

## **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 matters related to sex-based discrimination including sexual harassment, sexual misconduct, 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, and compliance with this law is required for all educational institutions. Title IX prohibits discrimination on the basis of sex in educational programs and activities. Discrimination based upon sex can include 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 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, it is likely that students may disclose to you issues related to Title IX, including but not limited to sexual harassment, domestic/dating violence or threats of violence, stalking, hazing, non-consensual sexual contact, rape, or other forms of sexual misconduct or violence. 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.

Any student-to-student incidents must be reported to the Office of Student Conduct and/or Office of Institutional Equity and incidents involving employee-to-student, employee-to-employee, and student-to-employee must be reported to the Office of Institutional Equity. Reports must be submitted within 24 hours of the disclosure (or within 24 hours of receiving notice) and should include the student's name, WKU ID number (if known), information about any other party involved, and any detailed information provided during the disclosure, including but not limited to the date and location of the incident. Your job is to report this basic information about the incident and connect the student to campus resources; however, your job is not to investigate the matter yourself. If you are in doubt about whether something classifies as Title IX, please report, and allow us to evaluate the report to determine jurisdiction and Title IX applicability.

Reports should be made through the Title IX Website at [www.wku.edu/titleix](http://www.wku.edu/titleix) or by contacting the Office of Institutional Equity at 270-745-5121. Information about Mandatory Reporter tips is available at <https://www.wku.edu/institutionalequity/mandatedreporter.pdf>. If you are not an employee of the University, you should directly advise your chapter that you are not employed by WKU and reports of sexual discrimination and/or harassment should be made to one of the aforementioned offices or the faculty/staff advisor for the organization.

**What Happens after a Report:** The Office of Institutional Equity in collaboration with the Office of Student Conduct will provide support and assistance for impacted students regarding academic and living situations as deemed appropriate. Information regarding supportive services and resources is available at <https://www.wku.edu/institutionalequity/wkucampusandcommunityresources.pdf>. Additionally, Title IX Investigators will conduct timely investigations of all reports and, where appropriate, will hold individuals accountable for their actions according to the procedures outlined in applicable University policies.

**Confidential Support:** Students also have the option to confidentially report and gain access to services and assistance by contacting the Counseling Center at (270) 745-3159. 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:** All RSO Advisors are required to complete annual Title IX training. This training ensures that advisors understand their responsibilities under federal law, including how to recognize, respond to, and report incidents of sexual misconduct and harassment. Completion of this training is essential not only for compliance but also for supporting the well-being and safety of our student communities. 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 **Ena Demir**, Executive Director and Title IX Coordinator, directly at [ena.demir@wku.edu](mailto:ena.demir@wku.edu) or 270-745-

6867. If you have any technical difficulties accessing the training, please contact Chantel Gillenwater at [chantel.gillenwater@wku.edu](mailto: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 at <https://www.wku.edu/institutionalequity/training.php>.

**Additional Information:** Your attention and assistance to make WKU safe and harassment free is appreciated. If you need additional information about Title IX requirements and resources, please visit [www.wku.edu/titleix](http://www.wku.edu/titleix) or contact me at [ena.demir@wku.edu](mailto:ena.demir@wku.edu) or 270-745-6867.

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