANCY AND/OR PREGNANCY-RELATED CONDITIONS"

Pregnancy & Childbirth

This covers being pregnant, giving birth, ending a pregnancy, or breastfeeding.

Related Medical Conditions

Any health issues connected to pregnancy, childbirth, ending a pregnancy, or breastfeeding.

Recovery

Time needed to recover from pregnancy, childbirth, ending a pregnancy, or breastfeeding, and any related health issues.

Partner of A Pregnant Person

This term includes being a partner of someone who is pregnant, which is necessary to address pregnancy discrimination under the City of Pittsburgh Human Relations Ordinance, even though it is not part of the Title IX regulations.

Employees and students who are pregnant or have related conditions are entitled to:

- **Reasonable Adjustments:** Changes to policies, practices, or procedures to address needs.
- **Voluntary Leave:** The option to take a leave of absence if needed.
- **Private Lactation Space:** Access to a clean and private space for breastfeeding, expressing milk, or pumping.

I HAVE BEEN IMPACTED BY SEXUAL MISCONDUCT

- Get to a safe place. Contact a friend, family member, University Police, your RA or Housefellow, or someone else you trust.
- In an emergency or if you are in immediate danger, call 911 or University Police at 412-268-2323.
- Consider seeking medical attention after an assault. University Police can escort you to a local hospital.
- Preserve physical evidence of assault. Avoid showering, douching, or changing clothes or bedding before you seek medical attention. Take photos of injuries or ask someone else to.
- Save and/or keep a record of unwanted contacts, including texts, emails, social media messaging, phone calls, voice messages, gifts, notes, letters and in-person contacts.
- Trust your instincts. If something doesn't feel right – tell someone.
- Consider contacting our Office at (412) 268-7125 to learn about supportive measures, and options for investigation and possible resolution.

TIPS & STRATEGIES TO HELP SOMEONE AFFECTED BY SEXUAL MISCONDUCT

- Listen.
- Don't try to "fix" everything.
- Validate their concerns.
- Tell your friend that what happened was not their fault.
- Ask how you can help. Examples might include offering to walk the friend to UHS or CaPS, or helping to contact our Office or University Police.
- Respect your friend's privacy. Only share information with people who need to know in order to help your friend.
- Don't promise not to tell anyone. You might need to tell someone to get your friend the help they need.
- Don't minimize the friend's experience; avoid saying things like "everything will be alright" or "it could have been worse."
- Don't ask "why" questions, which might make your friend feel like they are being blamed for what happened.

On Campus Resources

In addition to our Office, the following resources are available to undergraduates, graduates, faculty and staff.

**Confidential reporting resource: individual information will not be shared with IEX.*

Center for Student Diversity and Inclusion

[Undergraduate & Graduate Students]

Offers resources for an inclusive and transformative experience for all students. The Center supports and connects historically underrepresented students and those who are first in their family to attend college in a setting where students' differences and talents are appreciated and reinforced. Offers students support through academic and cultural programming as well as advising and mentoring.

(412) 268-2150

csdi@andrew.cmu.edu | www.cmu.edu/student-diversity

Office of Disability Resources

[Undergraduate & Graduate Students]

Provides resources and accommodations to individuals with documented disabilities.

(412) 268-6121

access@andrew.cmu.edu

www.cmu.edu/education-office/disability-resources

University Police Department

Emergency response, security, investigation and arrest, and escort to local hospitals. Offers education and programming including R.A.D. and S.A.F.E. courses.

(412) 268-2323 | www.cmu.edu/police

Counseling and Psychological Services (CaPS)*

[Undergraduate & Graduate Students]

Free counseling for students, referrals to community mental health providers, and 24-hour crisis hotline.

(412) 268-2922 | https://www.cmu.edu/counseling/

Employee Assistance Program (EAP)*

[Faculty & Staff]

Confidential limited mental health counseling and referrals to other resources; available at no cost to employees and their household members.

1-844-744-1370

https://www.cmu.edu/hr/work-life/support/eap/index.html

University Health Services*

[Undergraduate & Graduate Students]

General health and wellness services, STI testing, pregnancy testing, birth control, and emergency contraception. Offers education and programming including bystander intervention and healthy relationships.

(412) 268-2157

www.cmu.edu/health-services

Off Campus Resources

In addition to our Office, the following resources are available to undergraduates, graduates, faculty and staff.

**Confidential reporting resource: individual information will not be shared with IEX.*

Cyber Civil Rights Initiative (CCRI)

Offers services and support to combat online abuses that threaten civil rights and civil liberties. The CCRI 24/7 Crisis Helpline provides information, guidance related to image documentation and removal, referrals to attorneys, and emotional support to victims of nonconsensual pornography, recorded sexual assault and sextortion.
1-844-878-2274 | https://www.cybercivilrights.org/

Persad Center

Human service organization whose mission is to improve the well-being of LGBTQ & HIV/AIDS communities. Provides outreach, prevention, counseling, training and advocacy services.
(412) 441-9786 | https://persadcenter.org/

resolve Crisis Services

A 24-hour, 365-day crisis service that can be used by all residents of Allegheny County. Services include crisis counseling and support, referrals and intervention services for adults, teens, and their loved ones.
24-hour Help 1-888-796-8226
Walk-In Center @ 333 N. Braddock Ave, Pgh, PA 15208
For Info & non-urgent matters: resolve@upmc.edu | (412) 864-5004

Center for Victims*

Counseling, resources, support, emergency housing, medical and legal advocacy, and a 24-hour crisis hotline for survivors of sexual & relationship violence.
1-866-644-2882 | www.centerforvictims.org/

UPMC Magee Hospital & UPMC Mercy Hospital*

Local hospitals that provide sexual assault medical examinations and medical care. If this is an emergency, call 911 | www.upmc.com

Pittsburgh Action Against Rape (PAAR)*

Counseling, resources, support, medical and legal advocacy, and a 24-hour crisis hotline for survivors of sexual violence.
1-866-363-7273 | http://paar.net/

Women's Center and Shelter of Greater Pittsburgh*

Counseling, resources, support, emergency housing, medical and legal advocacy, and a 24-hour crisis hotline for survivors of relationship violence (including men).
Call (412) 687-8005 | text (412) 744-8445 | http://www.wcspittsburgh.org/

FAQ

1. What should I do if I'm unsure whether I'm reporting a Title IX issue?

- The IEX Office handles allegations of sexual misconduct. If you believe the incident you are reporting is a form of sexual misconduct, you can call us at (412) 268-7125, use our online incident report form, or email institutionalEquity@cmu.edu. If you are not sure whether the incident is sexual misconduct, please contact the IEX Office for assistance.

2. What are my options if I have experienced sexual misconduct?

- Reporting an allegation of sexual misconduct is your choice. You may submit a report directly to the IEX Office. You may speak with a faculty or staff member, who will then submit an incident report on your behalf. You may speak with a confidential resource, who is not required to disclose sexual misconduct. Finally, if you are seeking a criminal process instead of a CMU process, you may report to local law enforcement.

3. I am an employee; what are my responsibilities to report?

- As an employee, you are required to report any information about potential sexual misconduct to the IEX Office or Title IX Coordinator. This includes disclosing all details you know. You can report in-person, via email/phone, or submit and online report.

4. Who can I speak with that won't report my experience to CMU?

- Reference the On-Campus and Off-Campus resources listed (page 9-10) for options to share your experience.

5. Can I remain anonymous if I report sexual misconduct?

- Employees cannot submit an anonymous report to the IEX Office (see question 3). All other individuals can make an anonymous incident report of sexual misconduct using CMU's online reporting form (EthicsPoint). CMU's ability to respond and investigate an anonymous incident report may be limited with respect to the collection of evidence and provision of supportive measures.

6. I am a TA and another member of the CMU community shared with me that they have experienced sexual misconduct. What do I do next?

- As a TA you are required to report any information about potential sexual misconduct to the IEX Office or Title IX Coordinator. This includes disclosing all details you know. You can report in-person, via email/phone, or submit and online report.

7. I am concerned about my safety. What can I do to get help?

- People who have experienced sexual misconduct may have concerns about their physical and emotional safety. In an emergency situation, the CMU Police Department is available to you. The IEX Office can assist you with arrangements in a non-emergency.

FAQ

8. Can I move residence hall rooms or be excused from a course if I have experienced sexual misconduct?

- Supportive measures are available to all members of the CMU community affected by sexual misconduct. The IEX Office works with community members to determine what their needs are and help implement those resources. Please see supportive measures (page 4) and contact the IEX Office for more information.

9. What can I do if I know someone has experienced sexual misconduct?

- If you are a Carnegie Mellon employee, you must report any information about sexual misconduct to the IEX Office or Title IX Coordinator (see question 3). If you are not an employee, you can still choose to make a report to ensure the individual receives the support and resources they need. You can report in-person, via email/phone, or submit and online report.

10. How will I know if I am the subject of a Title IX investigation?

- If you are the subject of a Title IX investigation, a member of the IEX Office will reach out to you and invite you to come in for a meeting to discuss the process and receive information on supportive measures. If you receive such an invitation or have reason to believe you may be the subject of an investigation, it's important to take the matter seriously and comply with any requests from the IEX Office. You may also have questions or concerns about the process, and you are encouraged to contact the IEX Office at institutionalEquity@cmu.edu for assistance.

11. What does the Title IX process involve?

- The Title IX process aims to equitably resolve allegations of sexual misconduct for both parties. To assure fairness, there is a defined process used for every case, which generally includes an informational meeting, an investigation stage, a hearing stage, and a determination regarding responsibility including sanctions, as appropriate. Please refer to Reporting (page 3).

12. Will the person I am reporting be notified immediately?

- The IEX Office will not notify the person you are reporting, until you have submitted a Formal Complaint and/or requested that we begin the formal investigation process. The initial incident report form is not a Formal Complaint and will not cause the reported person to be notified or cause an investigation to begin.

13. What should I do if I'm not sure whether my experience qualifies as discrimination under Title IX?

- If you're unsure if your situation qualifies under Title IX, you can report it through the Campus Climate and Bias Reporting Protocol (CCBRP) for support and resolution. Contact the Office for Institutional Equity to discuss your options.

The Office for Institutional Equity and Title IX is dedicated to promoting equity at Carnegie Mellon University, which includes coordinating the University's efforts to prevent and effectively respond to all forms of discrimination, sexual harassment and sexual misconduct impacting community members. Our office supports all community members, including undergraduate and graduate students, staff, and faculty. We provide information and support; explain options for investigation and resolution; and coordinate supportive measures, including no contact agreements, academic, residential, and employment assistance. We also provide education, training, and other prevention programs.

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Statement of Assurance: Carnegie Mellon University does not discriminate in admission, employment, or administration of its programs or activities on the basis of race, color, national origin, sex, handicap or disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Furthermore, Carnegie Mellon University does not discriminate and is required not to discriminate in violation of federal, state, or local laws or executive orders. Inquiries concerning the application of and compliance with this statement should be directed to the Office for Institutional Equity and Title IX, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, (412) 268-7125. Obtain general information about Carnegie Mellon University by calling (412) 268-2000.

To access the IEX webpage and file a report, simply scan the QR code provided.