

## Requirements in Response to Student or Employee Victims of Sexual Misconduct

Applies to: Grambling State University faculty, staff, administrators, and athletic personnel who receive information that a student or employee has experienced sexual misconduct including sexual harassment or violence.

All reports of sexual misconduct should be reported within twenty-four (24) hours to the Title IX Coordinator,  
**Mr. Kennedy Jones 318-274-2660 or [jonesken@gram.edu](mailto:jonesken@gram.edu)**

### 1. AFFIRMATION -Support disclosure:

Offer to do all that you can to help. Find out what the victim would like for you to do next .

Response: "Proceed"

Response: "Don't reveal my name"

Proceed to Checklist

Complete [Sexual Misconduct Incident Form](#) and Submit to Title IX Coordinator

Advise you must report the incident and the University may have to investigate incident. Contact Title IX Coordinator with all details .  
Complete the Complaint Report Form without victim's name and submit to Title IX Coordinator. Proceed to checklist

### 2. Check List:

- ☐ **SUPPORT**- Seek trained assistance. Obtain consent to contact victim services.  
**Title IX Coordinator, Counseling Services, Student Health Center or Campus Police.**
- ☐ **SAFETY** -Find out details:
  - Is the victim in immediate danger? **Contact Campus Police and Title IX Coordinator.**
  - Does the victim need alternative housing for the night? **Title IX Coordinator.**
- ☐ **HEALTH SERVICES** -Respect victim's privacy. Don't guess; don't ask for details if student has refused already.
  - Does the victim need medical attention? Offer to contact or take the victim to GSU health services.  
**Contact health services, Title IX Coordinator, or local hospital . In the case of an Emergency Call 911.**
- ☐ **COUNSELING** -Inquire if the victim would like to speak with a trained counselor confidentially.
  - Counseling services are available 24 hrs./7 days a week. Offer to contact the counseling center.  
**Contact Student Counseling and Wellness Resource Center, Title IX Coordinator, or Campus Police.**
- ☐ **ACADEMIC/EMPLOYMENT ADJUSTMENTS**-Offer help with immediate concerns only.
  - If you are the victim's professor or supervisor and the accused is in your class or office. Offer adjustments in testing location, changes in schedule, etc.
  - If the victim must relocate immediately for safety, offer assistance with contacting professors or supervisor about possible absence. **Contact Title IX Coordinator.**
- ☐ **UNIVERSITY COMPLAINT OR CRIMINAL PROSECUTION** -Does the individual want to take immediate action to file a complaint? **Contact Title IX Coordinator, Campus Police.**

**For victim assistance or reporting sexual misconduct, always contact the Title IX Coordinator:**

1. **Title IX Coordinator-** 318-274-2660
2. **Student Counseling and Wellness Resource Center-**318-274-3277
3. **Grambling State University Police Department-** 318-274-2222
4. **GSAFE App**, you can anonymously report safety concerns while attaching photos/videos and contact campus safety forces quickly and directly in emergency situations. The app is 100% free and available in the [Android](#) and [iPhone](#) markets.
5. **Office of Student Conduct-** 318-274-3169
6. **Health Services-**
  - **GSU Foster-Johnson Health Center** -318-274-2351
  - **North Louisiana Medical Center-** 318-254-2100

