FAQs for Reporting a Title IX - Sex/Gender-Based Harassment, Discrimination, and Sexual Misconduct Incident

“How do I know if it’s a Title IX violation?”
You don’t have to know. Incident Report forms exist so that you can keep a team of experts informed about incidents that occur which are of concern. If something concerns you, you should report the incident. The report will be reviewed and a team of experts will determine the next steps. Learn more about the College’s [Title IX Policy](#).

“What do I do if a student shares information with me that sounds like it could fall under the sex/gender-based harassment, discrimination or sexual misconduct policy?”
Submit a Title IX incident report and include (at the very least) the student’s name a brief summary of the incident or situation a student shared with you.

“Should I take notes if a student shares information with me that sounds like it could fall under the sex/gender-based harassment, discrimination or sexual misconduct policy?”
NO. The investigation process pertaining to Title IX incidents is the responsibility of the College’s Title IX team who have been trained to comply with Title IX law. Taking personal notes is highly discouraged due to potential legal implications that could be taken against you and/or the College.

“As a KCC faculty or staff member, am I required to report potential sex/gender-based harassment, discrimination, sexual misconduct or Title IX issues?”
YES. All KCC employees, with the exception of Confidential Employees, are considered Responsible Employees which required them to report incidents, issues, or concerns to the Title IX Coordinator.

“Is the Title IX Incident Report Form only for reporting situations involving students?”
No. The Incident Report Form is also for reporting concerns involving faculty and staff.

“When will I be notified the outcome of the student I submitted?”
All parties will receive written notification of the outcome, to the extent permitted by or mandated by law without undue delay between the notifications. The notification will include the finding, resulting responsive actions, rationale for the decision, and appeal options and processes. For more information, refer to the “Determination and Resolution” section of the [Investigation and Resolution Process for Title IX](#).