



# STUDY ABROAD **ORIENTATION**

FOR GCSU PROGRAMS

# Introduction



We are so excited you have decided to study abroad! This orientation is intended to help prepare you for your program, so please ask any questions you might have!

If you have additional questions, you can ask them via the general International Education email: [studyabroadinfo@gcsu.edu](mailto:studyabroadinfo@gcsu.edu)

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# Important GCSU Matters

## Documents

- Upload your **Health Clearance Form**/complete **Health Information Questionnaire** no later than 10 business days prior to departure.
  - **Passport Books** - Don't forget to sign the info page of your passport! Upload a copy to your online application.
- 

## Financial Information

- **Financial aid** - Make sure it is in order NOW
    - Check with Financial Aid Office if you have questions
  - **Study Abroad Scholarships** - ensure that you know your responsibilities for being in receipt of the scholarship(s)
  - **Tuition** - Pay to GC Business Office or via Student Account Center in PAWS
    - Kindly direct questions about GCSU tuition, billing, and financial aid (etc.) solely to the appropriate GCSU office
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## Insurance

- **Study Abroad Health Insurance**
  - GCSU faculty-led programs: Gallagher/Zurich is your health insurance provider while abroad. Once enrolled by International:
    - Do any follow up steps emailed to you later this spring.
  - **All others: Check with your program provider (ISA, SFS, etc.)**

- If your program does not provide health insurance, International can assist you in acquiring coverage. Call 478-445-4789 or email [studyabroadinfo@gcsu.edu](mailto:studyabroadinfo@gcsu.edu)
- Trip (Travel) Insurance – not required. Students may purchase separately, if desired.

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## Other

- **Do you have Special Needs?** Needs can pertain to academic accommodations, diet, disabilities, religion, and more.
  - Submit a written request and official documentation to your program director at earliest opportunity.
- **Onsite orientations-** know when and where to meet, especially if you are travelling independently first.



# Course Enrollment Verification Form

(Non GC Faculty-Led)

Once your program has begun and your registration has been finalized for your term abroad, please complete this form. It needs your signature and a signature from your host institution coordinator to serve as verification that you attended and completed your courses abroad.

**THIS FORM IS EXTREMELY IMPORTANT TO COMPLETE. STATE FINANCIAL AID CANNOT BE DISTRIBUTED UNTIL IT IS RECEIVED.**

**International Education Center**

## Course Enrollment Verification

All students studying abroad for any program not led by GC employees must submit this completed form. Only courses required for degree completion will determine your aid eligibility for federal financial aid programs such as loans, grants and work-study (this does not include HOPE or Zell Miller Scholarships). This means that a course must fulfill a core, major, minor, or degree requirement or be necessary to help you earn the total hours required for your degree. Should you enroll in courses that are not applicable to the above degree requirements, your federal financial aid may be adjusted, resulting in a bill owed immediately.

**Due Dates (submit during the term you are abroad):**  
 Fall Abroad: October 1  
 Spring Abroad: March 1  
 Summer Abroad: May 1

Name: \_\_\_\_\_ GOD: \_\_\_\_\_  
 Host Institution: \_\_\_\_\_ Term: Year \_\_\_\_ Fall \_\_\_ Spring \_\_\_ Summer \_\_\_  
 Host Coordinator Name: \_\_\_\_\_ Title: \_\_\_\_\_

Course Title	Course #	# Hours/Week	Total # Weeks	Total Credits (In Host Scale)	GC Equivalent For GC IEC Or ONLY

- I, the individual listed above, have met with my Host Coordinator abroad and confirmed registration in the courses listed below. I agree to notify the Georgia College & State University International Education Center immediately if there are any changes to my program of study and am aware that changes may result in financial penalty and honor code violations.

Signature of Participant \_\_\_\_\_ Date \_\_\_\_\_

- I, the Host Coordinator listed above, have verified the Participant's enrollment in the course(s) as described.

Signature of Host Coordinator \_\_\_\_\_ Date \_\_\_\_\_

*\*\*Please note that if you drop below the intended credits for the academic term, you may be required to pay HOPE or Zell back*

# Preparations

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## 01 Learn about your host country

**Learn about your host country BEFORE you travel:**

- Non-verbal communication
  - Culturally appropriate and inappropriate actions
  - Learn basic language phrases and important medical terms.
  - Socio-economic or other issues impacting the country.
  - Tipping and gift-giving
- 

## 02 Use your resources

Use your program director(s), past study abroad participants, international students, and others as resources. Ask questions! You can also make use of online travel guides and websites.

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## 03 Be open-minded and informed

Be open-minded, flexible, respectable, and adaptable! Also, consider U.S. news and culture while abroad. People will definitely ask you questions, so it's helpful to be informed.

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## 04 Money Matters

**Contact your bank/credit card company to let them know when/where you will be traveling.**

Ask about transaction fees and exchange fees, as well. Additionally, talk to your Program Director or local contact regarding access to nearby ATM's, exchanging money, and the best ways/places to purchase goods locally. Make sure you know your PINs!

# Electronics



## 01 Voltage

Abroad, the common voltage is often 220V. It is 110 in the U.S..

Understand the difference between an adapter and a transformer

## Laptops 02

Will your laptop work abroad? Check the markings on its power cord "brick." Look into international warranty.



## 03 Phone Plan

Be ABSOLUTELY CERTAIN that your phone and plan will work abroad!



# Packing

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## Pack Light

Pack a variety of mix & match clothes. Think travel, school, casual, possible business attire. Also, keep toiletries/things from home to a minimum. Leave valuables at home.

- Seek input from Program Director or program office if needed.
  - Be prepared for old-school laundry methods. Are you prepared to wash clothes by hand?
- 



## Medications

**Carry all medications in original containers only,**

together with a copy of the written (and legible) prescription for all prescribed medicines and corrective eyewear.

- *Note: Brand names might not be known/available abroad. So generic names – or similar – are best.*
- Any medications requiring injection needles must have a certificate from the prescribing health care provider in order to pass security at the airport.
- It is the student's responsibility to ensure that medications are legal in the host country. Do your research!
- Do not alter your medication or schedule without consulting the prescribing provider.



## Documents

### **Safeguard passports and other documents at all times**

- Have separate photocopies and/or electronic copies.
  - Store them in email, or in the cloud.
  - Use a money belt or under-the-shirt document holder.
  - Keep actual passport and other small valuables locked-up in a safe.
- 



## TSA & Airline Notes

Check TSA requirements for travelers here:

<https://www.tsa.gov/travel>

Check with your specific airline for baggage limits



# While You Are Abroad

- **Contact your parents once you arrive**, just to let them know you are okay. They will be waiting!
  - Before departure, let them know that you might not be able to call right away.
  - A simple text will let them know you arrived and are safe.
- Create a family communication plan.
- **Email the International Education Center at [studyabroadinfo@gcsu.edu](mailto:studyabroadinfo@gcsu.edu) to let us also know that you have arrived safely**

- **Jet lag:** Yes, it's a thing. Upon arrival, stay active, hydrated (bottled water at first), and awake until destination bedtime
- **Culture Shock/Culture Stress:** Everyone experiences it!
  - It means you are questioning your ideas and attitudes and growing.
  - How to deal with it: get lots of sleep, talk with friends, eat well, and take care of illnesses quickly.
- **Journaling:** The best way to keep memories is to put them in your own words. Buy a nice small notebook to record things (including tickets, postcards, etc.). When you get home, you can share and look back at it in the future
- Bring back items that will help in talking about your time abroad - unusual tickets, cool natural artifacts, clothing, jewelry, folk art, music, recipes, etc.

# Health & Safety



## Helpful Resources

- Check out State Department Travel Warnings and Country Information: [travel.state.gov](http://travel.state.gov)
- Student Travel Information <http://studentsabroad.state.gov>
- Look at CDC recommended immunizations and find a local travel clinic: <http://wwwnc.cdc.gov/travel/>
  - Discuss your travel plans – and possible personal medical needs – with your medical/mental health providers soon.

## Tips & Important Precautions

- For Faculty-Led programs: **Do not separate from the group without express permission of the Program director**
- **Always tell program director or local contact where you're going and when you plan to return**
- You are responsible for your own safety! Be cautious, but not afraid!
  - **Look after one another as a group!**
- Carry (in a safe place) photo ID and passport or copy of passport at all times and send copies to your email for access, if needed
- **Beware of pickpockets and other scams.** *At all times, be aware of your surroundings.*
  - **Be especially wary of surroundings when using ATM machines and your phone.**
- Be familiar with local laws.

- Be aware of local cultural norms
  - Do your research!
  - Know what is and is not culturally acceptable
- Be responsible in your relationships with your colleagues and locals.
  - You represent GCSU, Georgia, and the U.S.
  - Exhibit Appropriate Behavior
  - Follow GCSU Student Code of Conduct.
- U.S. and Georgia College harassment and sexual misconduct policies pertain - See policy on page 13
- Don't react to catcalls or make eye contact.
- Practice safe and responsible sex.
- Drink legally & responsibly.
- Avoid banned substances.
- Don't leave friends alone at bars.
- **Keep an eye on your drinks at all times – including their preparation.**
- **Again: Look out for one another.**
- Avoid driving and motorcycles. Use only official taxis; ask about/negotiate the fare before getting in.
- Always ask permission to take photos, both of government buildings and individuals (especially those at work), due to legal, cultural, personal and religious issues.



# Emergencies

- **Inform program director/local contact FIRST of any injury, illness, or emergency involving yourself or others**
- Please do not communicate with parents or use social media until you have...
  - 1. talked to the program director/local contact
  - 2. taken care of the immediate emergency
- **Research and program into your phone your location's equivalent to 911, and learn the word for "Help."**
  - If you call
    - Speak slowly,
    - Give your location (can use store sign or monument),
    - Stay on the line if possible
- Program GC Public Safety's and GC International Education Center's phone number into your phone with the correct prefix for dialing the USA
  - Find the prefix for your location using this link:  
<https://www.prokerala.com/how-to/call/united-states-of-america>

Name	Contact
GC Public Safety (Open 24/7)	+1 478-445-4400
GC International Education Center (Open 8 am- 5 pm, Mon-Fri)	+1 478-445-4789 or studyabroadinfo@gcsu.edu

# Sexual Misconduct Abroad: Student Reference

## GCSU Cares

If you or someone close to you are the victim of power-based interpersonal violence, know that you are not alone. The goal of this reference is to help inform and assist you in navigating resources. No matter what you have experienced or how you are feeling now, it is important to prioritize your safety. You don't have to go through this time alone, and the information in this brochure is intended to help you understand the reporting process and supports GCSU offers. When you initiate a report, GCSU will provide you with additional written information about all of your options including how to obtain supportive measures and pursue formal disciplinary and/or criminal investigations. You will also receive information on existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services.

## About Title IX

Title IX is federal legislation that guards against sex-based discrimination, including sexual misconduct, within educational facilities and programs. The Title IX Coordinator within the Office of Inclusive Excellence is responsible for handling Sexual Misconduct complaints.

### **Title IX Coordinator**

478.445.4233 | [titleix@gcsu.edu](mailto:titleix@gcsu.edu)

For full details - and the GCSU Sexual Misconduct policy - visit

[www.gcsu.edu/titleix](http://www.gcsu.edu/titleix)

# What is sexual misconduct?

Sexual Misconduct is a violation of federal, state, university, and Board of Regents policy and may additionally be subject to criminal prosecution. Sexual Misconduct includes:

- Sexual Assault
- Dating Violence
- Domestic Violence
- Stalking
- Sexual Harassment

For more information, including definitions of the above, please visit <http://www.gcsu.edu/titleix/sexual-misconduct-policy>

The GCSU Women's Center (<http://www.gcsu.edu/womenscenter>) has a variety of informative resources to assist your understanding of this policy.

## Understanding consent

Consent is the way in which individuals mutually and freely agree upon sexual activity. It can be shown through words or actions. Consent should be given by individuals who know what they are deciding to do and who they are doing it with. Consent cannot be given: if one of the parties is incapacitated, by guilting someone, by threatening someone or by ignoring someone's boundaries. It is also important to note that consent to one activity (such as fingering or oral sex) does not mean there is consent for other activities (such as vaginal or anal sex). Also, previous instances of consent do not mean there is consent to future sex acts (having sex last week does not give consent for sex this week).

# I think I experienced sexual misconduct. What should I do?

- Find a safe environment – anywhere away from the aggressor. Ask a trusted friend to stay close by for support.
- Preserve evidence of the incident – don't bathe or brush teeth. This will keep evidence intact if a police report is filed. Write down all the details that can be recalled about the incident and the aggressor.
- Contact the Program Director who will be able to offer guidance on the best way to proceed with local medical care and legal authorities. If for any reason the Program Director cannot be reached, contact the GC International Education Center at 1-478-445-4789.
- **Get medical attention.** Even with no physical injuries, it is important to determine the risks of STDs and pregnancy.
- To preserve forensic evidence, ask the medical facility to conduct a sexual assault kit exam. If it is possible that drugs were involved, ask that a urine sample be collected and sent to a forensic lab for analysis.

## Reporting the incident

Regardless of the type of sexual misconduct, we encourage students to report the incident. Understanding that reporting an incident is an intensely personal process, considered empowering and therapeutic for some yet emotionally draining and unsatisfactory for others. GC respects the individual's right to decide whether or not to report. Students are encouraged to contact the Program Director who will know the best medical and legal options for the program location. Recognize that the Program

Director is not a lawyer or psychologist, but she or he will be able to respond promptly in an emergency situation, help assess the situation, clearly communicate possible courses of action, and contact the appropriate people once a course of action has been decided. The Program director will be able to guide students to safety, to find appropriate medical care, and to access local translation services, legal services and counseling services if needed. *Note: Program directors, the International Education Center, the GC Women's Center, and other offices are required to report any sexual misconduct incident according to federal Title IX regulations (see page 17 for confidential resources)*

To report sexual misconduct while abroad:

- 1. Notify your Program Director.**
- 2. Contact the US Embassy** in the country you are
  - Resources and contacts vary by country and type of crime. Review the country information page for information on resources in the country you are visiting.
  - Contact the nearest U.S. embassy or consulate or the U.S. Department of State, **Office of Overseas Citizens Services**, at (888) 407-4747 (from the U.S. or Canada) or **(202) 501-4444** (from overseas). Consular officers are available for emergency assistance 24 hours/day, 7 days/week.
- 3. Notify Title IX** at GCSU as well as the **International Education Center**. The Title IX office will coordinate outreach to the student and will help to connect student with needed interim measures and/or on-campus resources.

*Note: You do not have to choose a course of action immediately, but consider preserving evidence in case you choose to pursue charges. Possible evidence might include letters, photos, emails, messages, clothing, bedding, etc.*

# Resources

- **GC Public Safety**, open 24/7, 1-478-445-4440 (*required to report*)
- **GC International Education Center** 1-478-445-4789 (*required to report*)
- **GC Title IX Coordinator** 478.445.4233, titleix@gcsu.edu (*required to report*)
- **Dean of Students** 1-478-445-5169 (*required to report*)
- **GC Counseling Services** 1-478-445-5331 (*confidential*)
- **GC Women's Center & LGBTQ+ Programs** 1-478-445-8156 (*required to report*)
- **Student Health Services** 1-478.445.5288 (*confidential*)
- **Rape, Abuse, Incest National Network (RAINN)**, open 24/7, 1-800-656-HOPE (4673), <https://www.rainn.org> (*confidential*)
- **Americans Overseas Domestic Violence Crisis Center and the Sexual Assault Support & Help for American's Abroad Program** 1-866-USWOMEN (879-6636)
- **SPARC (Stalking Prevention, Awareness, and Resource Center)** <http://www.stalkingawareness.org>

## How GCSU will support you

Title IX Coordinator can assist in obtaining counseling, advocacy, housing assistance, academic support, disability services, and health and mental health resources.

- Supportive measures will be maintained confidential to the extent possible and are independent of any law enforcement or disciplinary investigation.
- GCSU will provide supportive measures and access to disciplinary proceedings whether or not you report to law enforcement.

# How does GCSU protect confidentiality?

- GCSU protects victims confidentiality to the highest degree possible
- Information only shared as needed to provide supportive measures or as needed to conduct an investigation
- Confidentiality cannot be guaranteed if a report is made to GCSU Police
- GCSU recognizes and enforces lawful orders of protection (restraining order, no contact, etc.)
- If you have an order of protection submit it to GCSU Police and/or Title IX Coordinator

A complaint alleging sexual misconduct may be made by any member of the University Community. Once received, the Title IX Coordinator will determine which type of proceeding will be used for each complaint on a case-by-case basis, taking into consideration the nature of the reported incident, who is involved, and the context of and/or where it occurred.

It is important to note that GCSU Faculty and Staff are required to report any disclosure of Sexual Misconduct to the Title IX Coordinator unless they have been determined to be a **confidential** resource.

The standard of evidence in all University proceedings is the preponderance of the evidence (i.e. more likely than not). Upon completion of formal adjudication proceedings, affording due process rights to all parties, sanctions, up to and including suspension and expulsion may be applied. All parties have the right to an advisor and to a fair and impartial process, the administration of which is the responsibility of the Title IX Coordinator.

# Rights in disciplinary proceedings

All University disciplinary proceedings involving reports of dating violence, domestic violence, sexual assault, and stalking on or off campus shall be conducted in a prompt, fair, and impartial manner, from the initial investigation through resolution. Efforts are made to resolve complaints within 120 business days.

A formal complaint may be initiated by contacting the Title IX Coordinator.

*Additional information about all of the options and resources may be found in the GCSU Annual Security Report:*

## Federal campus sexual assault victims Bill of Rights

- Survivors shall be notified of their options to notify law enforcement.
- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

# Things to be aware of

- **It is not the victim's fault.**
- Keep in mind that sexual assault is a very traumatic experience, and it takes time to recover. Victims and friends of victims should be patient with the healing process.
- Each survivor experiences unique reactions to sexual assault, and the process of recovery usually happens in stages. Upon return to the U.S., survivors may have unique challenges reintegrating to everyday life. Continue to seek support from friends, and consider utilizing confidential resources such as the Women's Center or Counseling Services. Regardless of when the incident took place, these offices or the National Sexual Assault Hotline can still help. Many survivors do not realize they need help until months or years later.

# How can I help a friend who has been sexually assaulted?

- **Assist the victim in getting to a safe place right away and encourage/help the victim to seek medical attention immediately.**
- Listen. Be there. Be attentive.
- Let the friend know help is available. Encourage him or her to communicate with the Program Director, who will know the best and safest way to proceed, or the International Education Center 1-478-445-4789; note that both are required to follow official reporting protocol
- Let the friend know free support and services are available (see resources on page 17).
- **If the victim needs assistance writing down the details of the experience, please help.** This information is needed if he or she files a report. Shock may make the victim unable to write.

- Remember that the survivor is not to blame. A survivor's behavior does not cause sexual assault.
  - Be careful to not ask blaming questions such as "Why didn't you scream?"
- Encourage the victim to consider reporting the sexual assault to law enforcement. The Program Director can provide the information needed to make this decision.
- Only the victim can make the decision to get help or to report the incident.
- Be patient. Remember, it takes time to deal with this kind of incident.
- Sexual assault is very personal and traumatic. Respect the victim's privacy by sharing information about the incident only with people selected by the victim. Offer to tell someone else together if the victim would like to do so.

## Reducing the risk of sexual misconduct

- **Have an emergency contact list easily assessable at all times.**
- **Always go out with a group, not alone. Arrive together and leave together.**
- **Don't leave beverages unattended. Don't accept food or drink from a stranger.**
- Watch out for each other's belongings.
- **Take notice of how locals dress.** Dress modestly and appropriately according to the culture.
  - Although some assailants are not looking to target Americans specifically, the outward appearance of being foreign or wealthy (expensive phone or camera, mobile device, jewelry, currency) could lead to being targeted.
- **Be attentive and aware of the surroundings at all times.** Do not walk around with ear-buds, headphones, or other distractions. Stick to populated and illuminated areas as much as possible.

- Personal space varies from culture to culture, but if a person's proximity causes uneasiness or discomfort, walk away and find a friend or someone from the program.
- **Don't be alone or isolated with a person who is not known or trusted.**
- **Do not open a dorm, hotel or apartment door if uncomfortable or alone.**
- Think about the level of intimacy desired in a relationship and clearly state those limits.
- If someone is making unwanted advances, it is alright to say, "No!"
- **Program Directors may have additional culture-specific guidelines and suggestions.**

## Prior to departure

While preparing for the study abroad experience, students should work together with the Program Director to research the local and national traditions, norms and laws concerning sexual behavior in general, display of affection, sexual orientation, age of consent, and so on. Seek these answers out. Understanding the cultural context will not only increase the level of safety for participants while abroad, but will also enrich the study abroad experience.

- Remember that what is acceptable in the U.S. may be unacceptable or even illegal in the country or countries on the program. Some examples:
  - If a woman allows a man into her living space, is it considered an invitation for sexual activity?
  - Is sexual activity expected if a woman accepts a drink or a gift from a man?

- To be fully informed, ask the program director, seek out past program participants, and/or speak with international students from the host country before departure. Students can also talk to locals and program staff while abroad.
- Other gender-related matters should also be discussed. Students should ask, “Is this the appropriate time and place to be an advocate for my cause?”
  - For example, if a female student receives a cat call while walking home late at night, it is not the ideal, safe, or appropriate time or place to be vocal about the objectification of women or the rudeness of cat calls. In situations like this students should ask, “Will there be a positive outcome for my response to what is in my country a violation of my rights?” Knowing the cultural context will help each student identify what is appropriate behavior.

**Any other questions or concerns? Ask your program directors, local coordinator, or contact the International Education Center.**

# Mental Health Resources

## GCSU Counseling Services (U.S)

- GCSU Counseling Services provides free counseling and psychiatric services for students
- To make an appointment- **Call 478-445-5331 or email [counseling.services@gcsu.edu](mailto:counseling.services@gcsu.edu)**
- For more information, go to [www.gcsu.edu/counseling](http://www.gcsu.edu/counseling).
- These resources are available to students while in the US. GCSU Counseling Services is available for consultation with faculty about how to address a mental health situation while abroad

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## GCSU 24/7 Emotional Support Line

**From abroad, call: +1-984-268-2016**

- Students can speak to a counselor 24/7 by calling the number above for in-the-moment support for large or small concerns.
- This number is accessible even when students are abroad.
- U.S. number: 833 855 0085

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## UPsych Free Psychiatry

- Students can receive free psychiatric services by referral from a GCSU Counselor.
- To make an appointment- Call **478 445 5331 or email [counseling.services@gcsu.edu](mailto:counseling.services@gcsu.edu)**.
- This service is available only while students are in the US.

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## UMatch- Free Counseling Online



Scan QR code to get started  
24/7 using your school email

- The USG in collaboration with UWill, will provide 5 free counseling sessions to students, with counselors licensed to practice in all 50 states in the US and in over 100 countries.
- **Go to <https://app.uwill.com/>** to choose a therapist based on your preferences including gender, language and ethnicity. Night and weekend appointments are available.
- This resource will be available while students are in the US and abroad.

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## Employee Assistance Program

- Employees can receive 4 free counseling sessions through the Employee Assistance Program (EAP).
- **Call +1 844-243-4440 or enter the code “USGCares”**  
**<https://usg.mylifeexpert.com>**



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# Self-Help Resources

## TAO

- Students and employees can access a library of self-help materials for topics like improving sleep, reducing anxiety or depression, and improving relationships.
- These free materials are available at [www.gcsu.edu/counseling/TAO](http://www.gcsu.edu/counseling/TAO)

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## URise

- The USG in collaboration with UWill, provides a wellness portal for students and employees to access on demand resources that include yoga classes, meditation and others.
- Go to <https://app.uwill.com/>

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# Support for Someone Else

## CARE Team

- If you are concerned about the wellbeing of anyone on campus for any reason, contact the GCSU CARE Team by **calling 478-445-7475 or filling out the online report form at [www.gcsu.edu/care](http://www.gcsu.edu/care).**
- The CARE Team will reach out to them to offer support.
- In an emergency call 988 or GCSU Public Safety at **478 445 5331**

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# Mental Health Trainings

## QPR (Question Persuade Refer)

- QPR is a 60-90 minute training to help recognize signs of suicide risk, develop skills in starting conversations to direct at-risk people to resources.
- The class can be accessed on campus for in person sessions by contacting [emily.jarvis@gcsu.edu](mailto:emily.jarvis@gcsu.edu).
- Sessions are also available online through the USG at <https://usgsurveys.usg.edu/zs/3vCCT7>

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## Mental Health First Aid

- This is a 6 hour training that addresses recognizing signs of distress and talking to another person about getting help.
- To sign up or to access more information, go to <https://usgsurveys.usg.edu/zs/3vCCT7>

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# Life Threatening Emergencies

GCSU Public Safety (24/7)	+1 478-445-4400
Georgia Crisis Access Line (24/7)	Call or text 988
GCSU Counseling Services (8 am- 5 pm, Mon-Fri)	+1 478-445-5331

# After You Return

- Complete the online Study Abroad Evaluation at the end of your program.
- Expect some reverse culture shock (yep)
  - Get plenty of sleep, and talk to friends!
- **Stay in touch with your Study Abroad classmates!**
- **Help recruit and orient future study abroad-ers!**
  - **Become a Study Abroad Bobcat Ambassador!**
- **Share photos**, quotes, and artifacts with the International Education Center (Represent GCSU in your photos!)
- **Join the International Club!**
- Consider the International Plan degree designation.
- **Keep up on current events in your new “second home”**
  - Stay connected by keeping up-to-date on what’s happening, not just the news, but cool music, or culture, sports, films, fashion, etc. It’s fun and you’ll be on top of things when you go back!



# Georgia College - Sexual Misconduct Policy

## Policy Statement

Sexual Misconduct as defined by this policy is a violation of federal, state, university, and Board of Regents policy and may also be subject to criminal prosecution. Georgia College (GC) will not tolerate Sexual Misconduct and will provide resources and recourse for individuals whose rights may have been violated by an act of Sexual Misconduct by any member of the university community.

## Definitions

“Complainant” means any person(s) who reports an alleged violation of the Sexual Misconduct Policy.

"Consent" means words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent cannot be gained by Force, by ignoring or acting in spite of the objections of another, or by taking advantage of the Incapacitation of another, where the accused knows or reasonably should have known of such Incapacitation. Consent to one activity does not imply consent to subsequent or future activities; furthermore, previous or current relationships do not imply consent to future sexual acts. A person always retains the right to revoke consent at any time during a sexual act. In addition, the state of Georgia has designated a minimum age of 16 under which a person cannot give “Consent.”

“FERPA” means the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99), a Federal law that protects the privacy of student education records. The law applies to Georgia College as a recipient of funds under an applicable program of the U.S. Department of Education. (For more information: <http://www.gsu.edu/registrar/FERPA.html>)

"Force" means physical force, violence, threat, intimidation or coercion.

"Incapacitation" means the physical and/or mental inability to make informed, rational judgments. States of Incapacitation includes, but is not limited to: sleep, blackouts, and flashbacks. Where alcohol [or other drug] is involved, one does not have to be intoxicated or drunk to be considered Incapacitated. Rather, Incapacitation is determined by how the alcohol consumed impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. The question is whether the accused knew, or should have known, that the complainant was Incapacitated. Because Incapacitation may be difficult to discern, it is strongly encouraged to err on the side of caution; i.e., when in doubt, assume that another person is Incapacitated and therefore unable to give Consent. The claim of being intoxicated or drunk is not a defense for a respondent to a complaint of Sexual Misconduct under this Policy.

"Non-Consensual Sexual Contact" means Sexual Contact that occurs without Consent. "Non-Consensual Sexual Intercourse" means Sexual Intercourse that occurs without Consent.

“Sexual Assault” includes Non-Consensual Sexual Contact and Non-Consensual Sexual Intercourse. "Sexual Contact" means the deliberate touching of a person's intimate parts (including but not limited to: genitalia, groin, breast or buttocks, or clothing covering any of those areas), however slight, or using Force to cause a person to touch his or her own or another person's intimate parts.

"Sexual Exploitation" is any actual or attempted abuse of a position of vulnerability, differential

power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. Examples include, but are not limited to :

1. Causing or attempting to cause the Incapacitation of another person in order to gain a sexual advantage over such other person
2. Causing the prostitution of another person
3. Recording, photographing, or transmitting images of private sexual activity and/or the intimate parts (including, but not limited to genitalia, groin, breasts or buttocks) of another person without consent or beyond the consent given
4. Allowing third parties to observe private sexual acts
5. Engaging in voyeurism
6. Knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection, including HIV.

"Sexual Harassment" means unwelcome conduct, based on sex or on gender stereotypes, which is so severe or pervasive that it unreasonably interferes with a person's University employment, academic performance, or participation in University programs or activities and creates a working, learning, program, or activity environment that a reasonable person would find intimidating, hostile or offensive. The conduct in question must be objectively intimidating, hostile, or offensive, and interfere with a person's right to equally participate in programs and activities of the University. This Policy is meant to protect students and employees from sex discrimination, and is to be implemented consistent with federal regulatory law, academic freedom, and the requirements of the First Amendment to the United States Constitution. There are generally two types of Sexual Harassment: Quid Pro Quo and Hostile Work Environment. Examples of behavior that may constitute sexual harassment include, but are not limited to:

1. Unwelcome sexual advances
2. Requests for sexual favors
3. Unwelcome or derogatory comments of a sexual nature or based on gender.
4. Presence of sexual suggestive visual material
5. Unwelcome or unwanted physical contact that is sexual in nature
6. Telling lies or spreading rumors about a person's personal or sex life

"Sexual Intercourse" means penetration (anal, oral or vaginal), however slight, by a penis, tongue, finger, or an inanimate object by a man or woman upon a man or woman.

"Sexual Misconduct" is a broad term encompassing "Sexual Exploitation," "Sexual Harassment," "Non-Consensual Sexual Contact," and "Non-Consensual Sexual Intercourse," as defined in this Policy. Sexual Misconduct can occur between strangers or acquaintances, and even people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

#### Keywords

Sexual Misconduct; Sexual Assault; Sexual Harassment; Sexual Exploitation

#### Reason for the Policy

Georgia College is committed to providing a safe environment that supports the dignity of all members of the University community.

Federal law prohibits discrimination based on gender; this includes Sexual Misconduct. Specific laws and/or acts include Section 703 of Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments of 1972, The Jeanne Clery Act of 1990, and The Violence Against

Women Act (VAWA) of 1994 (reauthorized 2000, 2005, 2013). A description of each of these laws/acts can be found in Addendum A.

Sexual harassment is prohibited under the Policies of the University System of Georgia Board of Regents, which can be found at [http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.16\\_sexual\\_harassment](http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.16_sexual_harassment).

### Proposed Outcome

This policy aims to set in place a process for handling incidents of Sexual Misconduct on the Georgia College campus in keeping with federal legislation and guidelines. The implementation of this policy will assist victims by clearly delineating the process for reporting misconduct on campus as well as resources available. Additionally the policy will assist in staying in compliance with federal and state laws and guidelines as well as Board of Regents policy. As noted in the AAUP Campus Sexual Assault: Suggested Policies and Procedures published in February 2013, "sound campus policy and procedures should aim to eliminate sexual assault and its devastating consequences," this policy seeks to do just that - eliminate all forms of Sexual Misconduct on Georgia College's campus.

### Applicability of the Policy

This policy applies to all Georgia College employees and students. This policy is in effect regardless of location (including but not limited to: study abroad and conferences).

Persons of any sex can be capable of Sexual Misconduct; Sexual Misconduct can occur between people of the same gender. It can occur among "couples" involved in romantic relationships. The requirements of this policy are blind to the sexual orientation or preference of individuals engaging in sexual activity. The Georgia College policy on Sexual Misconduct reflects the serious intent of Georgia College to provide resources and recourse for individuals whose rights may have been violated by an act of Sexual Misconduct.

There is no statute of limitations for Sexual Misconduct at Georgia College. Individuals can be accused/charged with one or more of these offenses for their behavior in a single incident. None of these forms of Sexual Misconduct will be tolerated at Georgia College.

### Related Policies

This policy shall replace the "Sexual Harassment" entry in the current Georgia College & State University Policies, Procedures, and Practices Manual.

- University System of Georgia (USG) Policy on Sexual Harassment: [http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.16\\_sexual\\_harassment](http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.16_sexual_harassment)
- Georgia College Amnesty Policy: <http://www.gcsu.edu/studentlife/handbook/adminpolicies.htm>

### Procedures

Policy implementation is the responsibility of the Title IX Coordinator. More information on Title IX including the name and contact information of the Title IX coordinator can be found at: <http://www.gcsu.edu/titleix> Assistance with policy implementation is the responsibility of the Office of Institutional Equity and Diversity, the Women's Center, Legal Affairs, Human Resources, and Student Affairs.

The University strongly encourages members of the University community to promptly report

instances of Sexual Misconduct. All reported instances of Sexual Misconduct shall be reviewed and responded to promptly, thoroughly and impartially.

For all allegations of Sexual Misconduct the following procedures are in effect:

## I. Notification and Review

### 1. Reporting

Incidents reported to campus officials should be forwarded to a Title IX Coordinator within 3 days of receiving the complaint. Reporting Sexual Misconduct to a Title IX Coordinator can begin the University's investigation of the issue and serves as a form of official documentation of the incident.

### 2. Review and Charges

The Title IX Coordinator will conduct a timely review of all complaints of Sexual Misconduct to determine if there is reasonable cause to believe GC policy was violated.

### 3. Interim Action

In an effort to support the individuals involved during the review process, the university through the Title IX Coordinator may take interim action as appropriate. Examples of interim action include:

- Imposing a restriction that requires the parties to have no contact with each other throughout the process.
- Directing appropriate University officials to alter the parties' academic, housing or employment arrangements, while minimizing the burden of any arrangements on the complainant.
- Other interim actions that may be taken by the University as deemed necessary.

### 4. Assess Duty to Warn

Title IX Coordinator(s) along with Public Safety should determine whether there is a duty to warn the campus according to Clery Act guidelines.

### 5. Reporting Expectations

Faculty, staff, and administrators receiving disclosures of Sexual Misconduct are:

- Expected to follow the provisions outlined in this policy and direct individuals to this policy.
- Expected to comply with the University Harassment Policy, which states that any student, faculty member, or employee who knows of, or receives a complaint of discrimination or harassment should report the information or complaint to a supervisor and/or the Chief Human Resources Officer or the Chief Diversity Officer.
- Expected to complete the Incident Form (available online) on each disclosed incident and return to the Title IX Coordinator.
- Encouraged to immediately refer individuals to the Women's Center, which can be reached at extension (478) 445-8156 or (478) 445-9291.

## II. Confidentiality

### 1. Confidentiality

Different people on campus have different reporting responsibilities, and different abilities to maintain confidentiality, depending on their roles at the university. In all cases, while confidentiality cannot be guaranteed, the privacy of the complainant will be maintained by restricting the exchange of information regarding a case to a "need to know" basis.

### 2. Federal Statistical Reporting Obligations

Certain campus officials have a duty to report Sexual Misconduct for federal statistical reporting purposes in keeping with the Clery Act.

## III. Investigation

### 1. Investigator

The Title IX Investigator (or their designee) will fully investigate the allegation of Sexual Misconduct, including interviewing individuals identified in the complaint to determine whether there is sufficient basis to believe that a violation of the Sexual Misconduct Policy may have occurred.

### 2. Time frame

Absent extenuating circumstances, this review should take place within sixty (60) calendar days of receipt of the complaint. The Title IX Coordinator's ability to proceed may be limited if the complainant is reluctant to participate in any aspect of the process.

### 3. Report

Upon the completion of the Investigation, the Title IX Coordinator shall draft a report of the investigation detailing conversations, findings of facts, notes pertaining to credibility, and other relevant information. This report may be shared with those with a "need to know." Individuals with a "need to know" will depend upon each case.

## IV. Retaliation

Retaliation against any member of the University community who makes a report of Sexual Misconduct or cooperates in the review of such report is strictly prohibited and may lead to further disciplinary action. Retaliation includes intimidation, harassment, threats, or other adverse action or speech. Retaliation of any kind should be promptly reported to a Title IX coordinator.

## V. Special Provisions

### 1. University as Complainant:

As necessary, Georgia College reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

### 2. Amnesty (Good Samaritan Policy)

The University wishes to encourage victims to report incidents of Sexual Misconduct and therefore reserves the right to waive disciplinary charges relating to drugs and alcohol against victims for circumstances surrounding the incident. The Amnesty Policy can be viewed at <http://www.gcsu.edu/studentlife/handbook/adminpolicies.htm>.

## VI. Victim Assistance and Support

1. Students, faculty, and staff may utilize the Women's Center for assistance following Sexual Misconduct. Services offered by the Women's Center include: support groups, hospital escorts, safety planning, judicial proceeding escorts, coordination of reporting, individual support, reviewing campus policies and procedures. The Women's Center may be reached at (478) 445-8156 or (478) 445-9291.
2. Students, faculty, and staff may receive confidential assistance through an off-campus agency such as Crisis Line and Safe House of Central Georgia's 24-hour hotline at (478) 745-9292. Students may also receive confidential assistance from University Counseling Services at (478) 445-5331.

For instances where the accused is a student the following additional procedures are in effect:

### I. Hearing Process

The Student Code of Conduct will guide the hearing and discipline process.

### II. Outcomes

The outcome of a campus hearing is part of the educational record of the accused student, and is protected from release under a federal law, FERPA. However, the University observes any legal exceptions allowed under federal or state law.

For instances where the accused is a faculty, staff or third party the following additional procedures are in effect:

I. Following the recommendation(s) of the investigation, the Progressive Discipline Process will be followed in determining appropriate sanctions, if any, for faculty and staff in keeping with Board of Regents policy governing staff and faculty employment.

II. Complaints against third parties will be forwarded to the employer of the individual. Third party entities may also be trespassed from the University campus.

### III. Outcomes

Complainants who bring any sort of Sexual Misconduct complaint against a faculty, staff, or third party entity may be informed of the outcome and sanction.

### Guidelines

- Victims of Sexual Misconduct should be informed of all their reporting option including filing a criminal report with Campus Police.
- Victims of Sexual Misconduct should be informed about the advocacy services provided by the Women's Center including: support groups, hospital escorts, safety planning, judicial proceeding escorts, coordination of reporting, individual support, reviewing campus policies and procedures.

### Forms

The attached General Complaint Form (Addendum B), also available from the Women's Center, the Office of Inclusive Excellence, and/or Legal Affairs shall be completed by the person taking the complaint and returned to the Title IX Coordinator following a report of Sexual Misconduct. An online form will also be made available at the same office's websites.

## Contacts

- [Office of Human Resources](#)
- [Office of Inclusive Excellence](#)
- [Office of Legal Affairs](#)
- [Office of Student Affairs](#)
- [Public Safety](#)
- [Women's Center](#)

### Addendum A

#### Applicable Laws and/or Acts

Section 703 of Title VII of the Civil Rights Act of 1964 as amended provides that "it shall be an unlawful employment practice for an employer to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, or national origin."

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in federally assisted education programs and activities. Long-standing legal authority establishes that harassment of students can be a form of sex discrimination covered by Title IX.

Harassment of any student or employee on the basis of sex violates federal laws.

Sexual harassment is also prohibited under the Policies of the University System of Georgia Board of Regents, which can be found at [http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.16\\_sexual\\_harassment](http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.16_sexual_harassment).

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 requires institutions to disclose campus crime statistics on an annual basis. For more information on the Clery Act please visit <http://clerycenter.org>

The Violence Against Women Act (VAWA) of 1994 (reauthorized 2000, 2005, 2013) is a comprehensive legislative package designed to end violence against women and covers crimes such as domestic violence, sexual assault, and stalking. The 2013 re-authorization included the Campus Sexual Violence Elimination (SaVE) Act, which outlines several new requirements for colleges and universities related to sexual assault, domestic violence, and stalking.

Furthermore, agencies of the United States federal government and state of Georgia have issued guidance on various rules and laws that places an expectation on college campuses to have a policy in place which protects the campus community from Sexual Misconduct.

The Board of Regents of Georgia prohibits sexual harassment of employees or students. The full text of the BOR policy can be viewed at the following site: [http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.16\\_sexual\\_harassment](http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.16_sexual_harassment).

For reference to the pertinent state statutes on sex offenses, please see the Georgia Legal Code which can be accessed from <http://www.lexisnexis.com/hottopics/gacode/>.

- [Office of Human Resources](#)

