

(Continued from opposite side)

- Exploring changes in class schedules, work, and living arrangements
- Communicating with faculty and providing academic support
- Reporting to law enforcement (UTPD or KPD) if you choose to do so
- Initiating a formal university complaint if you choose to do so

To learn more about your reporting and support options, contact us or visit [tiny.utk.edu/titleixsupport](https://tiny.utk.edu/titleixsupport).

**Office of Title IX**  
1817 Melrose Avenue  
865-974-9600  
Email: [titleix@utk.edu](mailto:titleix@utk.edu)  
[titleix.utk.edu](https://titleix.utk.edu)

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**Encourage** them to report the incident to law enforcement and assist them with doing so if requested. Do not report to law enforcement without the person's consent unless there is an immediate safety concern.

**Assist** them with obtaining medical assistance or other resources if requested.

**Be supportive.** Don't tell them what to do; reassure them that it's their decision. Give them the other half of this card.

**Report** the incident within 48 hours to the Office of Title IX by going to [tiny.utk.edu/mandatoryreport](https://tiny.utk.edu/mandatoryreport) and following the Mandatory Reporter Form link at the top of the page, or by calling 865-974-9600.

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# Mandatory Reporter Resource Card

**T** OFFICE OF  
TITLE IX

[titleix.utk.edu](https://titleix.utk.edu)

## You are a mandatory reporter.

Except for those who are designated confidential resources, UT faculty and staff are required to report acts of prohibited conduct (sexual harassment, sexual assault, dating and domestic violence, stalking, sexual exploitation, and retaliation) to the Office of Title IX within 48 hours. For more information, see [tiny.utk.edu/mandatoryreport](https://tiny.utk.edu/mandatoryreport).

Use this card to help you remember what you need to know if someone reports an act of prohibited conduct to you, and tear away the other section to help guide them.

If you have questions or want additional resource cards, contact the Office of Title IX at 865-974-9600 or [titleix@utk.edu](mailto:titleix@utk.edu).

## What to do if someone tells you they have experienced prohibited conduct:

**Listen.** Let them decide what information they would like to share.

**Thank them** for sharing their information.

**Ask** “Are you safe right now?” If there is an immediate safety concern, call 911 or UTPD at 865-974-3114.

### Let them know

- That you are a mandatory reporter and required by law to report what you have learned to the Office of Title IX
- That the information will otherwise remain private
- That they will be contacted by a Title IX staff member about resources, support, and reporting options
- That no investigation will be initiated without a signed complaint

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## What to know if you have experienced sexual harassment, sexual assault, dating or domestic violence, stalking, sexual exploitation, or retaliation:

**You are in control.** The incident you have experienced will be reported to the university by the mandatory reporter and you will be contacted by a Title IX staff member about resources, support, and reporting options, but what happens after that is up to you.

**You are not alone.** The Office of Title IX staff can help with any of the following areas:

- Connecting you with medical and counseling services (on and off campus)
- Explaining your rights
- Issuing a mutual no-contact directive

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