



## Campus Equity Response Protocol | Students

Incident occurs and reporter (victim/witness/third party) submits online campus equity report. Report is immediately forwarded to VP of Student Affairs through Maxient. Maxient provides autoreply with confirmation/resources/next steps. VP determines if report falls under Campus Equity and sends to the appropriate support team(s).

If reporter wishes to be contacted, Campus Equity Response Team will phone or email reporter by the end of next business day. Depending on wishes of the reporter, next step(s) will be determined by the Campus Equity Team.

If reporter leaves no contact information, data will be observed for emerging patterns. If reporter leaves contact information, but does not wish to be contacted, an acknowledgment email will be sent by a Campus Equity Response Team, confirming receipt of report, and data will be observed for emerging patterns.

Campus Equity Response Team will support reporter(s) and oversee the response process while keeping the impacted party's three immediate needs at the forefront:

- The need to feel safe
- The need to be heard
- And the need to know what happens next.

In some cases, the campus community will be notified of the incident.

Campus Equity Response Team will assist Student Affairs in shaping educational trainings and programming to address bias, hate and intolerance.

Campus Equity Response Team will compile and report incident related data through an online, annual, living document. Incident related data along with recommendations will be provided to Faculty/Staff Development, Office of Diversity, Equity and Inclusion, President's Taskforce on Institutional Inclusion, Sexual Orientation and Gender Identity Committee and other administration to inform prevention efforts, educational trainings and programming. A summarized End of Year Report featuring a comprehensive narrative of yearly activity will be made public.