

Making a TIX Report: One-Sheet Reference Guide

How to Make a Report

- Call or email the Title IX Office: (610) 690-3720 or titleix@swarthmore.edu
- Reach out to trusted faculty or staff
 - This includes designated student employees: RAs, SAMs, or SWATeam
 - Deputy Title IX Coordinators can also provide supportive measures
- Title IX anonymous Title IX Report and Concern Form online

Outreach from Title IX Office

Title IX Office will reach out to the harmed party, typically via email, and invite the student to meet.

- The student is under no obligation to respond to this outreach.
- The student is invited to bring a support person with them to the meeting.
- The student is provided with additional resources via email.
- The offer to meet never expires.

Initial Meeting with Title IX Office

This initial meeting is to provide options for support, accommodations, counseling, and additional reporting. It is focused on the *well-being* of the student.

- The student will **not** be asked any questions about the underlying incident, and they do not need to provide any details unless they choose to do so.
- The student does **not** need to make any decisions about how to proceed, including whether or not to pursue a formal complaint.
- This meeting is **not** an investigative interview.

Supportive Measures

- Address safety concerns
- Provide contact restrictions/assist with obtaining Protection from Abuse order
- Request academic accommodations
- Coordinate housing changes
- Adjust work schedules
- Address physical and mental health concerns
- Coordinate on and off-campus counseling, as well as other off-campus appointments
- Discuss adaptable remedies and/or formal complaint process

The above list is not exhaustive, and a more fulsome description of possible supportive measures can be found in our Policy.