**FACULTY/STAFF REPORTING OBLIGATIONS**

Faculty, instructors, and staff at MSU are required reporters for any potential instances of sexual violence, sexual harassment, dating/relationship violence, stalking, and sexual assault, regardless of when or where the incident occurred. However, Title IX’s guidance from the Office of Civil Rights does create an exception for disclosures that occur in the context of a relevant classroom discussion or assignment.

If you ever have any questions about whether a situation requires you to file a report, please do not hesitate to consult with the Office of Institutional Equity at 406.994.2042 or by email at oie@montana.edu. You are welcome to talk through the scenario without sharing a student’s name or identifying information, and the Office of Institutional Equity can provide guidance on whether or not the disclosure needs to be reported.

Even if a disclosure does not fall under your reporting requirement, we still encourage you to check in with any students making disclosures to see if they would like to be connected with campus support services and to ensure they are aware of the resources on campus. The student making the disclosure may appreciate being connected with an advocate or counselor on campus, regardless of how recent the incident is.

 **HOW TO FILE A REPORT**

MSU has an online reporting form for submitting concerns such as sexual assault disclosures. The system immediately routes concerns to the appropriate office, so students can be connected with resources, learn about their rights, and receive support.

To report a concern of any kind, please visit: [www.montana.edu/equity](http://www.montana.edu/equity)

**SUPPORTING STUDENTS**

 **CONVERSATION TIPS**

The most important actions you can take to help your student is to believe them, offer resources and support, and report. Your reaction may influence whether they choose to share information with others, including the police, advocates, or counseling and physical health services.

* **Remind them of your reporting requirement in a caring manner**. A student has decided to disclose something very personal with you, which means they see you as a trustworthy, supportive resource. However, there are other campus professionals who are best equipped to provide ongoing support, guidance, and resources to survivors of sexual violence and interpersonal violence. Let them know that if they choose to speak with you, you have to share their disclosure with the Office of Institutional Equity so they can be made aware of their rights and resources available to them. Additionally, you can let them know there are trained professionals on campus who can provide completely confidential information, support, and resources if they’d rather share with someone confidentially. www.montana.edu/voice
* **Believe** them and let them know that you are thankful they felt comfortable sharing this with you.
* **Assure** and reassure them that what happened was not their fault. Self-blame, self-doubt, shame, and guilt are all common reactions for survivors of sexual violence.
* **Listen and don’t judge**. Let them decide how much information they want to share with you. Don’t pry for more details or try to investigate what happened.
* **Be informed**. Visit www.montana.edu/voice to learn about the

services available at MSU and in the greater community.

**--- CONFIDENTIAL CAMPUS-BASED ---**

**MSU VOICE Center**

406.994.7069 (24-Hour - call or text)

FREE, Confidential information, advocacy & support for members of the MSU community

who have been impacted by interpersonal violence

www.montana.edu/voice

**MSU Counseling & Psychological Services**

406.994.4531

FREE individual and group counseling for MSU Students

www.montana.edu/counseling

**MSU Student HealthServices**

406.994.2311

www.montana.edu/health/medical

**--- CONFIDENTIAL COMMUNITY-BASED ---**

**Help Center**

405.586.3333 (24-Hour)

**HAVEN**

406.586.4111 (24-Hour)

**--- NON-CONFIDENTIAL CAMPUS-BASED ---**

**MSU Office of Institutional Equity**

406.994.2042

oie@montana.edu

www.montana.edu/equity

**MSU Police Department**

406.994.2121

[www.montana.edu/police](http://www.montana.edu/police)

**MSU Diversity & Inclusion Student Commons (DISC)**

406.994.5801

www.montana.edu/studentdiversity

**MSU Dean of Students Office**

406.994.2826

www.montana.edu/deanofstudents

RESOURCES