

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 Programs Coordinator: The individual at each institution with general oversight of international and distance programs and appointed to such a position, regardless of title, by the Chancellor as a Campus Security Authority.

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

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

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

Transfer Program: Program within or among Georgia institutions or external to Georgia institutions through which a student on an international or overseas program is provided.

Perpetrator/Offender: Individual with a complaint of misconduct.

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

- the enrollment status of the student(s) involved;
- x the nature and duration of the program;
- x 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