



Your Guide on What to Report

As a Northwestern State University Employee, under Title IX of the Education Amendments Act of 1972, you are considered a Responsible Employee. You are **mandated** to report all reports of sexual misconduct, including sexual assault, sexual exploitation, stalking, domestic violence, family violence, dating violence, sexual harassment, and retaliation. A Responsible Employee who is determined by Northwestern State University's disciplinary procedures to have knowingly failed to make a Report or, with the intent to harm or deceive, made a Report that is knowingly false shall be terminated. See the Power Based Violence Policy located at <https://www.nsula.edu/studentexperience/notalone/>.

Responsible Employee: A University employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or an employee who a student could reasonably believe has this authority or duty. A Responsible Employee must report to the Title IX Coordinator all relevant details about an alleged sexual misconduct shared by a student.

DO NOT PRESSURE ANYONE TO TELL YOU WHAT HAPPENED! Get as much information as you can and submit it to the Title IX Coordinator. If the student is refusing to give you any information, or if you are uncomfortable with collecting the necessary information, please refer the student to a Confidential Advisor in the Counseling Center and contact the Title IX Coordinator, Julie Powell at (318) 357-5570 or obannonj@nsula.edu.

The information you collect is only to be shared with the Title IX Coordinator. Those who "need to know" are only informed that an incident occurred, and it was reported to the Title IX Coordinator. Please **DO NOT** conduct your own investigation.

The Official NSU Reporting Form is found at:

https://cm.maxient.com/reportingform.php?NorthwesternStateUnivLA&layout_id=1 or you may use the QR Code, for easy access.

