

# How to Report an Incident

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## Illinois Wesleyan University

The University encourages complainants (as well as witnesses) of sexual misconduct to talk to somebody about what happened – so complainants can get the support they need, and so the University can respond appropriately. Different employees on campus have different abilities to maintain a complainant’s confidentiality. Subject to the provisions set forth below a complainant or third-party bystander may make a report: electronically, anonymously, confidentially or any combination thereof.

[https://iwu.co1.qualtrics.com/jfe/preview/SV\\_cU6scuJmRRFIZjn](https://iwu.co1.qualtrics.com/jfe/preview/SV_cU6scuJmRRFIZjn)

Policies & Investigation Procedures: <https://www.iwu.edu/title-ix/sexual-misconduct-policy.html>

## Privileged Reporting

### Professional counselors and pastoral counselors

Professional counselors and pastoral counselors whose official responsibilities include providing mental health counseling to members of the University community are not required by Title IX to report any information regarding an incident of sexual misconduct to the Title IX coordinator or other appropriate school designee. The following individuals are the University’s professional counselor(s) and pastor counselor(s) [2] and each has LGBTQ+ sensitivity training:

- Bob Rogers  
Staff Counselor  
Magill Hall  
(309) 556-3052  
[brogers@iwu.edu](mailto:brogers@iwu.edu)

- Christina Armstrong  
Staff Counselor/Outreach Coordinator  
Magill Hall  
(309) 556-3052  
[carmstr1@iwu.edu](mailto:carmstr1@iwu.edu)
- Laura Kane  
Staff Nurse, Arnold Health Services  
Magill Hall  
(309) 556-3107  
[lkane@iwu.edu](mailto:lkane@iwu.edu)
- Eda Flores-Miranda  
Staff Counselor  
Magill Hall  
(309) 556-3052  
[efloresm@iwu.edu](mailto:efloresm@iwu.edu)
- Jennifer Ross Barnett  
Nurse Practitioner, Arnold Health Service  
Magill Hall  
(309) 556-3107  
[jrossbar@iwu.edu](mailto:jrossbar@iwu.edu)
- Alya Abbed  
Staff Counselor  
Magill Hall  
(309) 556-3052  
[aabbed@iwu.edu](mailto:aabbed@iwu.edu)
- Victoria Folse  
Interim Executive Director, Counseling & Health Services  
(309) 556-3052  
[vfolse@iwu.edu](mailto:vfolse@iwu.edu)

#### Non-professional counselors and advocates

There are some people who provide assistance to complainant's of sexual misconduct that are not professional counselors and pastoral counselors. These individuals include those who provide support to the University's Professional counselors and pastoral counselors ("non-professional counselors or advocates"). Non-professional counselors or advocates are not required to report incidents of sexual misconduct in a way that identifies the complainant without the complainant's consent. A complainant can seek assistance and support from these individuals without triggering a University investigation that could reveal the complainant's identity or that the complainant has disclosed the sexual misconduct incident.

While maintaining a complainant's confidentiality, these individuals should report the nature, date, time, and general location of an incident to the Title IX Coordinator. This limited report – which includes no information that would directly or indirectly identify the complainant – helps keep the Title IX Coordinator informed of the general extent and nature of sexual misconduct on and off campus so the coordinator can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses. Before reporting any information to the Title IX Coordinator, these individuals will consult with the complainant to ensure that no personally identifiable details are shared with the Title IX Coordinator. The following individuals are the University's non-professional counselors or advocates:

- Teresa Beard  
Senior Office Coordinator  
Magill Hall Counseling and Consultation Services  
309-556-3052  
Email: [tbeard@iwu.edu](mailto:tbeard@iwu.edu)

## **Non-Privileged Reporting**

### Making reports

All students, applicants and visitors are strongly encouraged to report any incidents of sexual misconduct. All faculty, staff, volunteers, vendors and

agents are required to report any incidents of sexual misconduct subject to the exemptions set forth in Section 7(A). Reports may be made orally or in writing and such reports should be made to the Officials with Authority (see Section 3(G) for definition). An online report may be made here. Any other personnel that receive reports of sexual harassment are required to forward those reports, along with all relevant details about the reported sexual misconduct, to the Title IX Coordinator or a Title IX Deputy Coordinator within 24 hours of receiving such a report. If such personnel fail to forward a report of sexual harassment, then said personnel will be subject to disciplinary action.

### Confidentiality

A complainant may report sexual misconduct yet request confidentiality. If the complainant requests confidentiality or asks that the report not be pursued, the University shall take all reasonable steps to investigate and respond to the report consistent with the request for confidentiality or request not to pursue the investigation – as long as doing so does not prevent the University from fulfilling its responsibility to provide a safe and non-discriminatory environment to all individuals. Upon a request for confidentiality, the University shall inform the complainant: (i) if the University cannot ensure confidentiality; (ii) that a confidentiality request may limit the University's ability to respond to the report, including pursuing disciplinary action against the respondent; and (iii) that the University prohibits retaliation and that such retaliation is subject to disciplinary action under this policy. The University's Title IX Coordinator is the responsible party for making determinations as to requests for confidentiality.

### Reports involving a minor (under the age of 17)

Notwithstanding anything herein to the contrary, all faculty and staff who become aware of or suspect that a minor (under the age of 17) has been the complainant of sexual misconduct must report that information to the Title IX Coordinator or a Title IX Deputy Coordinator whom shall then inform local, state and/or federal law enforcement officials of such incident as required by law. In that event, the University shall investigate the report

without regard to the request for confidentiality and shall inform local, state and/or federal law enforcement officials of such incident as required by law.

### Supportive Measures

Whether an individual makes a privileged report or a non-privileged report, both the complainant and the respondent shall be entitled to the supportive measures that are designed to restore or preserve equal access to the University's educational programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University's educational environment, or deter sexual harassment. If a privileged report has been made then the University's professional counselors and pastoral counselors; or non-professional counselors or advocates shall inform the reporter of the availability of such supportive measures and shall coordinate with the appropriate University officials to ensure such supportive measures are provided. If a non-privileged report has been made then the University's Title IX Coordinator or a Title IX Deputy Coordinator shall inform the complainant of the availability of such supportive measures and shall coordinate with the appropriate University officials to ensure such supportive measures are provided to both parties. Supportive measures may include, but are not limited to: referral to counseling, medical, and/or other health services; altering campus housing assignments; altering work arrangements for employees (student, faculty, and staff); safety planning; implementing mutual contact limitations between parties; academic support or other program-related adjustments; class schedule modifications; withdrawals or leaves of absence (for example, student financial aid counseling or visa and immigration assistance); and transportation accommodations.