

To: Complainants and Respondents; Community Members with Questions about Reporting to the Title IX Coordinator

From: Title IX Coordinator

Re.: Frequently Asked Questions about Reporting Rights and Options; Guide to Resources for Support and Advocacy

Question: What is the difference between a report to the University and a formal complaint?

A “report” of prohibited conduct differs from a Formal Complaint. A report occurs when the Title IX Coordinator becomes aware of an alleged incident of prohibited conduct.

A “Formal Complaint” of prohibited conduct is a written document signed by a complainant alleging specific prohibited conduct by a respondent and initiating the resolution process under the Procedures, or a similar written document signed by a university official on behalf of the university.

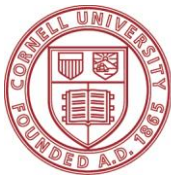
Individuals who have experienced prohibited conduct have the right to seek to file a formal complaint. The University has jurisdiction for purposes of a formal complaint over individuals who are current students, faculty, and staff members at Cornell.

Even if the accused person is not a current student, faculty, or staff member at Cornell, complainants are encouraged to report their experiences, so they can be connected with information about resources and support available to them.

Question: How do I make the University aware that I think there’s been a violation of Policy 6.4?

Cornell strongly encourages individuals who have experienced, have knowledge of, or have witnessed Prohibited Conduct committed by or against students, staff, or faculty to report to the university. Prohibited Conduct can be reported to the university through any of the following options:

- **By contacting the Title IX Coordinator** by telephone (607-255-2242), email (titleix@cornell.edu), or in person at 500 Day Hall, Ithaca, New York, during regular office hours. For more information, please visit: titleix.cornell.edu.
- **By contacting a local Human Resources Representative.** A list of HR Representatives can be found here: <https://hr.cornell.edu/about-hr/hr-contacts-college-and-unit>.
- **By submitting an incident report online** at [this link](#) (this report may be submitted anonymously).



- **By contacting the Cornell University Police Department** at 607.255.1111 or 911 for emergency assistance.
- **By contacting a Designated Reporter.** A list of designated reporters can be found at: <https://titleix.cornell.edu/policies-and-procedures/designated-reporters/>.

Question: What does the term “Designated Reporter” mean?

The university has identified certain offices and employee positions as Designated Reporters. A list of Designated Reporters at Cornell is available at <https://titleix.cornell.edu/policies-and-procedures/designated-reporters/>. When Designated Reporters become aware of an alleged incident of sexual harassment or other misconduct under Policy 6.4, that involves a student as either the complainant or respondent, they are obligated to report information they know to the Title IX Coordinator. In all other situations, employees are encouraged, but not required, to report.

Question: What is the supervisor “Duty to Respond” to Sexual Harassment in the Workplace?

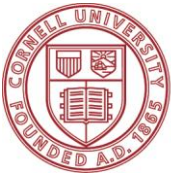
All Cornell supervisors and managers understand that sexual harassment is considered a form of employee misconduct. Even if they are not Designated Reporters, supervisors have a duty to respond to sexual and related misconduct in the workplace.

Accordingly, supervisory and managerial personnel must take all reasonable actions to report and respond immediately to any reports or observations of sexual harassment that may impact an employee’s working environment. The term “employee” includes student employees, staff, and faculty.

Question: Who can I speak to if I’m not sure whether I want to report my experience to the University?

The university offers a number of confidential resources for all individuals, including respondents and complainants who are unsure whether to report prohibited conduct and/or who seek counseling or other emotional support in addition to, or without, making a report to the university. See the “Confidential Resources” on pages 4-5 of this letter and available online at officeofcivilrights.cornell.edu.

Those who have had a difficult experience and are considering filing a formal complaint, may wish to work with an advisor. The University provides advisors free of charge; they are law students called Complainants’ Codes Counselors. To get in touch with a University-provided advisor, you may email complaintadvice@cornell.edu.



Question: If I talk with someone (who is not a confidential resource) about my experience, will they make a report to the University on my behalf?

All Cornell offices and employees, including COCR, will maintain your privacy to the greatest extent possible. With the exception of Designated Reporters and supervisors and managers with a duty to respond to sexual harassment in the workplace, no faculty or staff member is subject to a reporting obligation under Policy 6.4. However, employees may have reporting obligations under other policies or state or federal law. Although they are not subject to a reporting obligation, all faculty, staff, and students are encouraged to report incidents to the university and to consult the Title IX coordinator regarding conduct prohibited by this policy.

Question: What are my options outside of reporting to the University? What can be reported to law enforcement and what law enforcement agencies exist for me to report to?

You have the right to make a report to Cornell University Police, local law enforcement, and/or state police or choose not to report. Police have a unique legal authority to seek and execute search warrants, to collect forensic evidence that may have been left at relevant locations, and to make an arrest when there is probable cause to believe that a crime has been committed. You may contact the Police directly or ask that COCR assist in setting up a meeting with the police.

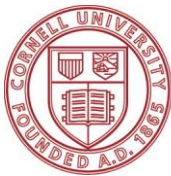
Law Enforcement can be reached at any time by calling “911” for emergencies or one of the numbers listed below:

- **Cornell University Police Department**, 607.255.1111 cupolice.cornell.edu
- **Ithaca Police Department**, 607.272.3245 – Non-Emergency Police Assistance, cityofithaca.org/234/Ithaca-Police-Department
- **New York State Police**, 1850 Dryden Road Freeville, NY 13068 607.347.4440
- **New York State Police 24-hour dedicated Campus Sexual Assault Hotline**, 844.845.7269

Question: How is reporting to law enforcement different than reporting to the University? Can I do both?

The criminal justice system and the university process have different, important goals. In the criminal justice system, prosecutors pursue cases when they believe there is sufficient evidence to prove, beyond a reasonable doubt, that an individual has committed a criminal act. A person convicted of a crime will face criminal penalties, such as incarceration, probation, or the imposition of a fine.

Court systems can also issue court orders, such as a Family Court or Criminal Court Orders of Protection. Additionally, CUPD can issue a *Persona Non Grata* Order. Violations of these orders can result in arrest and/or criminal prosecution.



Law enforcement is also poised to respond to immediate threats to someone's physical safety, including performing welfare checks. Law enforcement can also assist in "keeping the peace" activities, for example, when there is an Order of Protection in place between two parties and one party wishes to return the other's belongings, a local law enforcement agency can facilitate this exchange.

The Title IX Coordinator can assist in helping you to access the criminal justice system. While we will not make a report on your behalf, we may share some limited information with CUPD as part of the University's compliance with the Clery Act. For example, COCR may share information about a report with CUPD if sharing that information would allow CUPD to determine whether to issue a [Timely Warning](#). We will do this without including personally identifying information about the person who has made the report.

SUPPORTIVE MEASURES and TEMPORARY SUSPENSIONS

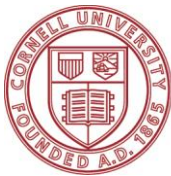
Cornell offers a range of resources, support services, and measures to protect the safety and well-being of the complainant, the respondent, and the community and to promote an accessible educational and employment environment.

These measures can include Supportive Measures put in place by the Title IX Coordinator. Supportive measures are designed to accomplish the following goals:

1. to restore or preserve equal access to the University's educational program or activity;
2. to support and protect the safety of the complainant, the respondent, the University's educational environment, and the University community;
3. to promote the goals of Policy 6.4;
4. to deter retaliation; and
5. to preserve the integrity of the investigation and resolution process.

Supportive measures may be issued based upon a party's request or at the university's initiative. The university will, at its discretion, determine whether any given supportive measure is reasonable and appropriate. Supportive measures can include but are not limited to:

- assistance obtaining access to counseling, advocacy, or medical services;
- assistance obtaining access to academic support and requesting academic accommodations (students);
- changes in class schedules (students);
- assistance requesting changes in work schedules, job assignments, or other work accommodations;
- changes in job assignment;
- changes in campus housing (students);



- educational conversations with parties;
- safety escorts; and
- “no-contact” orders (curtailing or prohibiting contact or communications between or among individuals).

Supportive measures may be available regardless of whether the complainant chooses to file a formal complaint or report the prohibited conduct to law enforcement.

To learn more about or request Supportive Measures, please contact the Title IX Coordinator:

- Email: titleix@cornell.edu
- In Person: 500 Day Hall, Ithaca, New York
- Phone: 607-255-2242

In addition, once a Formal Complaint has been filed, in extraordinary circumstances, where immediate action is necessary to protect the complainant or any other individual, the President or the President’s designated representative in the form of the Title IX Coordinator or other appropriate University official will have discretionary power to suspend the respondent pending resolution of the underlying case. (For more information, see Student Procedures Section 16.6; Employee Procedures Sections 19.5 and 19.7)

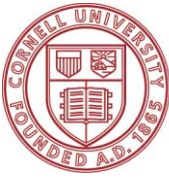
RESOURCES

Cornell is a caring community. We hope that you take advantage of the many resources available to you.

Confidential Resources. For confidential support, complainants and respondents can seek assistance from:

- **Cornell Health** (medical and mental health providers, students only: 607.255.5155)
- **The Faculty and Staff Assistance Program (FSAP)** (mental health providers, faculty and staff only: 607.255.2673)
- **Office of Spirituality and Meaning Making** (includes pastoral counseling through Cornell United Religious Work : 607.255.4214 scl.cornell.edu/osmm) (all staff are confidential)
- **The Advocacy Center of Tompkins County** 24/7 hotline (607.277.5000)
- **The Cornell Victim Advocate** (607.255.1212, victimadvocate@cornell.edu)
- **The Gender Equity Resource Center**¹ (607.255.1406, GenEq@cornell.edu) (all staff are confidential)
- **The LGBT Resource Center** (607.255.4978 lgbtrc@cornell.edu) (all staff are confidential)
- **The University Ombudsman** (607.255.4321) (this office prefers to receive phone calls, rather than emails)

¹ As of January 2025, the Gender Equity Resource Center does not have a confidential resource on staff.



For confidential support resources other than those listed above, you may call the New York State Domestic and Sexual Violence hotline (1.800.942.6906).

Emergency Medical Assistance. An individual who experiences prohibited conduct is encouraged to seek immediate medical assistance. Students are not required to report an incident to law enforcement or Cornell in order to receive medical attention or a forensic exam.

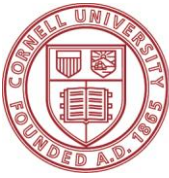
Sexual Assault Nurse Examiner (“SANE”) nurses can assess injuries related to physical trauma; evaluate for sexually-transmitted infections and possible pregnancy; provide medical care (including medications to prevent infections and pregnancy); and can, within the first 96 hours after a sexual assault, administer a forensic exam. During the forensic exam, the SANE Nurse documents and collects evidence of sexual contact and/or physical trauma (including injuries to the body and genitals), trace evidence, biological fluids, and identifiable DNA. When there is reason to believe that an assault may have been facilitated by the use of drugs or alcohol, the forensic exam may also include the collection of urine and blood samples for toxicology testing.

Regardless of whether a forensic exam is obtained after a sexual assault, individuals are encouraged to seek follow-up care to address any ongoing medical concerns, including those related to sexually-transmitted infections and pregnancy. Students may access care at Cornell Health, or through any appropriate health care provider outside of Cornell.

- **Cornell Health**, health.cornell.edu
A Cornell Health healthcare provider or counselor is available 24/7 at 607.255-5155 to answer questions and provide medical and emotional support. Call Cornell Health, and a healthcare provider will offer information about your options for care.
- **Cayuga Medical Center at Ithaca**, www.cayugamed.org
The Cayuga Medical Center is the nearest hospital to the Ithaca Campus where an individual can receive a forensic sexual assault examination.

Other Resources

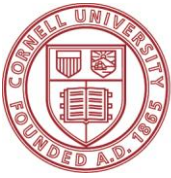
- **Crime Victims Treatment Center (CVTC)**, Provides advocacy and education to New York City-based Cornell Programs, Including Cornell Tech
 - <https://www.cvtcnyc.org/>
 - **Phone:** (212) 523-4728
 - **Address:** 40 Exchange Place, Suite 510, New York, NY
- **New York Crime Victims Legal Help**
 - <https://crimevictimshelpny.org/legalhelp/>
- **NYS Bar Association Lawyer Referral & Information Service**



- **Phone:** 1.800.342.3661
- **Moving Forward, A Support Group for Survivors of Sexual Violence**
 - Meets during the academic year (2023-2024 schedule not yet available)
 - Open to undergraduate and graduate, professional and graduate students
 - Weekly semester drop-in group – come to one or all meetings; group orientation required. You may schedule your orientation appointment online at [myCornellHealth](https://myCornellHealth.com), or by calling Cornell Health during business hours at 607-255-5155
 - <https://health.cornell.edu/services/mental-health-care/group-counseling>
- **Community Response Team (CRT)**
 - <https://scl.cornell.edu/community-response-team>
 - Address: 103 Appel Commons
 - Phone: 607-253-2100
- **Ithaca Crisisline, (800) 273-8255**
- **“Notice and Respond”** a 30-minute training module designed for faculty and staff, open to the entire Cornell community
 - This online program was developed to help Cornell faculty, staff, and graduate student Teaching Assistants to recognize and respond to students who may be experiencing distress
 - Through didactic material and situational examples with narrated PowerPoint slides, this training course will provide you with information about signs and levels of distress (concern, urgent, and emergency) you may notice in students, as well as corresponding response options. Campus resources are also reviewed.
 - <https://health.cornell.edu/initiatives/programming-faculty-staff>
- **Wellbeing at Cornell (employees)**
 - <https://hr.cornell.edu/wellbeing-perks/employee-wellbeing-cornell>

Additional Information.

- Sexual Harassment & Assault — Response & Education, [SHARE.cornell.edu](https://share.cornell.edu)
- Cornell Office of Civil Rights, officeofcivilrights.cornell.edu
- Cornell Police, cupolice.cornell.edu
- Student Disability Services, sds.cornell.edu
- International Students and Scholars Office (immigration resources), isso.cornell.edu



Cornell University

Cornell Office of Civil Rights
500 Day Hall
Ithaca, NY 14853
t. 607.255.2242
e. titleix@cornell.edu
www.titleix.cornell.edu

Student Bill of Rights

You have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by Cornell;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from Cornell courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that a complainant is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few Cornell representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by Cornell, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of Cornell;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an adviser of choice who may assist and advise a complainant, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of Cornell University.