

University System of Georgia

Clery and Title IX Reporting & Response Procedure for International & Distance Programs

Application

This procedure applies to any institution in the University System of Georgia that operates international & distance programs.

Definitions

Clery Act Coordinator: Individual at each University System of Georgia institution assigned (designated) by the Chancellor as responsible for compiling, classifying and reporting statistics pursuant to the Clery Act.

Title IX Coordinator: Individual at each University System of Georgia institution assigned (designated) by the Chancellor as responsible for coordinating compliance with Title IX, a federal law prohibiting discrimination or unequal treatment on the basis of sex.

International & Distance Program: Any program administered by a University System of Georgia Institution that is sponsored by the home institution that may take place in an on-campus or non-campus location (as defined by the Clery Act) including domestic and international destinations.

International Programs Coordinator: The individual at each institution charged with general supervision of international and distance programs and appointed to such a position, regardless of title. The International Programs Coordinator is a Campus Security Authority.

Program Representative: Individuals supervising students on an international program in an official capacity, regardless of title, and regardless of whether employed by the institution or by an outside entity including but not limited to a host institution or provider. The Program Representative is a Campus Security Authority.

Home Institution: Student's original institution, from which the degree is anticipated, or to which the study abroad credits will transfer.

Host Institution: Domestic or overseas institution at which student from Home Institution will be temporarily enrolled for a term or set length of time.

Provider: Entity within or among Georgia institutions or external to Georgia institutions through which domestic or overseas program is provided.

Reporting Individual/Victim/Complainant: Individual with a complaint of misconduct.

Accused/Respondent: Individual accused of misconduct.

Advance Preparation for International and Distance Locations

Training

The host institution will provide appropriate Clery and Title IX training annually by the designated campus Clery and Title IX coordinators to International Programs Coordinators and Program Representatives.

International Programs Coordinators will provide Program Representatives additional training for emergency response per their home institution's policies and procedures.

International Programs Coordinators and Program Representatives will collaborate to provide student participants information on emergency procedures and contacts.

Communication

During Visit Incident Response

The first priority of the Program Representative is to safeguard the safety and well-being of program participants. Do whatever is necessary and reasonable to ensure their safety. Obtain any emergency medical care for affected participants as soon as possible. Within 48 hours, contact the International Programs Coordinator and explain the situation in detail.

Post Visit Clery/VAWA and Title IX Response to Incidents

Program Representatives shall send reports of all crimes, Title IX allegations, health/mental health risks, and conduct violations to the International Programs Coordinator. The International Programs Coordinator shall then submit the reports as follows:

For home institution study abroad programs, the International Programs Coordinator will provide the Campus Clery Coordinator with the names of programs, dates, geographical locations of study, and geographical locations of residence for all programs.

For consortium study abroad programs, the International Programs Coordinator will provide the Campus Clery Coordinator with the names of program, dates, and geographical locations of study and geographical location of residence for only those programs in which the home institution's students are participants.

Clery Coordinator: Shall receive reports of all crimes, Title IX allegations, and conduct violations.

Title IX Coordinator: Shall receive reports of all Title IX Allegations.

Student Conduct Coordinator: Shall receive reports of all conduct violations.

Director of Counseling: Shall receive reports of all health and mental health incidents.

Campus Security Authorities and Responsible Employees

All International Programs Coordinators and Program Representatives travelling with students overseas or to a distant location are automatically designated as Campus Security Authorities because they possess significant responsibility for student and campus activities.

All International Programs Coordinators and Program Representatives travelling with students overseas or to a distant location are automatically designated as responsible employees for Title IX purposes, and are required to report learned of or observed cases of sex discrimination, including sexual violence, to the institution's Title IX Coordinator or designee.

Obtaining Statistics From Local Law Enforcement

By March of each year, the International Programs Coordinator shall provide the Clery Coordinator with a list identifying all geographical locations that were used in the previous calendar year by programs that were coordinated through the International Programs Office. The Clery Coordinator would then have to compare the locations to see if any of them fit under the Clery Definitions of reportable areas and then go from there to determine if outside local law enforcement need to be contacted.

Program representatives should provide local police department contact phone, mailing address, and email (if available) to the International Programs Coordinator for submission to the Clery Coordinator.

Title IX Reporting

Host Institutions and Providers that learn about incidents of sex discrimination, including sexual violence, will work collaboratively with the Home Institution(s) of the complainant and accused individual to ensure the following:

The complainant is notified of any and all options, remedies, resources, and services available through the Home Institution.

The appropriate institution or entity can conduct a prompt, impartial investigation, which may lead to adjudication through the formal student conduct or Title IX grievance process.

Students participating in study abroad through a Host or Provider are subject to the policies and procedures of the Provider or Host, as well as those of his or her Home Institution.

Which institution takes the lead in investigating and responding to allegations of sexual harassment and/or violence shall be determined immediately after an incident is reported. Factors to consider include:

- the enrollment status of the student(s) involved;
- the nature and duration of the program;
- the timing of the report (during or after a program).

Generally, the complainant's home institution shall lead the investigation and response.

At all times the fairness of the process, effectiveness of the investigation/response, and best interests of the parties shall govern the decision-making of the institution's officials.

In keeping with their responsibilities to spot patterns and track complaints, the Title IX Coordinators of the institutions should consider all incidents and allegations.

Consistent with working collaboratively, a Host Institution or Provider will promptly provide any incident reports and related information to the Home Institution.

Family Educational Rights and Privacy Act

All participants and all institutions will abide by FERPA regulations.

Review of Procedure

This procedure shall be reviewed annually by the Study Abroad Committee of the System Council of International Education in collaboration with the University System of Georgia Clery Coordinator.