

Title IX Training



URBE University

Recognizing concerns and accessing support

URBE University does not discriminate on the basis of sex in its education programs or activities.

Title IX of the Education Amendments of 1972
General awareness for students and employees

Concerns that may be reported

Sex discrimination

Concerns about unequal treatment based on sex.

Sex-based harassment

Unwelcome conduct of a sexual nature or based on sex.

Sexual misconduct

Concerns involving sexual behavior or sexual violence.

Retaliation

Concerns about adverse treatment for reporting or participating.

Reporting a concern



Anyone may report

Students, employees, applicants, and third parties may contact the Title IX Coordinator.

Employee responsibility

Employees who learn of possible misconduct at work should promptly notify the Coordinator unless designated confidential.

Arelis Varela

Title IX Coordinator

arelis.varela@urbeuniversity.edu

(844) 744-8723

Contact the Coordinator for assistance.

Supportive measures



Support may be available even if no formal complaint is filed.

Possible measures

Academic or schedule adjustments
Safety planning
Counseling or community referrals

How to request assistance

Discuss your needs with the Coordinator.
Measures are individualized, non-disciplinary, and free when reasonably available.

Responding to a disclosure



A respectful response

Listen calmly and help the person contact the Title IX Coordinator.

Privacy and reporting

Explain any employee reporting obligation. Avoid promising absolute confidentiality.

Help with next steps

Share known information with the Coordinator and ask about available support.

After a report



Initial assessment

The Coordinator reviews the concern, applicable policies, and available support.

Resolution options

The Coordinator explains the applicable process and formal complaint options.

Fair participation

The policy addresses notice, evidence, advisors, written outcomes, and appeal rights.

Protection from retaliation



Protected participation

The policy prohibits retaliation for reporting, requesting support, or participating in a Title IX process.

Concerns to report

Raise concerns about threats, pressure to withdraw a report, or adverse treatment connected to participation.

Coordinator assistance

Contact Arelis Varela to report suspected retaliation and discuss support.

University policies and procedures

Title IX Policy

Reporting, supportive measures, and resolution procedures

Grievance Procedures

University guidance for raising and resolving concerns

Student Code of Conduct / Handbook

Standards for student conduct and related information

University Catalog

Check for the latest institutional information

External complaint option

U.S. Department of Education Office for Civil Rights (OCR)

Individuals may also file a complaint with OCR.

Online complaint portal

ocrcas.ed.gov

OCR@ed.gov

1-800-421-3481

Resources for coordinators and leadership

ATIXA

Association of Title IX Administrators

NABITA

Behavioral intervention and threat assessment

NASPA

Student affairs in higher education

HECA

Higher Education Compliance Alliance

Grand River Solutions

Title IX and higher education resources

U.S. Department of Education, OCR

Federal civil rights information

Discussion and key takeaways



A student shares a harassment concern but does not want to file a formal complaint.

What can you do?

Connect the student with the Coordinator.
Explain that support may still be available.
Follow any employee reporting obligations.
Report concerns about retaliation.

[Arelis Varela \(844\) 744-8723](mailto:arelis.varela@urbeuniversity.edu)
arelis.varela@urbeuniversity.edu