

REPORTING FAQ'S

The Office of Equal Opportunity & Title IX
Santa Clara University

HOW DO I REPORT?

You can complete a Request for Support and Assistance on the Title IX Website. You can email Jenna Elliott, Interim Director of Office of Equal Opportunity and Title IX Coordinator at jrelliott@scu.edu to schedule a meeting. To file anonymously, complete an EthicsPoint Report.

IS THERE A TIME LIMIT TO REPORT?

You can report an incident at any time. Please know that the University's jurisdiction to investigate exists only as long as you are participating or attempting to participate in a University program or coursework

WHAT HAPPENS WHEN I FILE REQUEST FOR SUPPORT AND ASSISTANCE?

A staff member will follow up with you via email to schedule a meeting and review your options about filing a formal complaint (which initiates an investigation). We will also discuss supportive measures available to you whether or not you desire an investigation.

WHAT IF I DON'T WANT TO FILE A FORMAL COMPLAINT OR PURSUE AN INVESTIGATION?

We only want you to pursue an investigation if that is something you want. If you simply want to provide us with information to have on file, you can give us as much or as little information as you want and choose to pursue an investigation at a later point, or never.

HOW DO I BEGIN AN INVESTIGATION?

We hope that you have taken the opportunity to come meet with us before completing this report so that you are fully aware of the process and your options. When you are ready, you can file a formal complaint by submitting a Formal Complaint form on our website.

DO I HAVE TO NAME THE RESPONDENT?

No, if you are reporting the misconduct for the purpose of accessing resources, to learn about your options, or for statistical crime and campus reporting purposes, then you do not have to name the Respondent.
Yes, if you want formal disciplinary action to be taken against the Respondent.

WHAT HAPPENS AFTER I SUBMIT A FORMAL COMPLAINT?

The Director & Title IX Coordinator of the Office of Equal Opportunity & Title IX will assign an investigator or team of investigators to your case and perform an initial assessment with the information you submitted in the Formal Complaint to determine which policies are in play and what options for resolution are appropriate. The Investigator(s) will then reach out to schedule an interview with you to obtain your official statement. You may bring an advisor or support person of your choice to any and all meetings with the Investigator.