

# MANDATED REPORTING AT DREXEL UNIVERSITY

All\* University faculty, staff, and student employees are mandated reporters, including:

Officers :: Deans :: Department Heads :: Academic Advisors :: Directors :: Supervisors  
Professional Staff, Student Employees, or Volunteers Responsible for Student or Patient Welfare

\*Counseling Services, Religious Life, and Student Health Services are designated confidential employees and not required mandated reporters.

You know about, heard about, or saw conduct that is or could be discrimination, harassment, or sexual misconduct.

By Drexel University's definition, you **ARE** a mandated reporter.

You are obligated to make a report to CRC and may not do so anonymously. Make a report using the CRC Incident Reporting Form.

By Drexel University's definition, you **ARE NOT** a mandated reporter, or you are **UNSURE** if you are a mandated reporter.

You should make a report using the CRC Incident Reporting Form.

You can anonymously make a report using the CRC Incident Reporting Form.

## HELPFUL TIPS:

- Thank them for having the courage to tell you and putting their trust in you.
- Express your regret that they have faced a challenging time or difficult experience.
- Ask what you can do to support them.
- If you are a mandatory reporter, set clear expectations about confidentiality. You can say something like:  
*"I will keep the information you told me private and will not discuss it with others, but I have an obligation to bring certain matters to the attention of CRC so they can reach out to you to offer information, resources, and options. You do not have to respond to them, but it is important that I refer you so that you have as much support as we can offer."*



Incident Reporting Form  
(Click or scan)

Drexel University's CR-1 Policy **prohibits harassment, discrimination, and retaliation in any form**, including, but not limited to, those based upon race, color, ethnicity, national origin, religion, gender, gender identity or expression, sex, sexual orientation, disability, age, status as a veteran, socioeconomic status, and/or any characteristic prohibited by law (i.e., creed, marital status, citizenship status).

## POLICY CHECK

Drexel University's CR-2 Policy **prohibits discrimination based on sex**, including gender identity and gender expression. Sexual and gender-based harassment and sexual misconduct are considered forms of sex discrimination, which can include, but is not limited to, sexual assault, sexual violence, sexual abuse, stalking, intimate partner violence, and non-consensual sexual conduct.



**Reminder:** Mandated reporters are **legally obligated** to report confirmed or suspected instances of discrimination, harassment, or sexual misconduct—**regardless of where it happened**, and regardless of whether they witnessed the incident, learned of it through the person affected, or learned of it through a third party— **as soon as possible**. If you're unsure if the information is discrimination, harassment, or sexual misconduct, **still make a report**—it's OK if you're not sure whether or not the incident is a violation of policy! It's not your responsibility to make decisions about or determine the legitimacy of an incident, it's your responsibility to **share what you know**.