

Dear Registered Student Organization (RSO) Advisors,

As the University's Title IX Coordinator, I want to make you aware of Western Kentucky University's (WKU) process for responding to Title IX incidents of sex discrimination, sexual harassment, sexual assault, dating/domestic violence, and stalking.

What is Title IX? Title IX of the Education Amendments Act of 1972 (Title IX) is a federal law that prohibits discrimination on the basis of sex in educational programs and activities. Sex discrimination includes sexual harassment, sexual assault and rape, domestic and dating violence, and stalking. WKU has implemented the [Sex and Gender-Based Discrimination, Harassment, and Retaliation Policy, No. 0.2070](#), which outlines procedures for reporting, addressing, and resolving Title IX matters.

Why is this important to you? In your interactions with WKU students, you become a trusted resource. As such, students may disclose concerns and issues that warrant reporting. Therefore, we want you to be aware of your responsibilities as an Advisor and the options and resources available to students in these situations.

All RSO Advisors are Mandatory Reporters: As Mandatory Reporters, RSO Advisors have a duty to report to appropriate school officials any knowledge/notice of sexual harassment or any other misconduct by students or employees. Should a student disclose to you (or you become aware through other means) that they, or another student, are experiencing or have experienced sexual assault, stalking, sexual harassment, domestic/dating violence or threats of violence, hazing, non- consensual sexual contact, rape, or any other form of sexual misconduct or violence, you must report it to the Office of Institutional Equity and/or the Office of Student Conduct. If a student tells you that they have already reported it to the appropriate school officials or that they plan to do so, you still have a duty to report it to the Office of Institutional Equity and/or the Office of Student Conduct.

If a student discloses an incident to you:

- Listen without judgment.
- Thank them for sharing.
- Explain that you are a Mandatory Reporter and must share the information with appropriate university officials.
- Do not promise confidentiality.
- Connect the student with available resources.
- Do not investigate on your own.
- Submit your report within 24 hours.

Reports should be made through the [Title IX Website](#) by submitting the [Discrimination, Harassment, and Retaliation Reporting Form](#) to the Office of Institutional Equity. For more information, please review [Mandatory Reporter tips](#).

What Happens After a Report: When a report is submitted, the Office of Institutional Equity, in collaboration with the Office of Student Conduct, will assess the information, contact the impacted students when appropriate, and connect them with available support and resources. The University's primary goal is to ensure students are aware of their options and have access to services that help them feel safe and supported. Students may be offered supportive measures, such as academic adjustments, housing accommodations, safety planning, mutual no-contact directives, referrals to counseling and advocacy resources, and other assistance tailored to their individual circumstances. These measures may be available regardless of whether a student chooses to pursue a formal complaint or participate in a University process. Depending on the nature of the report and the student's wishes, the matter may be addressed through applicable University procedures. Those procedures may include an investigation and, where required, a hearing process. Responsibility determinations are made in accordance with University policy through the designated resolution process.

Confidential Support: Students also have the option to discuss their concerns with the [Counseling Center](#). Please remind students of the Counseling Center during a disclosure.

Criminal Reporting: Separate from University policy and procedure, students who experience harassment, physical violence or threat of violence, or any form of sexual violence are also encouraged to file a report with Western Kentucky University Police (WKUPD) or local law enforcement. WKUPD is located in Parking Structure I (across from the Downing Student Union), and the department's phone number is (270) 745-2548. However, reporting an incident to law enforcement does not relieve an RSO Advisor of their obligation to report under Title IX. Title IX Reporting is an administrative requirement that exists independently of any criminal investigation.

Required Title IX Training: Because RSO Advisors often serve as trusted resources for students, **all advisors are required to complete annual Title IX training**. The training provides practical information about recognizing potential Title IX concerns, responding appropriately to student disclosures, understanding mandatory reporting obligations, and connecting students with available resources and supportive services.

Newly appointed RSO Advisors must complete the training within two (2) weeks of being designated as an advisor. Advisors who continue serving in subsequent academic years must complete the annual training within two (2) weeks of their organization's registration or renewal. Advisors who have completed the Title IX training during the current academic year through another University role or requirement do not need to complete the training a second time. Please complete this training by following the steps below.

1. To complete the employee Catharsis Online Training, please visit [WKU's Title IX Website](#).
2. Click on “**Title IX Training for Employees**” under the Access Training heading.
3. You must use your WKU log-in credentials to access the training. Make sure your name is listed at the top once you have logged in.
4. Please set aside approximately 45 minutes to complete this training.

5. If you need further information regarding the training, you can contact me at the contact information listed below. If you have any technical difficulties accessing the training, please contact Chantel Gillenwater at chantel.gillenwater@wku.edu or 270-745-5462.
6. The Office of Institutional Equity will be notified once you complete the training, but please keep record of your completion for verification purposes.

Title IX Presentations: If you are interested in Title IX presentations and/or trainings for your organizations, please contact the Office of Institutional Equity at 270-745-5121 or complete this [form](#).

We appreciate your commitment in ensuring a safe and respectful campus environment.

Ena V. Demir

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