MANDATORY REPORTING AT DREXEL UNIVERSITY
All University faculty and staff are mandated reporters, including:
Officer | Dean | Department Head | Academic Advisor | Director | Supervisor
Professional Staff, Student Employee, or Volunteer Responsible for Student or Patient Welfare

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

You are obligated to make a report to OED and may not do so anonymously. Make a report using the OED Incident Reporting Form, email OED at oed@drexel.edu, or call 215.895.1405.

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

You should make a report to OED using the OED Incident Reporting Form, email OED at oed@drexel.edu, or call 215.895.1405.

By Drexel University’s definition, you ARE NOT a mandated reporter.

You can anonymously make a report to OED using the OED Incident Reporting Form or through Drexel University Ethics Point: 866.358.1010 (phone) Bit.ly/1dSDepK (online)

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 casually, but I have an obligation to bring certain matters to the attention of OED 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.”

REMINDER: Mandated reporters are legally obligated to report any confirmed or suspected instance of discrimination, harassment, or sexual misconduct, regardless of where it happened, and regardless of whether or not they witnessed the incident, learned of it through the person affected, or learned of it through a third party as soon as possible after hearing about the incident. 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.