

5 ways to assist a student after a disclosure

1. Follow Up

Touch base with the student after you report the incident to the University's Title IX process and remind them they will be contacted by the Office of Student Conduct to discuss the situation and determine how the University can coordinate services. Assist the student in contact the Counseling Center.

3. Understand Your Limits

Understand your own feelings. You may uncomfortable, feel confused, hurt, angry, or frightened. Such feelings are normal. Know and respect your own limits. There is only so much you can do to help. You can provide support, compassion, and assistance within your purview as it relates to your course, but try not to make broader commitments that you cannot fulfill. Remember to take care of yourself.

2. Observe

If you notice the student's attendance habits or quality of work are changing, notify the Office of Student Conduct or the Dean of Student's Office to assist the student further. You can also contact the student to see if they need flexibility in completing assignments or alternative means of completing the course/coursework.

4. Respect the Student's Rights

The student may tell you they don't wish to discuss the situation further or that they have chosen not to pursue a complaint with the University or the police. Support the student's choice and remind them you are still a resource if they need further assistance.

5. Encourage

Within a week of reporting a disclosure to the University, ask the student if they have received the email from the Office of Student Conduct. Encourage the student to respond so that they can be connected to resources on campus. Harassment and sexual discrimination may have many lasting effects. It is important for you to realize that each survivor recovers at her/his own pace. Do not question the timing of the recovery. Remain supportive and provide encouragement.

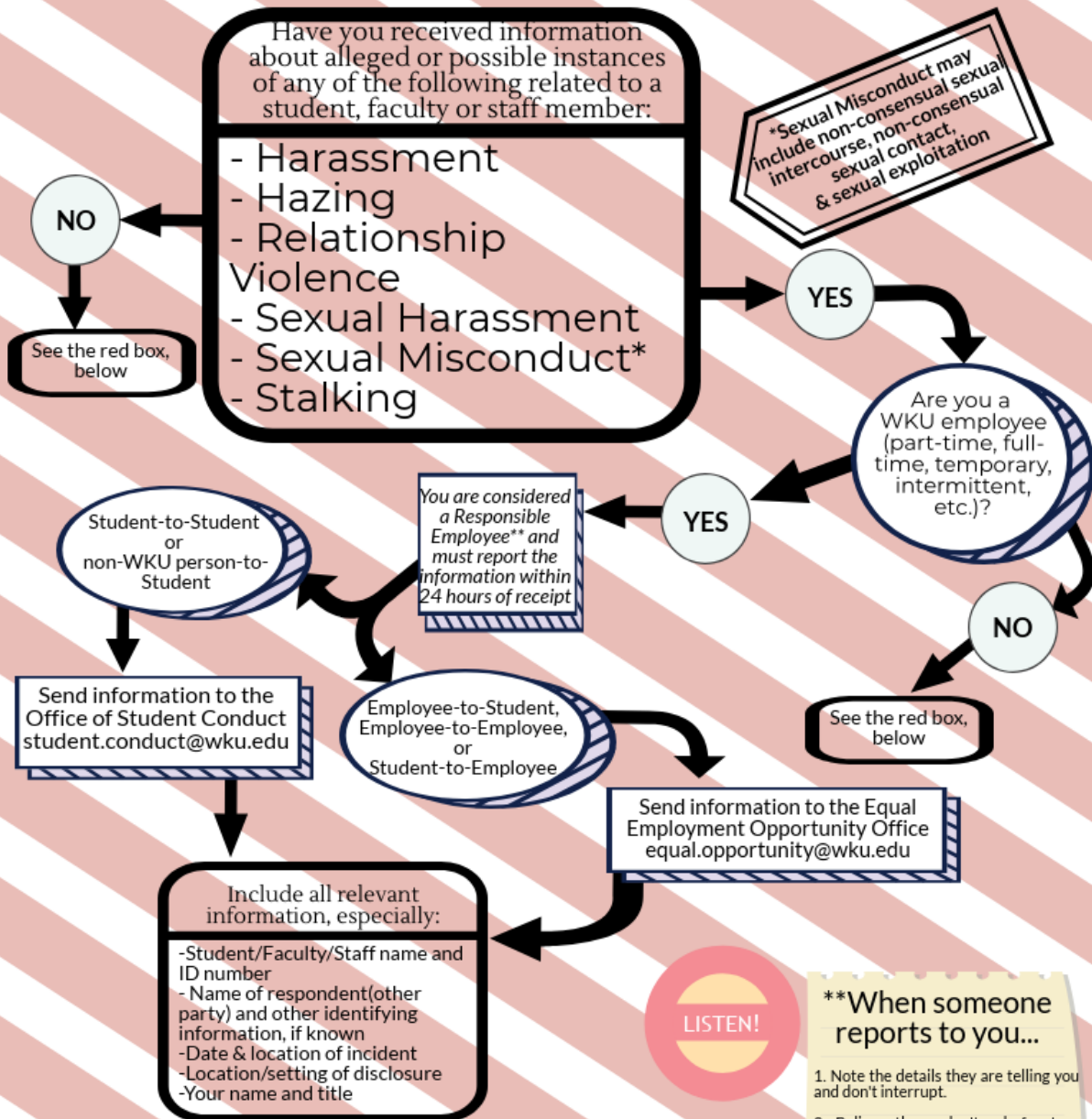
Because of the sensitive nature of harassment/sexual discrimination disclosures, faculty and staff should help maintain the privacy of the student by refraining from any follow-up or discussion in the presence of other students, unless the disclosing student specifically permits you to discuss the situation with them while another student is present

5 Behaviors to Avoid

- Asking bias or weighted questions that could be viewed as blaming;
- Discouraging the complainant from filing a report;
- Conducting an independent investigation;
- Notifying the other party of the complaint; and
- Attempting to mediate the issue.

Guide for Responsible Employees at WKU

Reporting of sex and gender-based discrimination and harassment



For more information, visit:
www.wku.edu/studentconduct/reportit.php
 or
<https://www.wku.edu/eoo/documents/titleix/titleixbrochure.pdf>