

## Required Referral FAQs

*How to respond when a student discloses an incident of bias, discrimination, or sexual misconduct*

### ***What is a “required referral”? Do I need to make required referrals?***

At St. Olaf, all employees of the college (including student employees) who are not confidential resources are obligated to make “required referrals.” All non-confidential employees of the College need to make “required referrals” when incidents of bias, discrimination, sexual harassment or sexual misconduct come to their attention. These employees must submit required referrals to the [Director of Title IX and Equal Opportunity](#). Student workers, while working in the capacity of their job, are also expected to make required referrals. Disclosures of incidents that occurred off campus, incidents that occurred prior to a student’s time at St. Olaf, or incidents that may have already been reported should still be referred to the appropriate office.

### ***Why do we need required referrals?***

These referrals help ensure that students who experience forms of discrimination or harassment are put in contact with the people best equipped to help them, including the Director of Title IX and Equal Opportunity. This connection helps make certain that students have the opportunity to learn about what options and resources are available to them so that *they* can decide how they would like to proceed. Lastly, these required referrals help ensure that we keep our campus safe by helping the Title IX and Equal Opportunity Office identify patterns or violence, repeat offenders, and other concerning behavior that needs to be addressed.

### ***What types of behaviors am I expected to refer?***

You need to refer all forms of discrimination and harassment based on an individual’s race, color, creed, national origin, gender, gender identity, gender expression, sexual orientation, age, religion, disability, marital status, veteran status, or status with regard to public assistance. More information about these behaviors and the College’s response to them can be found in our College’s [Policy Prohibiting Discrimination, Harassment and Related Misconduct](#).

Sexual harassment and sexual misconduct includes sexual assault, sexual harassment, dating violence, domestic violence, stalking, and sexual exploitation. For a full list of those terms and their definitions, please refer to St. Olaf’s [Policy Prohibiting Sexual Harassment](#).

### ***What do I say to a student who discloses to me?***

Let the student know that you are obligated to refer the student’s experience to the College, even if the student requests confidentiality. It is best to attempt to make this obligation clear as early in the conversation as possible so that the student can decide how much information to share with you. It is also recommended to add your responsibility to make required referrals to your syllabi or supervisory information so that students can understand your obligations early on in the semester (especially if your class includes coursework that could potentially lead to disclosures from students). Feel free to copy-paste any of the [templates](#) we’ve created into your syllabi and/or supervisory information.

Explain to the student that referring the disclosure to the College helps to ensure that students are connected with those trained to address and respond to incidents of harassment or discrimination. You can also explain that making a required referral does not automatically initiate any sort of process, such as an investigation.

### ***How do I make a referral to the College after a disclosure, and what do I include in that referral?***

Any instances of bias, harassment or discrimination should be referred to the Director of Title IX and Equal Opportunity, Kari Hohn, or the Vice President for Equity and Inclusion, María Pabón. Any incidents of sexual or

gender-based misconduct that you know or reasonably suspect may have occurred should be referred to the Director of Title IX and Equal Opportunity or any member of the [Title IX Team](#). All referrals need to be made within 24 hours of the disclosure.

Referrals can be made in person, via email, over the phone, or by utilizing St. Olaf’s online reporting forms (details below). Referrals should include all the information the student shared (the student’s name; date, time, and/or location of the incident; names of other students involved; etc.). *Please note that you should not attempt to investigate or ask additional questions about the incident beyond what the student voluntarily shares.*

Bias, Harassment, or Discrimination	Sexual Harassment or Misconduct
<p data-bbox="168 573 480 604"><a href="#">Online Bias Reporting Form</a></p> <p data-bbox="168 646 764 747">María Pabón, Vice President for Equity and Inclusion <a href="mailto:pabong1@stolaf.edu">pabong1@stolaf.edu</a> 507.786.3727</p> <p data-bbox="168 753 207 785"><b>OR</b></p> <p data-bbox="168 791 764 892">Kari Hohn, Director of Title IX and Equal Opportunity <a href="mailto:khohn@stolaf.edu">khohn@stolaf.edu</a> 507.786.3465</p>	<p data-bbox="810 573 1151 604"><a href="#">Online Title IX Reporting Form</a></p> <p data-bbox="810 640 1403 741">Kari Hohn, Director of Title IX and Equal Opportunity <a href="mailto:khohn@stolaf.edu">khohn@stolaf.edu</a> 507.786.3465</p>

***What does the College do after it receives a required referral from an employee?***

After an employee has made their referral, the Director of Title IX and Equal Opportunity sends an email to the student who disclosed. The email includes information about resources and options available to the student. The email clearly states that the student is not obligated to meet with the Director if the student is not ready to do so.

If a student does choose to meet with the Director, they will learn more about all the options, resources, accommodations, and other supportive measures available to them. Meeting with the Director does not automatically initiate the College’s Grievance Process.

***What information should I give to the student during or after a disclosure?***

Explain to the student that there are [confidential resources](#) available on campus who do not have the same obligation to refer incidents to the College, and help get the student connected with those resources if desired.

You can also let the student know that after the referral to the College is made, the student will receive an email from the Director of Title IX and Equal Opportunity that explains options and resources available to the student. The student is not required to meet with the Director and is able to decline engaging further with the Office.

***What are some tips for speaking with an individual who discloses to me?***

Listen with care and without judgment. Ask what the individual needs or what would be helpful to them. Offer the various resources available to the student both on and off campus. Explain what supports are available to students who report to the College (such as academic accommodations, a no-contact directive, etc.). Remind the student that reporting to the College will not initiate a Grievance Process. Some helpful phrases are below:

“I am sorry this happened to you.”  
“How can I help?”

“Thank you for telling me.”  
“What happened is not your fault.”

***Who is classified as a confidential resource at St. Olaf?***

The [College Pastors and Chaplains](#), employees at [Health Services](#), counselors and employees at [Boe House](#), and advocates through the student-led [Sexual Assault Resource Network](#) (SARN) are all confidential resources.

***Where can I learn more information about Equal Opportunity at St. Olaf?***

St. Olaf's [Equal Opportunity website](#) includes information about St. Olaf's response to incidents involving sexual harassment or bias and discrimination. It also contains guidance on how to seek help and resources.

***Still have questions?***

Kari Hohn, Director of Title IX and Equal Opportunity  
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