

# TITLE IX BASICS: HOW-TO GUIDE

**How to make a report, how to find us, how to get help if you have been impacted by sexual misconduct or want to help a friend, how the University responds to sexual misconduct and how we can support you**

Call Us: (412) 268-7125  
In Person @ Cyert Hall, Suite 140  
Send an Email: [TIX@cmu.edu](mailto:TIX@cmu.edu)  
Visit our website @  
<https://www.cmu.edu/title-ix/>

The Office of Title IX ("TIX") Initiatives is dedicated to promoting gender equity at Carnegie Mellon University, which includes coordinating the University's efforts to prevent and effectively respond to all forms of gender discrimination, including gender identity discrimination, and sexual harassment and other sexual misconduct impacting community members.

TIX 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 university ombudsman, Carnegie Mellon University, 5000 Forbes Avenue, Pittsburgh, PA 15213, telephone 412-268-3930. Obtain general information about Carnegie Mellon University by calling 412-268-2000.

## How the University Responds to Reports

The University's response is largely driven by the wishes and preferences of the reporting party (complainant). The

Office of Title IX Initiatives will make all reasonable attempts to comply with the individual's wishes regarding confidentiality, investigation, and resolution, consistent with the University's obligation to protect the broader campus community.

### REPORT

TIX receives, reviews, and documents report.

If any safety or medical concerns are reported, TIX will immediately contact the appropriate parties.

### RESPONSE

TIX offers supportive measures, including resources & safety protocols, to the complainant.

TIX may engage with the responding party (accused) and additional investigation may be undertaken by TIX.

### RESOLUTION

The complainant may pursue formal resolution, alternative resolution, or no resolution at all.

## Ways to Make a Report

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

Send Us an Email **TIX@cmu.edu**

In person - **Cyert Hall, Suite 140**

Report Anonymously @

**www.reportit.net**

(username: Tartans password: Plaid)

## WHAT'S THE DIFFERENT BETWEEN MAKING A REPORT AND A FORMAL COMPLAINT?

Anyone can make a report to the Title IX office at any time. A report is information shared with the Title IX office about one or more incidents of prohibited conduct. Whether a complainant chooses to pursue the report further through an investigation, alternative resolution or not to pursue any further action at all is largely up to the individual's wishes.

A Formal Complaint is a signed, written or typed document, requesting that the University initiate a formal investigation into the alleged prohibited misconduct.

**File a Formal Complaint**

## Options for Resolution

Unless there is an overriding community interest, the complainant can elect an option for resolution consistent with their wishes. No matter a person's desired resolution, the TIX Office remains available for support and resources to all parties involved.

### No Resolution

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

### Formal Resolution @ the University

If you choose, the concerns will be investigated and there will be a formal process to determine whether any University policies have been violated, and if so, what the appropriate outcomes would be. This is the only way that punitive or disciplinary outcomes can be imposed against a University community member.

### Alternative Resolution @ the University

This is a resolution that is agreed upon by the parties and does not include the formal resolution process. Examples may include: providing an educational intervention or experience for the respondent; implementing a No Contact Agreement and agreeing upon measures to reduce possible interactions; and/or training for a group.

### External Options

In addition to (or instead of) University resolution, individuals may also seek resolution in the world outside of Carnegie Mellon. This could include pursuing criminal and/or civil remedies such as filing a police report, filing a complaint in a civil court or applying for a Protection from Abuse Order.

## 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 Complainant and Respondent);
- 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;
- Work schedule or job assignment modifications;
- Information about and/or assistance with obtaining personal protection orders;
- Leaves of absences;
- Increased monitoring and security of certain areas of the campus;
- or a combination of any of these measures.

## Important Definitions of Prohibited Conduct

### SEXUAL ASSAULT

Sexual Assault is a physical, sexual act against another person without their consent, including where the person is not capable of giving consent. This includes a range of acts including unwanted groping, fondling and penetration.

### DATING OR DOMESTIC VIOLENCE

Dating or Domestic Violence is any act or threat of physical or sexual violence made against a dating or sexual partner, spouse or family member.

### STALKING

Stalking is engaging in a pattern of conduct or communications, directed at one person, that causes fear of harm or emotional distress. Examples of behaviors that could constitute a pattern of stalking include: Unwanted contacts and/or messages (phone calls, emails, social media and text messages, blog posting, etc.); Unwanted gifts; Watching, following or spying on (physically or electronically/digitally); Showing up at places where victim is known to be; Electronic or digital tracking (such as GPS monitoring or via monitoring apps).

### SEXUAL EXPLOITATION

Sexual Exploitation is taking sexual advantage of someone without consent, or violating someone's sexual privacy without consent.

Examples include:

- Observing or permitting others to observe one or more persons engaged in an intimate (showering, changing, using the restroom, etc) or sexual activity without consent.
- Causing others to observe your intimate or sexual activity without consent (exhibitionism, indecent exposure, etc.).
- Recording or distributing photo(s), video(s) and/or audio(s) of a person engaged in an intimate or sexual act without their consent. This can include examples where a photo or recording is shared consensually with one person, but that person shares it with others without consent.

For full definitions regarding prohibited conduct, please see the University's [Sexual Misconduct Policy](#).

### CONSENT

Consent is a voluntary agreement to engage in sexual activity which is demonstrated through mutually understood words or actions. Consent must be knowing voluntary, active, present and ongoing.

### RETALIATION

Retaliation is a negative action to punish for or deter a person from making a good faith Title IX report and/or from participating in the University's Title IX process. Complainants, respondents and witnesses can be the victims of retaliation.

Examples may include: threats, harassment, poor grade(s) or evaluation(s), and/or discipline.

### SEXUAL HARASSMENT

Sexual harassment is unwelcome conduct or cues of a sexual nature whether verbal/aural (sounds), visual/graphic e.g., pictures and videos), physical or otherwise when:

- Such conduct is tied to an individual's employment or education by a person or persons in greater power or authority (also called "Quid Pro Quo" harassment).
  - Example 1: a faculty member offering a good grade or threatening a poor grade depending on whether the student agrees to perform a sexual act.
  - Example 2: a supervisor or employer offering a promotion or threatening a demotion depending on whether their subordinate employee agrees to go on a date.

Or

- Such conduct is offensive and sufficiently severe, persistent, or pervasive that it interferes with one's education or employment, or creates a hostile, offensive or abusive environment (also called "Hostile Environment" harassment). Typically, a Hostile Environment is created when there is a pattern of unwelcome sexual conduct or cues; however, a single incident may be severe enough to create a Hostile Environment.

## What to do if 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 (call 412-268-2323).

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 do so.

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.

Consider contacting any of the listed resources for support, resources, information and referrals.

Consider contacting TIX to learn about supportive measures, and options for investigation and possible resolution.

Trust your instincts. If something doesn't feel right – tell someone.

## How to support a friend?

Some tips and strategies to help a friend who has been affected by sexual misconduct include:

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 the TIX Office or University Police.

Respect your friend's privacy. Only tell people who need to know in order to help your friend.

Don't ask for details. Accept what your friend feels comfortable telling you.

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.

Don't promise not to tell anyone. You might need to tell someone to get your friend the help they need.

Contact the Office of Title IX Initiatives for support, information, resources and referrals.

## **On Campus Resources**

**In addition to TIX, the following resources are available to undergraduates, graduates, faculty and staff.**

### **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 | [Email the Center](mailto:Center@cmu.edu) | [www.cmu.edu/student-diversity](http://www.cmu.edu/student-diversity)

### **Office of Disability Resources**

Provides resources and accommodations to individuals with documented disabilities.

(412) 268-6121 | [Email Disability Resources](mailto:DisabilityResources@cmu.edu) | [www.cmu.edu/education-office/disability-resources](http://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](http://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 free of cost to employees and their household members.

1-844-744-1370 | <https://www.cmu.edu/hr/work-life/support/eap/index.html>

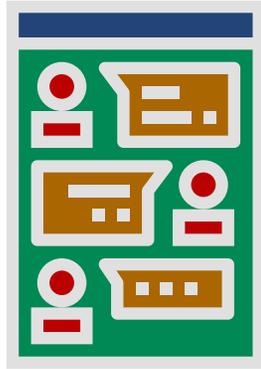
### **University Health Services\*** [Undergraduate & Graduate Students]

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](http://www.cmu.edu/health-services)

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





### **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 Center**

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](mailto:resolve@upmc.edu) | (412) 864-5004

## **Off Campus Resources**

**In addition to TIX, the following resources are available to undergraduates, graduates, faculty and staff.**

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

### **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/](http://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](http://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/> | [Text or Chat Online](#)

### **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 | [Chat Online](#)  
<http://www.wcspittsburgh.org/>

**Learn More - [Sexual Misconduct Policy](#)**