Required Reporting of Incidents (Including Crimes)

**Green:** All Responsible Employees
**Gold:** Responsible Employees who are also CSAs

- **Title IX Requirements**
  - Did the incident involve sexual misconduct, relationship violence, or stalking?
  - Read the student the Script in the Mandatory Reporting Protocols.
  - Does the student want complete confidentiality in reporting the incident?
  - Complete Maxient Report. Provide as much information as you have. Select "Confidential Sexual Misconduct, Relationship Violence, or Stalking Report (for Title IX Coordinator Only)" under the "Nature of this Report" drop-down.
  - Does the student want to contact the police?
  - Refer student to Counseling Center, Student Health, or Wellness Center. Give IPV Guide.

- **Clergy Act Requirements**
  - Is the incident a Clergy reportable crime (other than sexual misconduct, relationship violence, or stalking) in Clergy geography?
  - Complete Maxient Report with as much information as you can gather.
  - Is the incident a Clery reportable crime (other than sexual misconduct, relationship violence, or stalking) in Clery geography?

*This chart is meant to be a quick reference. Responsible Employees are still required to know all relevant definitions and procedures from the Mandatory Reporting Protocols.*

*Contact Title IX Coordinator with questions.*

PHONE: 704-687-6130
EMAIL: Dawn.Floyd@uncc.edu