



Office of Civil Rights & Title IX – Required Annual Training

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The Office of Civil Rights & Title IX (OCRTIX) is responsible for offering annual training to the campus community. The goals of the training are to:

- Communicate policies and processes related to sexual harassment,
- Provide definitions and examples of various forms of sexual harassment,
- Provide a definition of consent,
- Provide options regarding evidence preservation,
- Explore information and options for risk reduction strategies,
- Explore options for bystander intervention,
- Define various protected classes,
- Establish an understanding of mandatory reporters,
- Provide options for reporting,

- Inform users of how The University of Kansas responds to sexual harassment,
- Assist mandatory reporters in receiving sensitive information well,
- Provide an overview of hazing and reporting requirements, and
- Provide an overview of other compliance related items managed by OCRTIX.


The training is designed to be thorough and relevant to your role at the University of Kansas, whether you are a student, faculty, staff, affiliate, or other member of the educational community.

OCRTIX recognizes the collaboration from campus partners in developing the content of the training, specifically, the Sexual Assault Prevention & Education Center (SAPEC), and more.

This course includes content that may be challenging and evoke strong emotions, mainly about sexual harassment. Please participate as you're able, take breaks when needed, and return when ready. If you can't complete the training in this format, email civilrights@ku.edu for alternative options, as well as resource referrals.

To start, simply click "Get Started" and work your way through the course.

When selecting a link to additional information, the content will open in a new window. You may also experience the training window minimizing. To go back to the training, hover over the browser icon that you are using and select the window with the training to continue.

 **Get Started**

 **Policies & Processes**

 Definitions of Sexual Harassment & Evidence Preservation

 Consent

 Risk Prevention & Harm Reduction

 Bystander Intervention

 Definitions of Protected Classes & Related Retaliation

 Mandatory Reporters

 Reporting

 Responding to Reports of Sexual Harassment


 How to Receive Information

 Hazing

 The Jeanne Clery Campus Safety Act

 Drug-Free Schools & Communities Act (DFSCA)

 Resources

 Quiz Review

 Quiz

Get Started



Click to play a voice-over of the text below. Playing the audio file is not required to complete the course.



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Training Audiences

This training is required for various audiences on multiple campuses. Students, residents, staff, faculty, affiliates, and others will all be engaging with this material. If you encounter an example or terms that do not apply to you, you may still benefit

from paying close attention to that content in order to be most informed.

Importance of Training Completion

Have you ever experienced a situation where you weren't sure how to respond to reports of harassment or discrimination?

Examples might include:

- An employee sharing an experience of harassment.
- A student writing about sexual harassment in an assignment.
- Rumors about a problematic incident during fieldwork.
- Concerns that a resident may be experiencing hazing.

This course will help you:

- Understand how to respond when you receive information about potential harassment or discrimination.
- Explain key points of KU's harassment and discrimination processes.

The training also ensures compliance with **Title IX, Violence Against Women Act (VAWA), and various legislation**. All

employees must complete it annually to meet KU policy and federal law requirements.

Additionally, as a One University Office, **OCRTIX** serves all KU campuses and instructional sites. Content will reflect the variety of KU roles that people fill and locations where KU engages in educational activities. If you're unsure whether something applies to your role and would like additional information, email civilrights@ku.edu ([opens in a separate window](#)).

The Office of Civil Rights & Title IX aims to make KU a safer place to learn and work for each Jayhawk and all members of the KU community. Thank you for your attention and engagement—we welcome follow-up conversations.



If at any time during the training you would like the content read to you, select the arrow on the play bar at the top of each slide and throughout the modules.

To move to the next slide, select the "continue" button at the bottom of the slide. If you do not see the "continue" button, scroll down using the scroll bar on the right.

CONTINUE

Policies & Processes



Click to play a voice-over of the text below. Playing the audio file is not required to complete the course.

The University of Kansas Prohibits Sexual Harassment,

discrimination based on protected classes, and related retaliation.

This content was developed in partnership with SAPEC

Research indicates there is a high prevalence of sexual assault and harassment across universities. [The Association of American Universities \(AAU\) Climate Survey on Sexual Assault and Sexual Misconduct](#) is an example of such research, and publications.



Due to the prevalence and importance of this topic, The University has policies and processes in place to establish mandatory reporters, as well as in an attempt to stop, prevent, and remedy instances of discrimination, sexual harassment, and related retaliation.

Review the policies below, and follow the links for more information.



Search the University of Kansas Policy Library, the official archive for policy.

Policy Library

OCRTIX is responsible for various policies and processes for the University. View [all relevant OCRTIX policies and procedures](#).

Mandatory Reporting – One KU

All employees are mandatory reporters, with some exceptions for confidential employees (those with privileged communication, like licensed therapists working at the institution as a therapist, an Ombuds office, and a few more). Mandatory reporters — employees including, undergraduate, graduate, residents, post-docs, staff, PI's (Principal Investigator), faculty, etc. — must report potential harassment, discrimination, sexual harassment, or related retaliation to the Office of Civil Rights & Title IX.

Mandatory reporters are integral in OCRTIX's ability to address instances of discrimination and harassment.

[Click here to view the Mandatory Reporting policy.](#)

Sexual Harassment Policy – One KU

This policy establishes the prohibition of sexual harassment (inclusive of sexual assault, domestic violence, dating violence, quid pro quo, hostile environment, and

stalking), as well as provides definitions of the various forms of sexual harassment.

[Click here to view the Sexual Harassment policy.](#)

Title IX Resolution Process

Although OCRTIX is a One University office, at times the policies and procedures are specific to a particular campus. One example of this is with the Title IX Resolution Process.

All Medical Center Campuses

If you are affiliated with any of these campuses, please [review the process OCRTIX uses to resolve Title IX complaints.](#)

Lawrence, Edwards, Juniper Gardens, Parsons, Yoder, and beyond

If you are affiliated with any of these campuses, please [review the process OCRTIX uses to resolve Title IX complaints.](#)

Regardless of the campus, some highlights of the Title IX Resolution process are:

- The OCRTIX process provides a fair, prompt, and impartial process that is conducted by people who receive appropriate training annually.
- Both parties are permitted to have an advisor present throughout the process.
- Both parties will be informed of the outcome of any investigation, hearing, and/or appeal (when process allows).
- Everyone involved is protected against retaliation.
- Both parties are given equal access to resources, support measures, and due process.
- OCRTIX investigators are neutral fact finders, not decision makers.

Hearing Procedures for Complaints of Sexual Harassment

If a Title IX report involving sexual harassment or sexual violence moves through to an investigation, after the investigation is complete, there will very likely be a hearing.

All Medical Center Campuses

If you are affiliated with any of these campuses, please [review the hearing process](#).

Lawrence, Edwards, Juniper Gardens, Parsons, Yoder, & beyond

If you are affiliated with any of these campuses, please [review the hearing process](#)

Nondiscrimination, Harassment, and Equal Opportunity - One KU

This policy establishes the prohibition of discrimination and harassment based on 16 protected classes, informed by various federal and state laws. [Review the full Nondiscrimination, Harassment, and Equal Opportunity Policy.](#)

Discrimination Complaint Resolution Process

This process outlines the University's structure for responding to reports of potential discrimination and harassment based on a protected class.

All Medical Center Campuses

If you are affiliated with any of these campuses, please [review the resolution process.](#)

Lawrence, Edwards, Juniper Gardens, Parsons, Yoder, & beyond

If you are affiliated with any of these campuses, please [review the resolution process](#).

CONTINUE

Definitions of Sexual Harassment & Evidence Preservation



Click to play a voice-over of the text below. Playing the audio file is not required to complete the course.

Sexual Harassment

Sexual harassment refers to unwelcome behavior based on sex that constitutes quid pro quo harassment, hostile work environment harassment, sexual assault, domestic violence, dating violence, and/or stalking.

- These definitions are taken from the [Sexual Harassment policy](#).
- Flip each card to reveal its definition here at the University of Kansas.



Quid Pro Quo

Is an employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual contact.

Hostile Environment

Unwelcome conduct (including physical, visual, audible, and electronic conduct) that effectively denies a person access to the University's education programs and activities per Title IX.

Sexual Assault

Sexual Assault includes:

- Penetration or attempted penetration, no matter how slight, of the vagina or anus by the sexual organ of the other person, without the consent of the

Domestic Violence

Is felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is co-habiting with or

Dating Violence

Is violence committed by a person:

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. Where the existence of

Stalking

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. Fear for their safety or the safety of others, or
2. Suffer substantial



Digital Harassment is also prohibited. This includes communication through virtual platforms, the creation of "deep fake" images, and more. If you have experienced digital harassment, please contact OCRTIX.

[Review more resources from The Digital Public Interest Collective.](#)



Complete the content above before moving on.

Evidence Preservation

Developed in partnership with SAPEC

When instances of sexual harassment occur, sometimes physical evidence exists. As someone considers their response after an assault, preserving any remaining evidence can be an option.



When evidence has been appropriately collected and preserved, it may:

- Maintain future decision making options.
- Assist with identifying the perpetrator.
- Assist with holding the perpetrator accountable.

If someone decides they would like evidence preserved, here are some best practices to maintain the most evidence possible:

- Avoid showering, laundering clothing/bedding, or using the bathroom.
- Seek a Sexual Assault Forensic Exam (SAFE) at a hospital as soon as possible and within 120 hours/5 days.
- Photograph any physical marks.
- Consider reporting to the police. Note: one does not need to report to the police in order to have evidence collected.



Support Measures

If someone experiences sexual harassment or discrimination and needs help to continue their studies or work, OCRTIX can provide support measures. These are non-punitive steps to assist the parties. For sexual harassment cases, examples of support measures may include:

- Providing referrals to on or off campus resources for students or employees.
- Exploring Mutual No Contact Agreements.

- Exploring changes in course schedules, residency locations, work locations, or living environments.
- Assisting with documentation for a medical withdrawal or leave of absence.

For more on support measures, be sure to review the lesson on how OCRTIX manages reports.

CONTINUE

Consent



Click to play a voice-over of the text below. Playing the audio file is not required to complete the course.

A beginning point.

Consent is an important and nuanced topic. This section is only an introduction. Keep this in mind as you explore the content related to how the University defines and applies consent.

Definition of Consent

Overall, "consent" means permission. Especially before engaging in sexual acts, consent is imperative. Here at The University of Kansas, consent is defined as being:

- Communicated
- Ongoing

- Mutual

This means consent is gained through **words or actions** that show an **active, knowing, and voluntary** agreement to engage in mutually agreed-upon sexual activity.

It is the responsibility of the initiator to get consent before engaging. —

If someone wants to engage in sexual activity, it is important to discuss consent and the scope of the sexual behavior before engaging in the sexual act. If consent is not present, sexual activity should not occur.

Consent must be voluntary. —

It cannot be gained by force, ignoring, or acting without regard to the objections of another, or taking advantage of the incapacitation of another. Incapacitation can include use of alcohol or drugs, in addition to being asleep.

Consent can also be revoked at any time.

Consent to one act does not constitute consent to another. —

Consent needs to be gained prior to engaging in each kind of sexual act. For example, consent to kiss does not imply consent to have sex.

Consent to a prior occasion does not imply consent to another. —

Consent needs to be gained each time there is sexual activity. Receiving consent on one day does not mean consent has been established for another day.

Silence, lack of resistance, or not saying "no" does not imply consent. —

Consent needs to be clearly communicated.



Complete the content above before moving on.



Communication is important in understanding consent. Because of that, we offer some strategies as it relates to communication and sexual acts.

- Communicate any questions, intentions, boundaries, and more.

- Make sure the way you're communicating is clearly understood by the other person.
- Don't take actions without a clear understanding of your and the other person's consent.
- Have proactive conversations about what is "on" and "off" limits.
- If you do not have a clear "yes" to engage in an act, you should not engage in it.
- Ask as many questions as needed to engage in fully consensual acts. If you doubt someone's consent, stop engaging.
- Alcohol, drugs, and other substances, can limit one's ability to communicate effectively. If individuals choose to engage with substances, they may need to communicate even more in an attempt to establish consent. Having consumed alcohol or drugs does not excuse or justify sexual misconduct.

Consenting Relationships Policy

On the Lawrence and Edwards campuses, there is a Consenting Relationships policy. This policy exists to "...address situations in which two persons have an apparently voluntary romantic or sexual relationship, but where a power differential exists because

of their roles within the University, e.g., faculty/student or supervisor/employee."

[View the Consenting Relationships Policy.](#)

Campus Resources on Consent

Because consent is such an important topic, The University of Kansas has various resources focused on the topics of healthy relationships, consent, and supporting people affected by violence. Resources also exist within the communities hosting the various KU campuses. For additional referrals and resources, please [email civilrights@ku.edu](mailto:civilrights@ku.edu).

Resources include:

All Medical Center

Campuses

Connect with school specific or campus wide resources for more support.

Lawrence & Edwards Campuses

[SAPEC](#): SAPEC engages in comprehensive education and programming pertaining to preventing sexual violence. This includes information and presentations on consent, active bystanders, and more.

[CARE Services](#): CARE Services provides direct support for students affected by sexual violence, relationship harm,

dating violence, stalking, and more.

[Health Education Resource Office \(HERO\)](#): HERO offers programming, presentations, and events focused on a variety of health related topics. Relevant to the topic of consent, you can find Sexual Health and Healthy Relationship topics.

[Employee Assistance Program \(EAP\)](#): Eligible KU employees have access to the EAP. This includes counseling, legal advice, health coaching, and more.

[Policies about consent](#): The KU Policy Library holds various policies and procedures pertaining to consent. Visit these to learn more.

CONTINUE

Risk Prevention & Harm Reduction



Click to play a voice-over of the text below. Playing the audio file is not required to complete the course.

Risk Prevention & Harm Reduction

We make choices every day to prevent risk and reduce harm—like locking doors to prevent theft, wearing seat belts to reduce injury, or using potholders to avoid burns. These decisions are part of daily life.

Similarly, we can choose to use risk prevention and harm reduction strategies when it comes to sexual harassment.



Violence of any kind is never the victim's fault. The following strategies provide people with options to reduce the risk of perpetuating or

being the subject of harassment, if they choose to engage in risk reduction strategies.

Risk Prevention and Harm Reduction Strategies

RISK PREVENTION

HARM REDUCTION

Risk prevention refers to actions individuals can take to reduce the chance of causing or experiencing harm.

Examples of risk prevention strategies:

- Learn the facts about sexual harassment in an attempt to stay informed and safe.
- Respect personal space and boundaries; always get consent before sexual activity.
- Think before sharing personal details, making jokes, or touching someone.
- Stay aware of your surroundings.
- Use campus or local security escort services when needed.

By practicing these strategies, you can identify concerning behaviors sooner and help prevent harm to yourself or others.



RISK PREVENTION

HARM REDUCTION

Harm reduction means taking steps to reduce harm when a concerning or violent behavior has already occurred.

Note, violence of any kind is never the fault of the person experiencing violence. Additionally, when people experience violence, sometimes their brains and bodies do not allow them to take action. If harm occurs and someone cannot interrupt the situation, it is not their fault.

Strategies:

- If someone seems uncomfortable, stop and check in.
- If you're unsure about someone's willingness, stop and check in later.
- Communicate a need to pause (e.g., "I need to use the bathroom").
- Use self-defense if necessary.
- Consider reporting the incident to OCRTIX, confidential resources, and/or police.

Using harm reduction strategies can help interrupt or lessen the impact of an assault.



Complete the content above before moving on.

Risk Prevention and Harm Reduction Strategies

Visit the following sites for additional guidance on engaging with risk prevention and harm reduction strategies pertaining to sexual harassment.

Office of Civil Rights & Title IX

[OCRTIX](#)

Rape, Abuse, & Incest National Network (RAINN)

[RAINN](#)

National Academies on Sciences, Engineering, and Medicine (NASEM)

[NASEM ARTICLE](#)

[CONTINUE](#)

Bystander Intervention



Click to play a voice-over of the text below. Playing the audio file is not required to complete the course.

Take Action

Developed in partnership with SAPEC

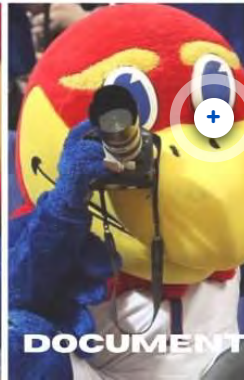
When we recognize the rates of sexual violence ([1 in 5 students per the AAU study](#)) and KU's commitment to address sexual violence, we all have a responsibility to intervene. Taking action when we recognize something is concerning may:

- Reduce violence and harm.
- Promote safety and well-being.
- Change social norms.
- Empower the community.
- Create supportive environments.



4Ds – Direct, Delegate, Distract, & Document

As we experience or witness concerning interactions, we can choose how we intervene. Below are four options. Click the markers on each photo to learn more about each strategy.



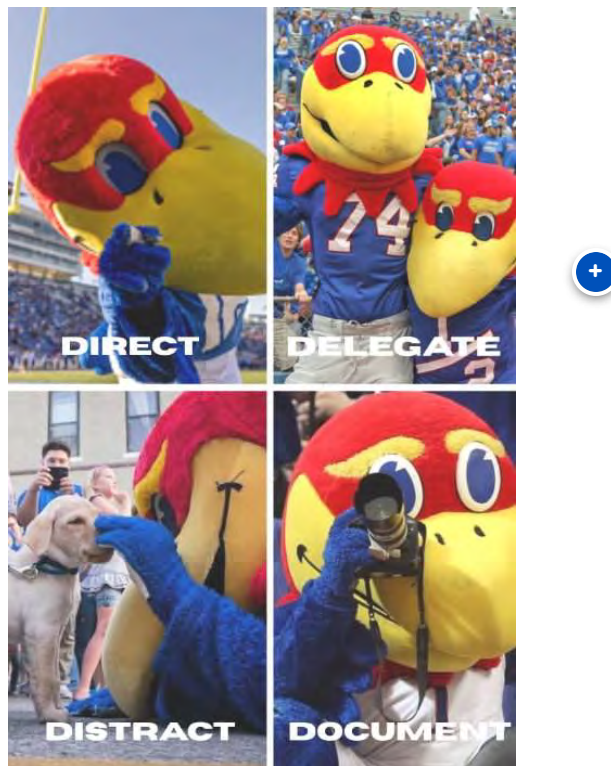


Direct

Direct – Speak to someone immediately to prevent or stop a problematic situation.

This may include:

- Point out the concerning behavior.
- Suggest a break or timeout.
- Check in with the person involved.
- Offer ways to end the interaction.



Delegate

Delegate tasks to others. Seek help and create a plan for intervention.

This may include:

- Teaming up with friends to intervene.
- Informing a friend of the potential victim and helping them intervene.
- Ask someone in authority (PI, attending, supervisor) to address the concern.

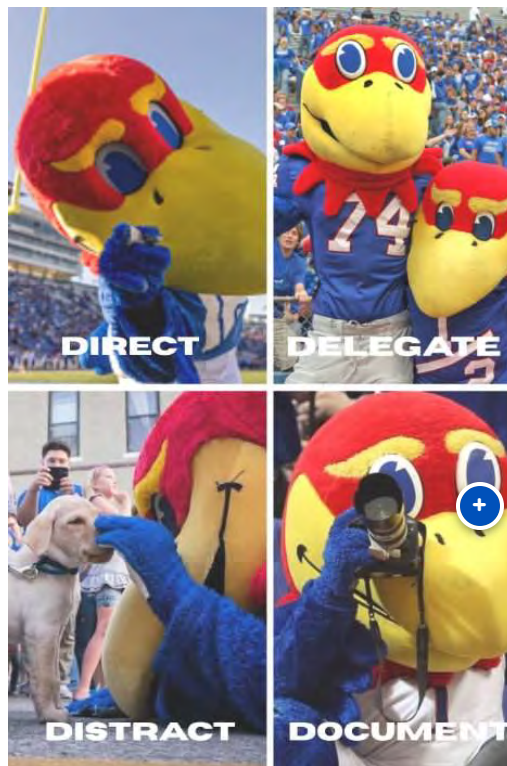


Distract

Distract to interrupt without direct confrontation.

This may include:

- Starting a conversation or building rapport.
- Pretending you need help with something.
- Suggesting a different activity.



Document

Document to support the survivor or hold the offender accountable.

This may include:

- Taking notes on your phone.
- Recording video.
- Capturing screenshots.

Documentation should be done alongside another intervention strategy.

When determining which strategy to use to intervene, consider:

- What strategy is the safest for you individually? This may change based on the situation.
- What strategy will de-escalate and resolve the situation the best?
- What strategy are you most comfortable with?

Remember, you can utilize multiple strategies to address any situation.



Complete the content above before moving on.

Bystander Intervention Strategies

Various national organizations focused on eliminating sexual violence provide options and guidance for bystander intervention. Visit the organizations below for more information.

Rape, Abuse, & Incest National Network

[RAINN](#)

National Sexual Violence Resource Center (NSVRC)

[NSVRC](#)

[CONTINUE](#)

Definitions of Protected Classes & Related Retaliation



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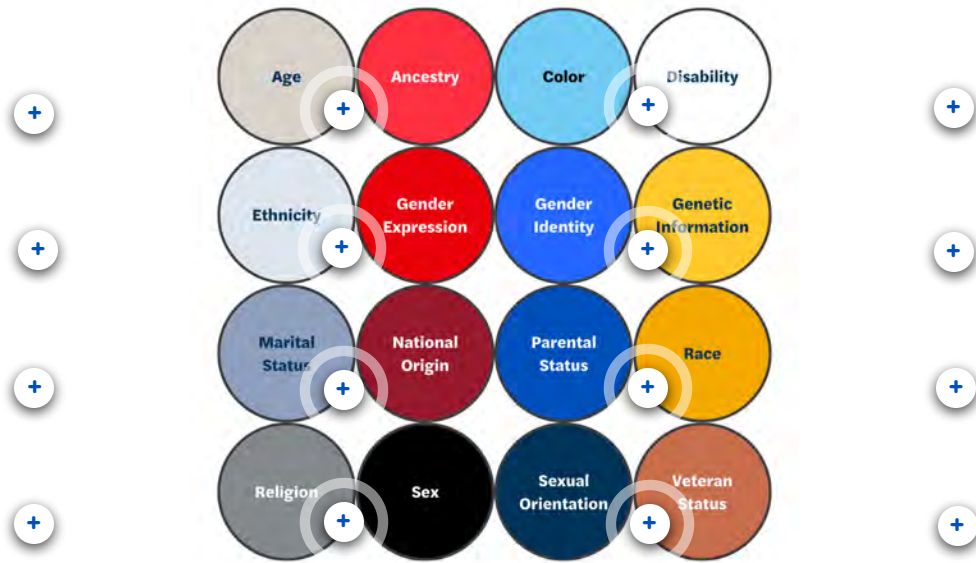
Mandatory Reporting

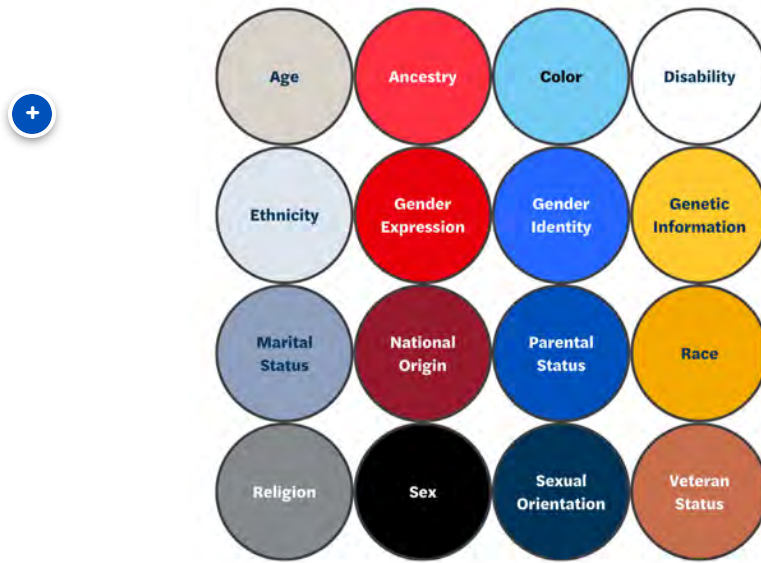
As a mandatory reporter, you are obligated to report potential harassment and discrimination based on identities as well as related to retaliation to OCRTIX.

Protected Classes

At the time of creating these materials, The University of Kansas recognizes 16 protected classes within [the Nondiscrimination Policy](#). These 16 were identified through various state and federal legislation.

Click through the photo below to learn more about what kinds of behavior you would need to report.





Age

Older employees are not given as many professional development opportunities as younger employees because the unit feels their money will be wasted when the older employee retires.



Ancestry

Employees or students with ancestry from a certain country or region are being harassed because of where they are from.

Residents from a certain country are instructed not to round on certain patients due to their ancestry.



Color

A darker skinned student is called the name of another darker skinned student in a class.

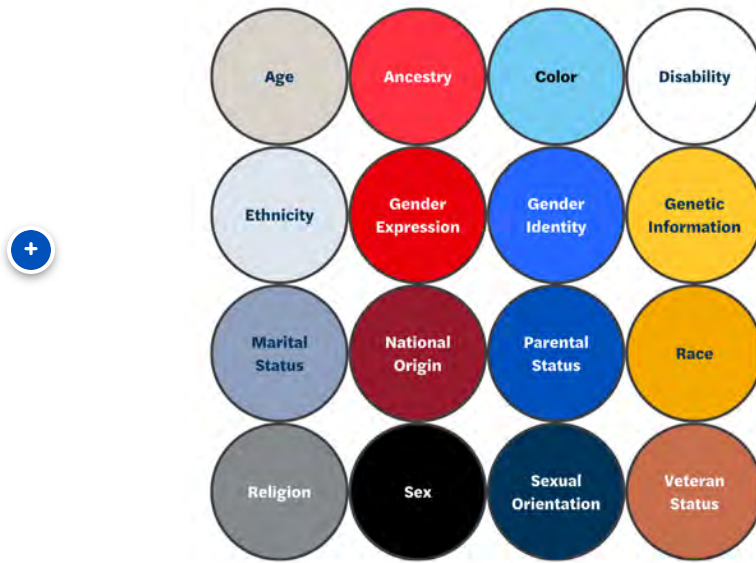


Disability

Faculty/supervisors deny students/employees access to their approved accommodations.

Supervisors do not refer employees who disclose their disabilities to Human Resources because they don't believe accommodations are fair to others.

Someone is denied the ability to participate in fieldwork due to their disability, though they are otherwise qualified and able to do so.



Ethnicity

You hear a program is restricting membership or attendance based on ethnicity.



Gender Expression

An employee/student is called slurs based on how they dress.



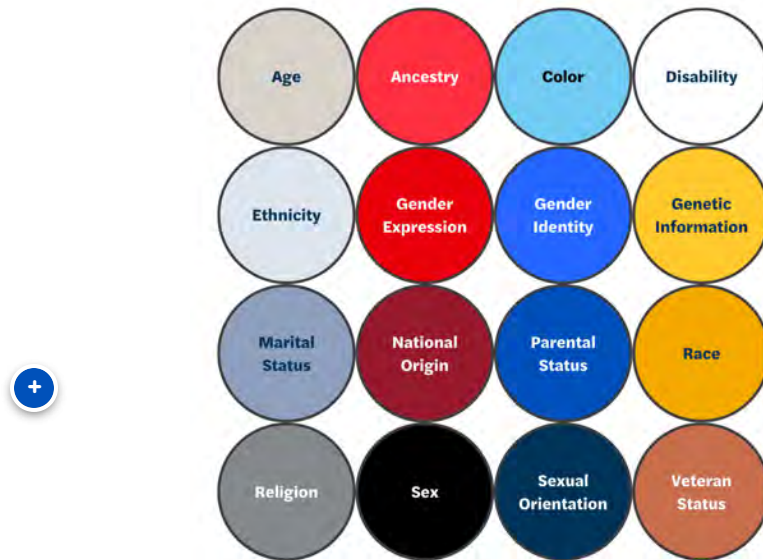
Gender Identity

Someone is physically assaulted based on he pronouns they use.



Genetic Information

An employer requires DNA testing and is firing people based on that genetic information.



Marital Status

Only single people are asked to work late or are scheduled on the weekend because the supervisor values "family time".

Married faculty are not allowed to lead study abroad trips due to perceived family commitments.



National Origin

You hear people give international residents "American names" because their names are "too hard to pronounce".



Parental Status

A supervisor denies a request for lactation breaks.

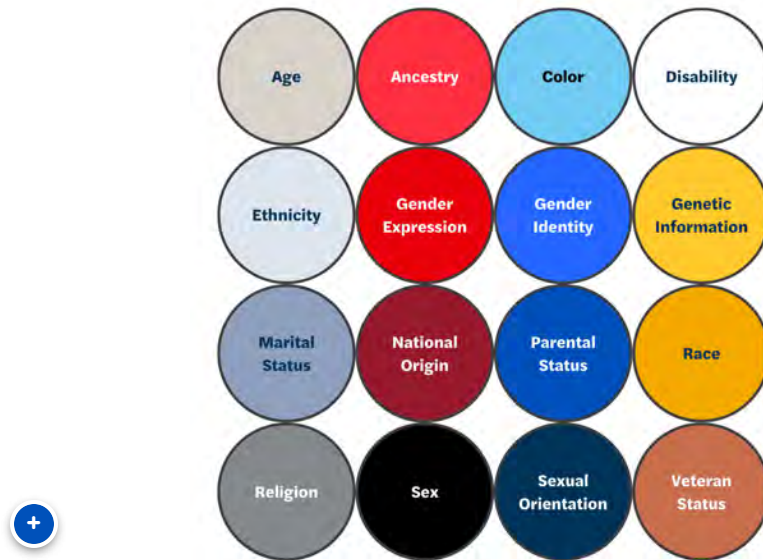
A student/resident is penalized for taking a leave of absence from their coursework due to a pregnancy related condition.



Race

A student assaults another student based on their race.

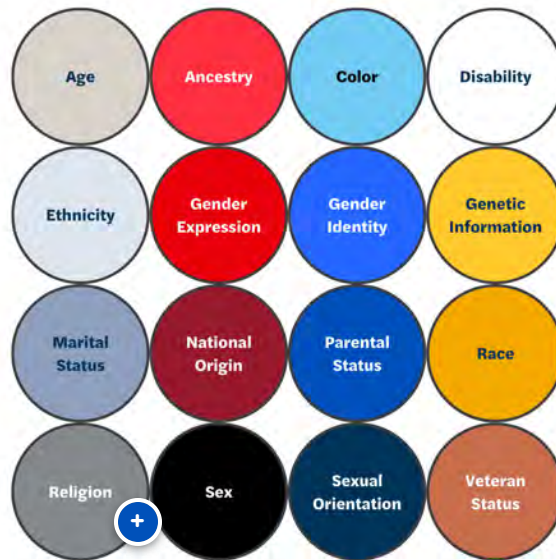
Someone is expected to teach others about their race and be a representative of the population as a whole.



Religion

A unit bases decisions about who receives scholarships based on the applicant's religion.

A resident is not granted time to practice their religion through a formal accommodation process.



Sex

Faculty grade men harder than women because they believe "men are more capable than women".

A staff member is given different expectations and is being held accountable differently due to their sex.



Sexual Orientation

A student is being harassed by another student because they identify as queer.

A PI is persuaded from applying for a grant due to their sexual orientation.



Veteran Status

Veteran students are told they cannot attend a campus sponsored event because they've been deployed.



Complete the content above before moving on.

A case-by-case basis

OCRTIX responds to all reports on a case-by-case basis. Although some of the examples above may feel commonplace or "low-level", they should always be reported to OCRTIX, given they may pertain to harassment or discrimination based on a protected class. Once OCRTIX receives a report, they will reach out to the person potentially experiencing harm and explore appropriate options.

If this training allows you to recognize previous experiences of potential harassment or discrimination for the first time, you're still obligated to report. It's never too late.

Related Retaliation

OCRTIX also protects against related retaliation. Per federal definitions and KU policy, related retaliation is defined as someone experiencing an **adverse action** due to their participation in a **protected activity**.

Adverse action *could* include:

- A change in one's position: receiving a demotion, pay decrease, title change, removing job responsibilities, etc.
- A change in one's academics: being graded differently, grades being changed, denial of admission to a program, denial of scholarship funds, etc.
- Denial of accommodations.



Retaliation does not include: things not related to one's work, perceptions of climate, or actions taken that are not a result of engaging in a protected activity. These issues can be addressed through Human Resources.

Protected activities include:

- Working with the OCRTIX on a report, investigation, etc.
- Requesting accommodations.

If you are aware that someone may be experiencing retaliation due to their involvement in a protected activity, please report to OCRTIX.

CONTINUE

Mandatory Reporters



Click to play a voice-over of the text below. Playing the audio file is not required to complete the course.

What is a Mandatory Reporter?

All employees at the University of Kansas are mandatory reporters, except those designated as confidential employees per the [Mandatory Reporting policy](#).

Mandatory reporters are obligated by University policy to report any instance of potential harassment or discrimination based on protected classes, sexual harassment, or related retaliation to the Office of Civil Rights & Title IX.

Employee Categories

If you're wondering what kind of employees are mandatory reporters, take a look below. Click each card to flip and move onto the next section.

Affiliates

Including the Unions, Endowment, Alumni, Athletics, Hilltop, ROTC, Center for Research, KU Medical Center Research Institute, and more.

Temporary Appointments

Including post-docs, lecturers, adjuncts, visiting faculty, fully grant funded positions, and more.

Teaching Staff

Including faculty, lecturers, instructors, adjuncts, visiting faculty, tenure and non-tenure track, fieldwork, and more.

Research Staff

Including fully or partially grant funded, those on sabbatical, fieldwork instructors, medical campus researchers, and more.

Student Staff

Including undergraduate, hourly, GTAs, GRAs, and GAs, medical students, those receiving fellowships, and more.

Classified and
Unclassified Staff

Including hourly, salaried, full-time, part-time, temps, and more.

Residents

Including assigned to any location, and when in the classroom, and/or hospital.

Employees participating in fieldwork

Including in remote locations, domestic, or internationally.



Complete the content above before moving on.

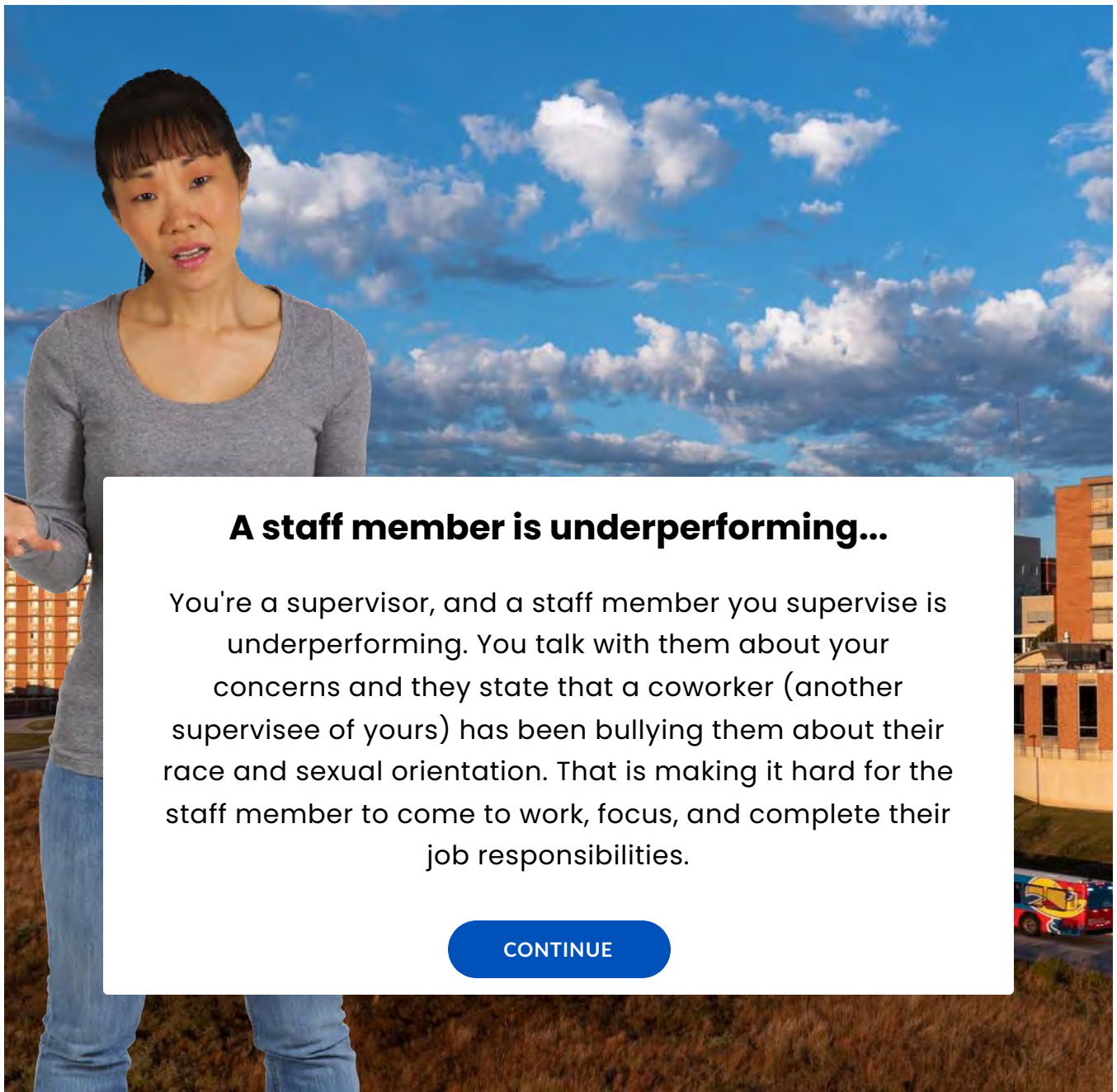
Students (not employed by the University) are not mandatory reporters.

Please note, students who are not employed by the University are not mandatory reporters. We do, however, always welcome and encourage their reports.

Additionally, employees are only mandatory reporters while serving in the employee role.

When an employee learns something outside of their scope as an employee, they are not a mandatory reporter. However, we encourage them to continue to report to OCRTIX.

With what you've learned about mandatory reporters, engage in the scenarios below and see what you would do if you were in these positions.



A staff member is underperforming...

You're a supervisor, and a staff member you supervise is underperforming. You talk with them about your concerns and they state that a coworker (another supervisee of yours) has been bullying them about their race and sexual orientation. That is making it hard for the staff member to come to work, focus, and complete their job responsibilities.

CONTINUE

Scene 1 Slide 1

Continue → Next Slide



You let them know you're a mandatory reporter, and they continue to talk to you about what happened. At the end, they tell you they want you to keep this confidential. Are you able to?

1

No, even though the employee requested this, you have to report to OCRTIX.

2

Yes, since the employee requested this, it's okay to just listen and not report.

Scene 1 Slide 2

0 → Next Slide

1 → Next Slide



You let the employee know you need to report what they've shared and explain what will happen next. The employee says they need resources for mental health support. What do you do?

1

You inform the employee that you will make a report but aren't able to provide resources since that would be outside the scope of your role.

2

You provide the employee with information for the Employee Assistance Program facilitated through the Human Resource department, or student resources like counseling available to students.

Scene 1 Slide 3

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1 → Next Slide

Scenario End

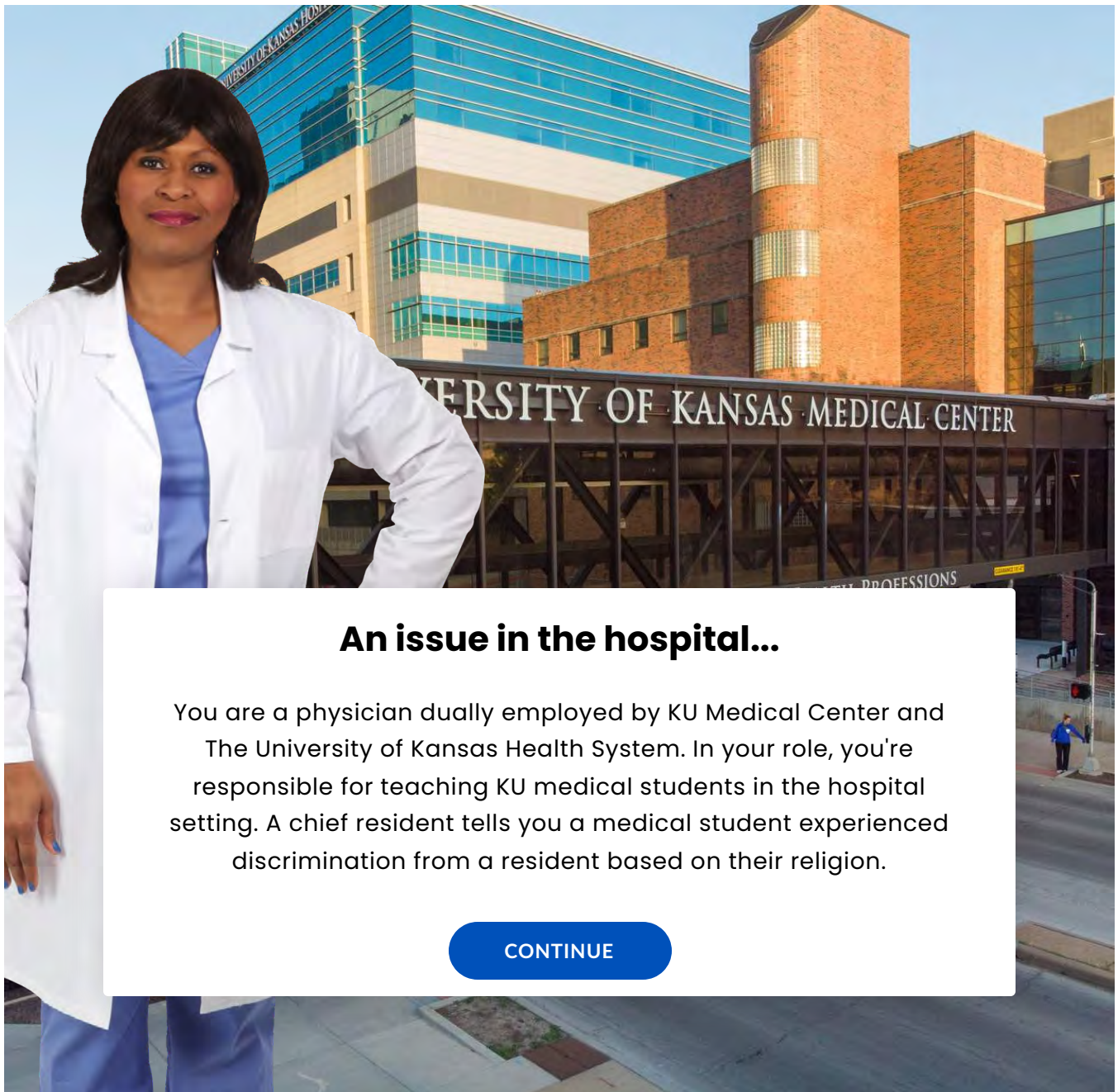
This scenario is not uncommon. Think about how you might respond if a student or employee approaches you and discloses something similar.

START OVER



Scene 1 Slide 4

Continue → End of Scenario



An issue in the hospital...

You are a physician dually employed by KU Medical Center and The University of Kansas Health System. In your role, you're responsible for teaching KU medical students in the hospital setting. A chief resident tells you a medical student experienced discrimination from a resident based on their religion.

[CONTINUE](#)

Scene 1 Slide 1

[Continue](#) → [Next Slide](#)



Given that this occurred in the hospital, and the hospital is separate from the University, are you required to report this?

1

No, this occurred in the hospital, which is not technically part of KU Medical Center. Therefore, you are not required to report.

2

Yes, since you are acting in your teaching capacity, and your teaching capacity is tied to your KU Medical Center, and not your Health Systems, employment, you are a mandatory reporter and are required to report.

Scene 1 Slide 2

0 → Next Slide

1 → Next Slide



Hearing the medical student experienced this from the resident, you want to remove the student from the resident's oversight/proximity and assign them to a different rotation in order to reduce harm. Is this a recommended course of action?

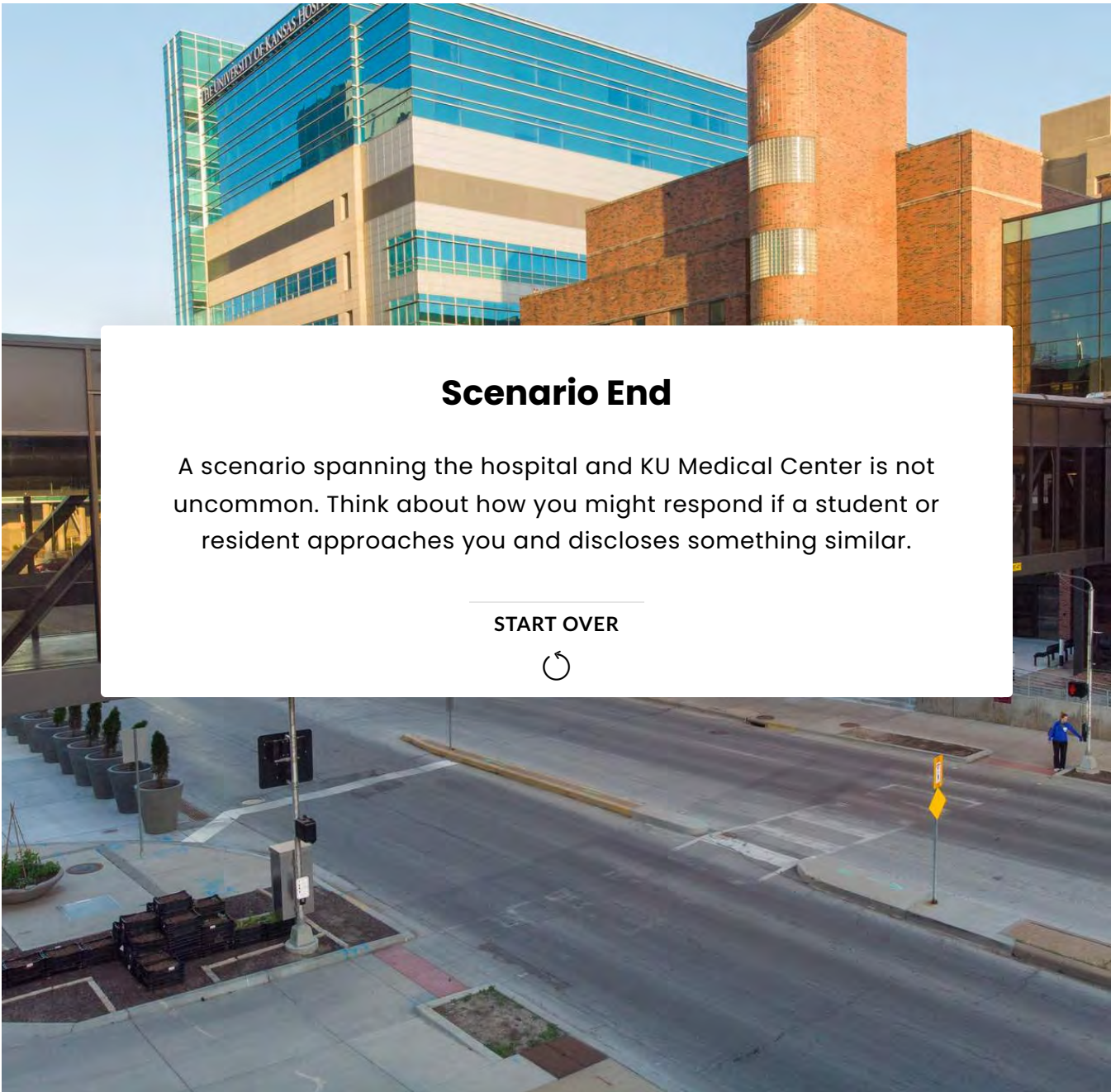
1 Yes, this is an appropriate action to take without consultation.

2 No, there are concerns with this course of action.

Scene 1 Slide 3

0 → Next Slide

1 → Next Slide



Scenario End

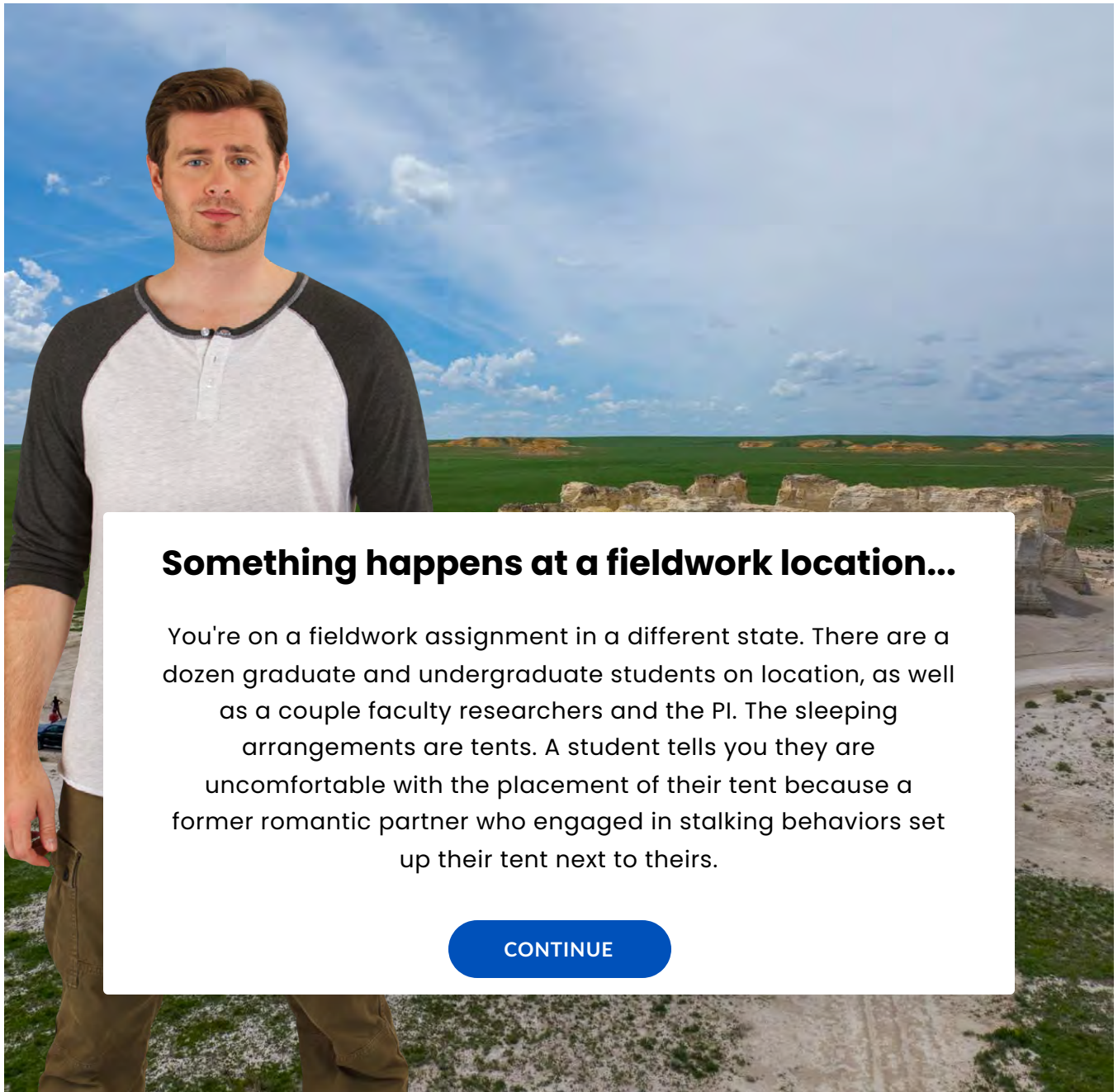
A scenario spanning the hospital and KU Medical Center is not uncommon. Think about how you might respond if a student or resident approaches you and discloses something similar.

START OVER



Scene 1 Slide 4

Continue → End of Scenario



Something happens at a fieldwork location...

You're on a fieldwork assignment in a different state. There are a dozen graduate and undergraduate students on location, as well as a couple faculty researchers and the PI. The sleeping arrangements are tents. A student tells you they are uncomfortable with the placement of their tent because a former romantic partner who engaged in stalking behaviors set up their tent next to theirs.

[CONTINUE](#)

Scene 1 Slide 1

[Continue](#) → [Next Slide](#)



The student tells you they would like to move their tent and have a faculty member's tent in between their tent and their ex's. They also tell you they do not want anyone to know about this and for this to stay between you both. What do you do?

1

Allow the student to move the tent, and report the situation to OCRTIX.

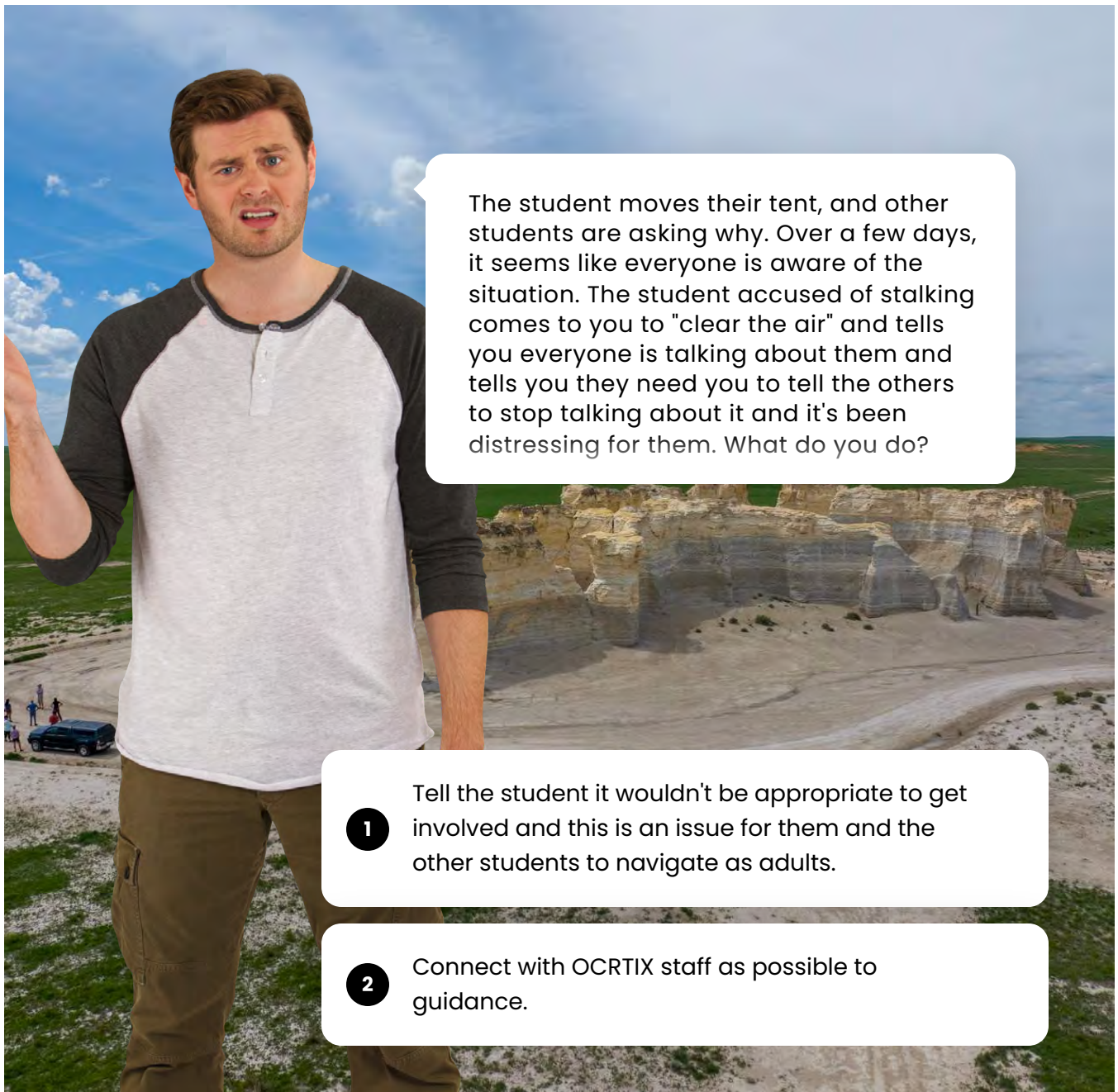
2

Allow the student to move the tent, but do not report to OCRTIX since nothing has happened on the trip.

Scene 1 Slide 2

0 → Next Slide

1 → Next Slide



The student moves their tent, and other students are asking why. Over a few days, it seems like everyone is aware of the situation. The student accused of stalking comes to you to "clear the air" and tells you everyone is talking about them and tells you they need you to tell the others to stop talking about it and it's been distressing for them. What do you do?

1

Tell the student it wouldn't be appropriate to get involved and this is an issue for them and the other students to navigate as adults.

2

Connect with OCRTIX staff as possible to guidance.

Scene 1 Slide 3

0 → Next Slide

1 → Next Slide

Scenario End

This scenario is not uncommon. Think about how you might respond if you are removed from campus resources and find yourself in a similar situation.

START OVER



Scene 1 Slide 4

Continue → End of Scenario



Complete the content above before moving on.

Confidential Employees

Federal law and University policy recognizes the need to have a confidential space for the University community to share experiences that will not automatically result in a report to OCRTIX. While the vast majority of employees here at the University of Kansas are mandatory reporters, there are a handful of confidential employees. Click on the flashcards to learn who is considered confidential and when.

**Health care providers
and pastoral and
professional counselors**

Who receive information about discrimination or harassment, including sexual violence, while acting in their role as a health care provider or pastoral or professional counselor.

**The CARE Coordinator
and CARE Advocate**

who are employees
designated to provide
information about reporting
options on a confidential
basis.

**The University Ombuds
Office**

When acting in their role as
employees designated to
provide confidential
assistance to persons
seeking information about
University policies and
processes.

**IRB research on the topic
of sexual harassment**

Employees who receive information about discrimination or sexual harassment, including sexual violence, while engaged in legitimate research practices towards publication or dissertation where

Climate studies

Information obtained in the course of administering a KU approved climate study.
NOTE - This is for official climate studies, not unit led initiatives. For more information contact civilrights@ku.edu.

Reporters

For The University Daily Kansan, Kansas Public Radio, or other University news outlets who learn of allegations of discrimination or harassment, including sexual violence, in communications

Attorneys

Working within the Legal Services for Students or Office of General Counsel who learn of allegations of discrimination or harassment, including sexual violence, in communications protected by the

Volunteer service for an outside organization or entity

Employees who receive information about discrimination or harassment, including sexual violence, while engaged in employment or volunteer service for an outside organization or entity. For example,

An employee's own experience

Employees are not required to report their own experiences or those of their immediately family members under this policy, but are encouraged to, since the University has many resources available to assist.



Complete the content above before moving on.

Reporting



Click to play a voice-over of the text below. Playing the audio file is not required to complete the course.

Reporting

OCRTIX relies on members of our community's ability to recognize concerning incidents and report them to the office. OCRTIX receives reports from across the University and beyond.

- The bulk of reports come from mandatory reporters.
- People also choose to report their own experiences directly to our office.
- We also receive reports from various third-parties. This could be a concerned friend, parents, or others who are aware of an incident.



You are required to report to our office even if the person you're speaking to states they would like you to keep the information

confidential. You are required to share what you know about the situation with OCRTIX.

We understand this can be hard, and mandatory reporters are most often concerned with maintaining the trust of the other person. Having an understanding of what happens after we receive a report and communicating that to the person you're working with, helps maintain that trust.

Review the materials in the "How to Receive Information" for more strategies.

OCRTIX needs your reports in order to offer as many resources and supports as possible to the person experiencing the potential harm. The office also uses reports to understand the culture of the University as a whole, and take action appropriately.

There are a number of ways to report an incident of potential harassment, discrimination, sexual harassment, and related retaliation.

Reporting to OCRTIX

Meet your mandatory reporting obligation by reporting directly to our office. Report by using any one of the following methods.

Options to Report:

Click each card to flip and move onto the next section.

Web-based reporting
form

<https://civilrights.ku.edu/hc/report>

Email

civilrights@ku.edu

In-Person

Lawrence: Dole Human
Development Center
(1082) & Strong Hall (121)

Edwards: 12610 Quivira Rd
(Regnier Hall), Suite 270

KU Medical Center: 3901
Rainbow Blvd. (Wescoe)

Phone

785-864-6414



Complete the content above before moving on.

What to Report

When reporting, here is the most helpful information to include:

Your Information —

Provide information about yourself. This helps us contact you if we have additional questions. This also helps our office understand where reports originate.

Include your name, email address, classification (student, staff, faculty, etc.).

NOTE: you may choose to report anonymously, however we highly encourage you to report with your contact information in case we have additional questions and to avoid any concern about fulfilling your mandatory reporter requirements, when applicable.

The Who, When, Where —

Include the information about the date the incident occurred, when it occurred, and where it occurred. Be sure to report the location of the incident with as much specificity as possible (i.e., off/on campus; building and room information; department; etc.).

The Details —

Provide as many details as are available to you. For some incidents, you may have very little information, whereas for others, you may have a lot. There's no need to go back to the person to get more information or to ask intrusive questions. You are obligated to share whatever the person told you pertaining to their experience, even if they "told you in confidence" or requested you to keep the information to yourself.

There's never too little information to report. Even if you don't have a name of someone who allegedly caused or experienced the harm, OCRTIX still needs the report.

Submit —

After you've gathered the available information, choose how you will submit the report. Sending an email to civilrights@ku.edu ([opens in a new tab](#)), likely feels the easiest to you, and that's okay! We receive reports via email all the time.

Once we receive the report, we'll send a confirmation email, and we'll take the appropriate action. We will likely not provide you with any further updates to respect the privacy of the individuals involved.

Summary —

Submitting a report is easy, yet we know it can feel overwhelming. If you ever have questions, feel free to reach out to civilrights@ku.edu ([opens in a new tab](#)). We're happy to talk through scenarios and give guidance on how to best move forward.

There's no such thing as overreporting, and we also won't tell you to report something you don't need to report.



Complete the content above before moving on.

Report an Incident —

Whether against you or someone else, report incidents of sexual misconduct, discrimination, harassment, dating/domestic violence, stalking, or retaliation.

[KU REPORT FORM](#)

[KU MEDICAL CENTER REPORT FORM](#)

Reporting to OCRTIX

Click the following to access the [online reporting form](#).

Click the following to access the [KU Medical Center online reporting form](#).

Reporting Anonymously - Hotline

At times, people prefer to report to the Office of Civil Rights & Title IX or the University anonymously. We understand the necessity for anonymous reports, and the University has created a platform to accommodate for that need.



Reporting to the Hotline

Click to access [information about the anonymous reporting structure and to report anonymously.](#)

Report to Police

Individuals are also welcome to report experiences to the police. Call/text 911 to be connected with your local department. Unless there is an active situation that involves violence, it is recommended that the person experiencing harm determine if they would like to involve the police.

KU Police Department

1501 Crestline
Lawrence, KS 66045

785-864-5900
911

Lawrence Police
Department

5100 Overland Dr.
Lawrence, KS 66049

785-832-7509
911

KU Medical Center
Public Safety

2100 West 36th Ave.
Kansas City, KS 66160

913-588-5030
911

Kansas City Kansas Police
Department

700 Minnesota Ave.
Kansas City, KS 66101

913-596-3000
911

Edwards - Overland Park
Police Department

12400 Foster
Overland Park, KS 66213

913-895-6300
911

Edwards Security
(not the police)

12600 Quivira Road
Regents Center 107
Overland Park, KS 66213

913-897-8700



Complete the content above before moving on.

As someone considers reporting to police, here are some helpful things to keep in mind:

- You do not need to report to police to receive a SAFE exam.
- You can request an informational report only, and not immediately choose to press charges.
- Police may be able to provide protective/restraining orders.
- You can call ahead and attempt to arrange for a certain demographic of officer, if available.
- You can choose if you go to the station, or request that an officer go to your residence to make a report.
- You can utilize community resources and have a formal advocate or friend present when working with police.

Benefits of Reporting

Sometimes people ask why they should report. Reporting allows for:

- 1 People to get the highest level of access to resources and options.
- 2 The University to be in compliance with federal legislation.

CONTINUE

Responding to Reports of Sexual Harassment



Click to play a voice-over of the text below. Playing the audio file is not required to complete the course.

How the University of Kansas responds to reports:

Now that you have an understanding of what information you're obligated to report, it's important to learn how OCRTIX manages reports and the resolution processes.

Although OCRTIX has a standard way to approach cases, the office also reviews reports and responds on a case-by-case basis. Click through the process below to learn more.

Initial Review

When OCRTIX receives a report, a portion of OCRTIX staff reviews it in order to determine appropriate next steps. This includes assessing the report for general safety per the Clery Act. After the initial assessment, OCRTIX often sends an email to the reporting party acknowledging receipt of the report.

Outreach Email —

OCRTIX then sends an outreach email to the person who experienced harm. That email contains an invitation to meet with a representative from our office to discuss the incident further, as well as resources that may be relevant to the individual and situation.

No one is required to meet with the office. If the person does not respond to the initial email, OCRTIX will send a follow up email. If the person doesn't respond or still declines to meet, OCRTIX simply closes the case and keeps record of the report.

An exception to closing the case is if OCRTIX staff determines the report contains information that poses a serious or ongoing threat to campus safety. If this is the case, OCRTIX may attempt to connect the person experiencing harm in an additional way (such as a phone call).

Other notes:

- OCRTIX will not contact the person reported to have caused the harm unless there is a serious threat or immediate and ongoing safety concern, or, after the person who experienced the harm requests that they be contacted. This rarely occurs and OCRTIX will make all reasonable attempts to make contact with the person experiencing harm before doing so.
- OCRTIX does not take action on cases without seeking input from those experiencing the reported harm unless there is a serious threat or immediate and ongoing safety concerns. Again, this rarely occurs, and OCRTIX attempts to work with people experiencing harm first.



Intake Meeting —

If the person chooses to meet with the office, they can meet in-person or virtually, whichever the person feels most comfortable with. During the intake, OCRTIX staff will share more about the office, provide an opportunity for the person to share any information they would like, and ask more about the person's goals and needs.

Some important notes about the intake:

- People can bring an advisor or support person with them to the meeting. An advisor or support person can be anyone from a friend to a parent, or a lawyer.
- No one is required to meet with OCRTIX. The individual gets to choose what to share, including what questions they answer.
- Staff are trained annually on how to engage with trauma informed approaches. People often leave the intake feeling heard.

As OCRTIX staff listen to the person's experience and goals, they will also think about potential support measures.



Support Measures —

During the intake, support measures will be initially explored. Support measures are an informal and non-punitive way to de-escalate or completely resolve the situation.

Examples of support measures that may be reasonable for a situation could be:

- Referrals for resources.
- Educational conversations. These are the most frequently requested support measure. OCRTIX staff address a situation with the person by bringing attention to how their actions impacted others, including the person who experienced the harm.
- Housing relocation.
- Changing work locations.
- Mutual No Contact Agreements. These are formalized agreements between parties not to contact each other.

Support measures are not guaranteed, and must be deemed reasonable and appropriate given the circumstances by OCRTIX in order to pursue further.

If support measures are requested, the individual will be referred to OCRTIX's case manager to explore and determine the appropriate action.



Resolution Options - Informal Resolution —

During the intake, OCRTIX staff will also explore resolution options. Although not all resolution options will be available in every case, OCRTIX often has a variety of options available.

Informal Resolution Options: various voluntary and non-punitive ways to resolve situations. Often appropriate when both parties want to retain or improve a relationship, and/or when there may be shared ownership in the current relationship dynamics.

Some informal resolution options include:

- Mediation.
- Shuttle Diplomacy.
- Restorative Justice.

Overall, informal resolution options are intentionally guided by members of the OCRTIX team who receive additional training in order to facilitate these processes.



Resolution Options - Formal Investigation

The most formal resolution option is a formal investigation. A formal investigation can be appropriate when the person alleged to have experienced harm wants OCRTIX staff to have a full understanding of the incident and to create a report for a decision maker to use in determining if there was a policy violation pertaining to harassment, discrimination, sexual misconduct, or related retaliation.

Anyone is able to file a formal complaint (an official request to OCRTIX to conduct an investigation). After submitting a formal complaint, OCRTIX staff will determine if an investigation is appropriate. If an investigation is appropriate, the parties will be invited to an interview, provide evidence, and suggest witnesses. After all known information is gathered, the investigator will write a report, request feedback from both parties, and submit a final report to a decision maker.

If an investigation is for a Title IX sexual harassment or sexual violence case, the end result will likely be a hearing.

Note - This process can be lengthy, often spanning months.



Summary —

Although the process has many steps, we hope that by reviewing them you are more familiar with how our office functions and are better equipped to assist those reporting potential harassment, discrimination, sexual misconduct, or related retaliation to our office.



Complete the content above before moving on.

Some notes:

- Anyone experiencing potential harassment, discrimination, sexual violence, or related retaliation are able to request support measures at any time.
- OCRTIX provides a fair, prompt, and impartial process.
- OCRTIX is not the decision makers. Investigators are neutral third-parties and are responsible for compiling known information and writing a report for a decision maker to use in determining if a policy violation occurred.
- OCRTIX staff receive targeted training annually in order to facilitate the processes of the office.
- All parties are permitted to have an advisor present.
- All parties will be informed of the outcome of any investigation, hearing, and/or appeal (as the option is available per policy).
- Informal resolution options can only be applied when OCRTIX determines they are appropriate given the circumstances.

[CONTINUE](#)

How to Receive Information



Click to play a voice-over of the text below. Playing the audio file is not required to complete the course.

When we receive information...

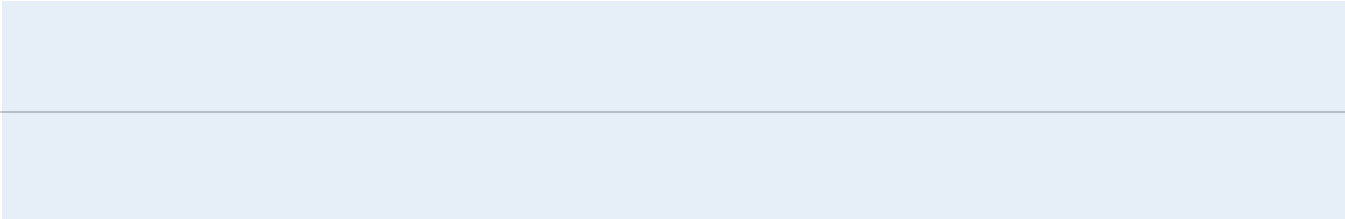
Have you ever had a student miss a bunch of classes or tank an assignment and, they reach out to have a conversation about why that might be?

Have you ever supervised someone, and they ask if they can talk to you about something that feels big?

Maybe you're the person everyone goes to when they have an issue at work.

Have you heard from a fellow student who experienced harassment?

All of these can lead to you receiving information you may need (or want) to report to OCRTIX.



How to receive information well.

Developed in partnership with CARE Services.

As a mandatory reporter, you may be in the position to receive sensitive information from colleagues or students. Knowing how to respond best can help someone feel more supported during what can be a challenging time.

Click the following for [more information on CARE Services](#).

Here are some helpful phrases provided to the office by CARE Services:

- "I'm here for you".
- "I'm glad you told me".
- "There's no one right way to respond to something like this".
- "It's understandable to be stressed right now".
- "You deserve support and care as you figure out what's next or best for you".
- "I don't need all the details in order to support you".

When you realize what someone is telling you is something you will need to report, kindly let the person know and explain what will happen next. You could say something like:

"Thanks for trusting me with this. I want you to know I'm going to have to share what we've talked about with the Office of Civil Rights & Title IX. All that will happen is their office will reach out and invite you to share more about your experiences and provide you with resources. You get to decide if you meet with them and inform what happens next."

CONTINUE

Hazing



Click to play a voice-over of the text below. Playing the audio file is not required to complete the course.

The University of Kansas Prohibits Hazing

Developed in partnership with Student Conduct and Community Standards (SCCS)

The University of Kansas is dedicated to fostering a safe and respectful environment that recognizes the dignity and rights of all its community members. Hazing is counter to this mission. Therefore, engaging in hazing of another person for the purpose of initiation or admission into, affiliation with, or continuation of membership in any organization operating under the sanction of the University is prohibited.

Click through the list below to learn more about how the various components of hazing are defined, as informed by the Stop Campus Hazing Act.

Definition

Any action, activity or situation which recklessly, negligently or intentionally endangers the mental or physical health, welfare or safety of a person, creates excessive fatigue, sleep deprivation, mental or physical discomfort, exposes a person to extreme embarrassment or ridicule, involves personal servitude, destroys or removes public or private property, or implicitly or explicitly interferes with the academic requirements or responsibilities of a student.

Willingness —

It is presumed that hazing is a forced activity regardless of the apparent willingness of an individual to participate in the activity. Hazing may include, but is not limited to:

- forced consumption of alcohol or other substances,
- sleep deprivation,
- threats of harm,
- actual physical harm,
- forced activity that places another individual in harm, or
- performance of any service or action under coercion or duress.

Knowledge of —

Apathy or acquiescence in the presence of hazing is not neutral; both are violations of this rule.

Organization —

is defined as an athletic team, club sport, registered student organization, fraternity, sorority, or other similar student group operating under the sanction of The University of Kansas.

Student —

is defined as any person who is enrolled at The University of Kansas.



Complete the content above before moving on.

Prevention strategies

By focusing on research informed and evidence based prevention strategies, KU aims to prevent hazing before it occurs. Utilizing a mix of bystander intervention, ethical leadership, and strategies for building group cohesion allows for holistic programming aimed at preventing hazing and keeping communities safe.

Click through the following table to get a preliminary understanding of a few prevention and bystander intervention strategies at the Lawrence and Edwards campuses offered through Student Affairs.

HAZING PREVENTION 101	VALUES-BASED DECISION MAKING	JAYHAWKS GIVE A FLOCK
<p>This training is available for students and organizations. Participants will recognize hazing behavior and relevant policy, common motivations of those who haze, and identify alternative education and team building activities to replace hazing within organizations.</p>		

HAZING PREVENTION 101	VALUES-BASED DECISION MAKING	JAYHAWKS GIVE A FLOCK
<p>This training is available for students and organizations. Participants will identify their values and interpret the role of values and ethical leadership in their decision-making.</p>		

All incoming KU Lawrence students attend Jayhawks Give a Flock during Hawk Week. Participants will gain the knowledge and skills to act when they see concerning behaviors. This can be applied to incidents of hazing in addition to sexual harassment. Review our bystander intervention course for more information.

Sometimes hazing occurs because people attempt to build community in the only way they know how and in ways they, themselves, may have experienced. For helpful alternatives from [the Stop Hazing website](#), consider:

- Fostering unity - doing things together that are safe and fun for everyone.
- Developing problem solving skills - discuss weaknesses/challenges that the group has.
- Developing leadership skills - encourage new members, develop a peer mentor program.
- Instilling a sense of membership - plan events or get-togethers for all members.
- Promoting scholarship - designate study hours for members.
- Building awareness of history - invite older members to talk about the organization's history and safe traditions.
- Aiding career goals - use university resources for seminars on resume writing and job interview skills.



Complete the content above before moving on.

When hazing is alleged

The University of Kansas has a set process defined to investigate and address the potential situation. Click through the snapshot of the process below.

Process used to investigate incidents of hazing —

The Clery Act requires institutions receiving federal funding to have set processes for investigating incidents of hazing.

The Report —

The applicable office receives a report of potential student organization misconduct. Reports may be received in writing or verbally.

Information gathering —

Initial information is gathered to determine the credibility of the report. Additional information is gathered if needed.

Investigation —

If the information gathered indicates that the student organization may have violated the policy, the applicable office will begin an investigation to learn more. The following steps to start an investigation are:

- Notify the organization's advisor and president.
- Meet with the organization's advisor and president to discuss the report and investigation process.
- Conduct individual interviews with organization members. Interviews may be with all members, new members, or a random selection of members.
- Compile the investigation findings.
- Notify the organization's advisor and president of the investigation findings.
- Meet with the organization's advisor and president to discuss the findings and resolution options.

Summary

Depending on what the investigation produces, there may be a hearing or the claim could be dismissed.

Click the following for the [full investigation procedures for Lawrence based organizations.](#)

Warning Signs of Hazing

Staying aware of the warning signs of hazing can help the University provide resources and supports to those who may be experiencing concerning behavior.

- Sudden change in behavior or attitude after joining the organization or team.

- Wanting to leave the organization or team with no real explanation.
- Sudden decrease in communication with friends and family.
- Physical or psychological exhaustion.
- Unexplained weight loss, injuries, or illness.
- Change in sleeping or eating habits.
- Withdrawal from normal activities.
- Expressed feelings of sadness or feelings of worthlessness.
- Increase in secrecy and unwillingness to share details.



Complete the content above before moving on.

Reporting Hazing

Anyone concerned about hazing can report an incident or connect with the most appropriate office.

All Medical Center Campuses

**Lawrence & Edwards
Campuses**

Individuals should report concerns regarding hazing to their school's applicable student affairs dean.

[File an online incident report](#) by clicking here, or email studentconduct@ku.edu.

Individuals can also [complete an online hazing incident report form here](#).

[More information on the policy](#).

[More information on hazing](#).

Myths & Facts

There are a lot of misunderstandings when it comes to hazing. Adapted [from the Stop Hazing website](#), the myths and facts below help address some of these misunderstandings.





MYTH: Hazing only exists in fraternities and sororities.

FACT: Hazing occurs across the country in athletic teams, the medical field, performing arts groups, military units, and in other types of clubs and organizations. It's not limited to colleges and universities.



MYTH - It's not hazing if I willingly participated.

FACT: There is no such thing as consensual or required hazing. In states that have laws against hazing, consent of the victim is not a defense. Even if someone agrees to participate in a potentially hazardous action, it may not be true consent because of peer pressure, intentional or unintentional threats, and the withholding of information about what will occur.



MYTH: Hazing is okay as long as it is not physically dangerous.

FACT: Some hazing victims report that mental hazing was worse than being physically abused. Being yelled at and/or having demeaning things said to or about you may have lasting psychological scars.



MYTH: A little hazing is not really that bad.

FACT: While there may be severe forms of hazing, any hazing is wrong. Even “a little” can have unintended consequences for a new or potential member, and if it meets the definition of hazing, it is hazing.



Complete the content above before moving on.

Kansas State Law

Often, the University's policies are based on federal and state laws. The policy on Hazing is an example of this. Specifically, K.S.A. 21-5418 gives the following definition for Hazing.

(a) Hazing is recklessly coercing, demanding, or encouraging another person to perform, as a condition of membership in a social, or fraternal organization, any act which could reasonably be expected to result in great bodily harm, disfigurement, or death or which is done in a manner whereby great bodily harm, disfigurement, or death could be inflicted.

(b) Hazing is a class B nonperson misdemeanor.

CONTINUE

The Jeanne Clery Campus Safety Act



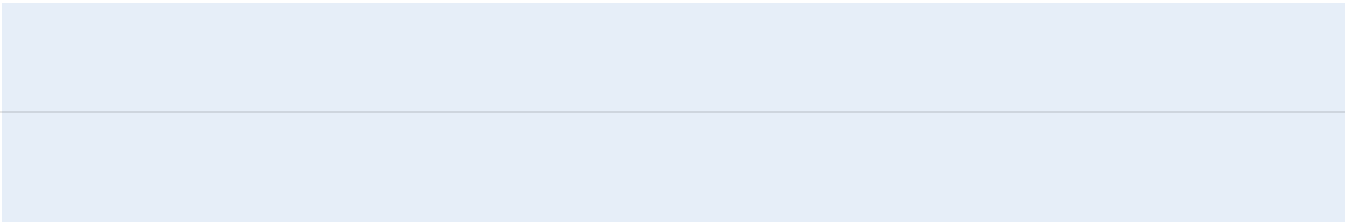
Click to play a voice-over of the text below. Playing the audio file is not required to complete the course.

The Clery Act and Campus Security Authorities (CSAs)

The Clery Act is a federal law requiring institutions receiving federal funds to report various crimes occurring within the institution's Clery geography.

The individuals who are required to report these crime statistics are called Campus Security Authorities.

This module provides you a quick overview of the Clery Act. If you are also a CSA, you will receive additional annual training specifically about the topic. If you believe you are a CSA and have not received training, please [email cleryact@ku.edu](mailto:email_cleryact@ku.edu).



Campus Security Authorities

Various employees are classified as CSAs. By far, most CSAs fall into the last category. Review the categories and examples to learn more about who may be CSAs here at KU.

Campus police or security
department

Campus police
and/or security
personnel at the
Lawrence,
Kansas City,
Edwards, Yoder,

Employees responsible for on-campus security

Desk assistants, safety escort professionals, third-party security personnel, parking authorities, and more.

Employees' whose position descriptions have a significant responsibility for student and campus activities

Campus programmers, housing staff, staff traveling with students, athletic directors, coaches, advisors to student organizations, and many more.

Clery Crimes

CSAs are required to report various crimes, often pertaining to safety in some way. Review the document below to learn more about the crimes required to be reported per the Clery Act.

The image is also included in the downloadable PDF under the Clery Act Resource Card section below.

CSAs must report the following:

Primary Crimes:

Murder/Non-Negligent
Manslaughter
Manslaughter by Negligence
Rape
Fondling
Statutory Rape
Incest
Robbery
Aggravated Assault
Burglary
Motor Vehicle Theft
Arson

Arrests or Referrals for Disciplinary Action:

Liquor Law Violations
Drug Law Violations
Weapon Law Violations

VAWA Offenses:

Domestic Violence
Dating Violence
Stalking

Hazing

Hate Crimes:

Crimes motivated by perpetrator's bias against the victim's protected class.

Hate crimes include:

Larceny-theft
Simple assault
Intimidation
Destruction/Damage/Vandalism

and all primary crimes, except:

Manslaughter by Negligence



Clery Crimes

Clery Geography

The Clery Act requires CSAs to report Clery crimes that occur within specific locations, called "Clery geography". Determining Clery geography has a lot of nuance. We'll cover the basics, but know there is much more involved in the federal

law that goes into determining the geography. If you have questions, please contact cleryact@ku.edu.

On-campus property —

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of the institution's educational purposes.

Examples: The University of Kansas Health System next to the Kansas City campus, academic buildings, on-campus sidewalks, and more.



On-campus residential housing —

Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution.

Examples: The Lawrence campus houses students across campus. These include scholarship halls, residence halls, apartments, and some 3rd party contracted spaces.



Non-campus property —

Any building or property owned or controlled by a student organization that is officially recognized by the institution, or property owned or controlled by the institution that is used in direct support to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Examples: officially recognized sorority and fraternity houses, short-stay-away trips, overnight stays sponsored by the University.



Public Property —

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Examples: crosswalks, sidewalks, and more.



Clery Act Resources

[Visit The Clery Act website](#) for more information.

[Visit the Materials Library](#) for specific resources on The Clery Act.

Annual Reports

The Annual Security and Fire Safety Report contains information regarding campus safety and security including topics such as: campus law enforcement authority; crime reporting policies; campus alerts (Timely Warnings and Emergency Notifications); fire safety policies and procedures; programs to prevent sexual assault, domestic violence, dating violence, and stalking; the procedures the institution will follow when one of these crimes is reported; and other matters of importance related to security on campus.

The report also contains information about crime statistics for the three most recent calendar years concerning reported crimes that occurred On-Campus; in On-Campus Student Housing Facilities; in Non-Campus property; and on Public Property, as described above.

Furthermore, the report contains fire statistics for any fires occurring in an On-Campus Student Housing Facility during the three most recent calendar years.

The most recent ASFSRs are located [here](#), and on OCRTIX's [website](#).



University of Kansas Annual Security and Fire Safety Report-2025-Lawrence, Edwards, KU Hangars, & KU Field Station.pdf

10.4 MB



University of Kansas Annual Security and Fire Safety Report-2025-Medical Centers.pdf

4.5 MB



University of Kansas Annual Security and Fire Safety Report-2025-KLETC.pdf

6.6 MB



Key Take-Aways

1

Many employees are Campus Security Authorities and are obligated to report certain crimes to appropriate authorities.

2

Establishing Clery geography is nuanced. The University of Kansas Health System next to the Medical Center on Kansas City campus is in KU's Clery geography. Student travel involving overnight stays may be part of KU's Clery geography.



3

Campus Security Authorities are required to complete specific training. If you believe you are a CSA, but have not been assigned the training, please [email cleryact@ku.edu](mailto:email_cleryact@ku.edu).

Annual Training for CSAs

All Campus Security Authorities known to OCRTIX are provided with annual training, as required by The Clery Act. If interested, you're welcome to view the training to learn more about The Clery Act and the responsibilities of CSAs.

One or more media streams have failed.



If you believe you may be a CSA, but have not received training, it is possible OCRTIX and the Clery team are not aware of your role. Please [email cleryact@ku.edu](mailto:email_cleryact@ku.edu) to explore your CSA status.

Drug-Free Schools & Communities Act (DFSCA)



Click to play a voice-over of the text below. Playing the audio file is not required to complete the course.

What is the Drug-Free Schools & Communities Act?

The DFSCA requires institutions of higher education that accept federal funding to have policies and programs that prevent the unlawful use, possession, or distribution of drugs and alcohol on campus or during school-related activities. The totality of these policies and programs is referred to as the Drug and Alcohol Abuse Prevention Program (DAAPP). [Click the following to view KU's most recent DAAPP.](#)

What does that mean for you?

KU must distribute the DAAPP to all students and employees, which provides them with clear policies on drugs and alcohol, legal consequences of violating these policies, health risks of drug and alcohol abuse, available resources for counseling, treatment, and rehabilitation options, and disciplinary sanctions for policy violations.

Why does it matter?

This isn't just a federal requirement - it is about your well-being, academic success, and the academic and professional environment. Access the DAAPP when you are in situations where you or others may benefit from resources related to drug or alcohol use.

Questions?

[Contact civilrights@ku.edu](mailto:civilrights@ku.edu) or (785) 864-6414.

Resources



Click to play a voice-over of the text below. Playing the audio file is not required to complete the course.

We've shared a lot...

Throughout the course, we've shared a lot of links to reporting, policies, resources, and more. We thought having them in one location would be helpful. Take a look below, bookmark the links most helpful, and explore the resources so you know what is available.

Reporting

- [Office of Civil Rights & Title IX reporting form - KU Medical Center](#)
- [Office of Civil Rights & Title IX reporting form - all other campuses](#)
- [Anonymous reporting form - One KU](#)
- Police - dial 911

- [Student Conduct and Community Standards - Hazing - Lawrence & Edwards campuses](#)

Relevant KU & KU Medical Center Policies

- [Mandatory Reporting Policy - One KU](#)
- [Sexual Harassment Policy - One KU](#)
- [Title IX Resolution Process - KU Medical Center](#)
- [Title IX Resolution Process - all other campuses](#)
- [Hearing Procedures for Complaints of Sexual Harassment - KU Medical Center](#)
- [Hearing Procedures for Complaints of Sexual Harassment - all other campuses](#)
- [Nondiscrimination, Harassment, and Equal Opportunity Policy - One KU](#)
- [Discrimination Complaint Resolution Process - KU Medical Center](#)
- [Discrimination Complaint Resolution Process - all other campuses](#)
- [Consenting Relationships Policy - all other campuses](#)
- [Non-Academic Misconduct Policy \(Hazing\) - Lawrence & Edwards campuses](#)
- [Policy Library](#)

• **Relevant KU & KUMC Resources**

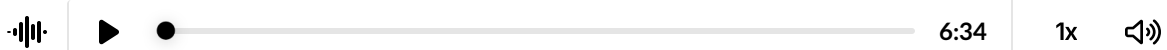
- [Sexual Assault Prevention & Education Center \(SAPEC\) - Lawrence & Edwards campuses](#)
- [CARE Services - Lawrence & Edwards campuses](#)
- [Health Education Resource Office \(HERO\)- Lawrence & Edwards campuses](#)
- [Employee Assistance Program \(EAP\) - One KU](#)
- [Student Conduct and Community Standards - Hazing - Lawrence & Edwards campuses](#)
- [Metropolitan Organization Countering Sexual Assault \(MOCSA\) - Kansas City region](#)

Additional Resources

- [2020 AAU Climate Survey](#)
- [Rape, Abuse, & Incest National Network \(RAINN\)](#)
- [National Academies of Sciences, Engineering, and Medicine article](#)
- [Stop Hazing](#)

CONTINUE

Quiz Review



Click to play a voice-over of the text below. Playing the audio file is not required to complete the course.

Quiz Review

i These questions will appear on the following quiz. Please feel free to copy and paste or print this page to assist in the quiz completion and for your referral moving forward.

1

Mandatory reporters report incidents of harassment, discrimination, and sexual misconduct to...

Mandatory Reporters are obligated to report to The Office of Civil Rights & Title IX.

2

Mandatory reporters have to report potential harassment, discrimination, and sexual misconduct they learn about while in their university role that...

All responses are accurate. Mandatory reporters are obligated to report any instance of potential harassment, discrimination, and sexual misconduct, regardless of who is impacted or where the incident occurs.

3

Only mandatory reporters can submit reports of harassment, discrimination, and sexual misconduct.

False: Anyone can submit reports to OCRTIX. We receive information from mandatory reporters, students, parents, community members, and more.

4

Match the term to the correct definition.

Sexual Harassment: Umbrella term including Quid Pro Quo, Hostile Environment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking.

Sexual Harassment – Hostile Environment (Title IX definition): Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person access to the University’s education programs and activities.

Sexual Assault: Often involves nonconsensual penetration.

Domestic Violence or Dating Violence: Violence committed by a current or former spouse or intimate partner of the victim.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: fear for their safety or the safety of others, or suffer substantial emotional distress.

5

As an employee, a student comes to you and states they have been sexually assaulted, but tells you they don't want any resources and asks you keep it confidential. In that case, you do not have to report it.

As a University of Kansas employee, you would be required to report all claims of sexual assault to the Office of Civil Rights & Title IX. If concerned, you're welcome to contact the Office of Civil Rights & Title IX to talk through realities pertaining to privacy and

confidentiality and discuss various options with the student.

6

Prof. Smith asks Riley, a graduate student, to stay after class. Smith tells Riley that Smith is attracted to Riley and asks if Riley would like to go out for drinks. Smith also adds if Riley goes out with Smith, Smith could make sure Riley does well in the class. Riley thinks Smith is cute, so Riley agrees. Is this Sexual Harassment?

Offering a better grade in exchange for a date is an example of quid pro quo sexual harassment.

7

Several students attend a university sponsored conference in another state. While at the conference, one student attempts to sexually assault another student. Since this occurred off campus, and the assault was attempted, but not completed, The University of Kansas cannot take any course of action against the assailant.

Even though the incident occurred off-campus, you should report the assault to KU's Office of Civil Rights & Title IX. If requested, OCRTIX can investigate the incident and ensure that interim measures are put in place to prevent any further instances during the investigation and thereafter. If a violation of policy is found, the University can take disciplinary action

against the student, regardless of where the incident occurred.

8

How many protected classes are identified in KU's nondiscrimination policy?

The University of Kansas prohibits discrimination based on sex, race, color, ethnicity, national origin, age, religion, disability, ancestry, sexual orientation, gender expression, gender identity, genetic information, marital status, parental status, and veteran's status. (16)

9

What is not a protected class at The University of Kansas?

Socioeconomic Status & Political Affiliation

The University of Kansas prohibits discrimination based on sex, race, color, ethnicity, national origin, age, religion, disability, ancestry, sexual orientation, gender expression, gender identity, genetic information, marital status, parental status, and veteran's status.

10

As a hiring manager, you are considering two external candidates for a position. Both candidates are qualified, but one candidate has more technical experience that would be particularly beneficial to the position. This candidate also has a vision

impairment that requires the purchase of expensive accessibility software that would exceed your budget. Accordingly, you hire the candidate with less technical experience to avoid the added costs. Could this be discrimination?

While a hiring manager is not required to give hiring preference to an individual with a disability, it is discriminatory not to hire the individual because they have a disability or because that disability would require an accommodation, so long as the accommodation is reasonable and not an undue burden. The cost associated with purchasing assistive technology would not ordinarily be considered unduly burdensome.

11

You are a supervisor in a small department, and on two recent occasions, you have overheard employees teasing another employee about their accent. However, when you enter the room, the discussion stops, and the employee being teased has not made a report to you. Do you have a responsibility to report at this point?

As a mandatory reporter, even though no one informed you of the behavior, you are aware of it through your own observations. Given the nature of the behavior, this could be considered harassment or discrimination based on a protected class. You

would need to report this incident to the Office of Civil Rights & Title IX.

- 12 If you act in good faith in reporting discrimination, but an investigation does not find any inappropriate conduct occurred, you are not protected from retaliation.

Anyone who files a report with the Office of Civil Rights & Title IX or otherwise participates in an OCRTIX grievance procedure is protected from retaliation, regardless of the outcome of the complaint or investigation.

- 13 Risk prevention is a group of strategies taken by a person to prevent the risk of perpetrating or experiencing violence.

- 14 Support measures are informal and non-punitive ways to de-escalate or resolve the situation and are available to both parties involved in the situation.

- 15 Which is not true?

OCRTIX investigators determine if there was a policy violation pertaining to harassment, discrimination, sexual misconduct, and related retaliation.

CONTINUE

EXIT COURSE

Quiz

You've spent a lot of time working through the material. Let's see what you've learned and what you might need to go back to a second time.

The quiz is 14 questions. In order to pass, you need an 80%. You may miss up to 2 questions and still pass.

After completing the quiz with a passing grade, simply close the course with the "x" in the corner of the course window and check your learning history after completion. If it is not logged, close and re-open to allow time for the system to register completion.

Question

01/14

Mandatory reporters report incidents of harassment, discrimination, and sexual misconduct to...

- Their supervisor
- Human Resources
- The Office of Civil Rights and Title IX
- Police
- Their department head/chair/dean/director

Question

02/14

Mandatory reporters have to report potential harassment, discrimination, and sexual misconduct they learn about while in their university role that...

Check all that apply.

- pertains to students.
- pertains to employees.
- occurs on or off campus.

Question

03/14

Only mandatory reporters can submit reports of harassment, discrimination, and sexual misconduct.

True

False

Question

04/14

As an employee, a student comes to you and states they have been sexually assaulted, but tells you they don't want any resources and asks you keep it confidential. In that case, you do not have to report it.

True

False

Question

05/14

Prof. Smith asks Riley, a graduate student, to stay after class. Smith tells Riley that Smith is attracted to Riley and asks if Riley would like to go out for drinks. Smith also adds that if Riley goes out with Smith, Smith could make sure Riley does well in the class. Riley thinks Smith is cute, so Riley agrees. Could this be considered Sexual Harassment?

- Yes, because Prof. Smith is in a position of authority over Riley and is offering a better grade in exchange for a date.
- No, because Riley agreed to go out with Smith.
- No, because Smith did not try to sexually assault Riley.

Question

06/14

Several students attend a university sponsored conference in another state. While at the conference, one student attempts to sexually assault another student. Since this occurred off campus, and the assault was attempted, but not completed, The University of Kansas cannot take any course of action against the assailant.

True

False

Question

07/14

How many protected classes are identified in KU's nondiscrimination policy?

Type your answer here

Question

08/14

What are not protected classes at The University of Kansas?
Check all that apply.

- Race
- Sexual Orientation
- Socioeconomic Status
- Veteran Status
- Religion
- Political Affiliation

Question

09/14

As a hiring manager, you are considering two external candidates for a position. Both candidates are qualified, but one candidate has more technical experience that would be particularly beneficial to the position. This candidate also has a vision impairment that requires the purchase of expensive accessibility software, which would exceed your budget. Accordingly, you hire the candidate with less technical experience to avoid the added costs. Could this be discrimination?

- No, because a department is not required to incur additional expenses to accommodate an individual with a disability.
- No, because the applicant is not an employee of The University of Kansas.
- Yes, because your decision not to hire the better candidate was based on the candidate's disability.
- Yes, because hiring managers are required to hire individuals with disabilities over non-disabled applicants.

Question

10/14

You are a supervisor in a small department, and on two recent occasions, you have overheard employees teasing another employee about their accent. However, when you enter the room, the discussion stops, and the employee being teased has not made a report to you. Do you have a responsibility to report at this point?

- No, because you have not received a report.
- No, because the conduct stopped when you appeared, effectively ending it at the time.
- No, because you only know it occurred twice, which is not frequent enough to create a hostile work environment.
- Yes, because you have access to information that could potentially be harassment or discrimination based on a protected class.

Question

11/14

If you act in good faith in reporting discrimination, but an investigation does not find any inappropriate conduct occurred, you are not protected from retaliation.

True

False

Question

12/14

Risk prevention is...

- the responsibility of the person experiencing harm.
- a one-time strategy. Once someone engages in risk prevention activities once, they are protected against sexual violence long-term.
- a group of strategies taken by a person to prevent the risk of perpetrating or experiencing violence.

Question

13/14

Support measures are:
choose all that apply

- Informal and non-punitive ways to de-escalate or resolve the situation.
- Guaranteed to occur.
- Only available if someone submits a formal complaint.
- Available to both parties involved in the situation.

Question

14/14

Which is not true?

- OCRTIX investigators determine if there was a policy violation pertaining to harassment, discrimination, sexual misconduct, and related retaliation.
- Both parties are able to have an advisor present throughout the entire OCRTIX process. Advisors can be anyone.
- OCRTIX staff receive additional training annually.
- Both parties will be informed of the outcome of any investigation, hearing, and/or appeal.
- Not all cases are appropriate for mediation, even if both parties agree to participate.