

**Union College**  
**International Programs – Sexual Assault Response and Resources**  
**For Students**

If you, or someone you know, have been sexually assaulted while participating on an International Program, there are avenues of support and options you can pursue. To help you, below is a list of choices and steps that you may elect to pursue.

**IMMEDIATE CONSIDERATIONS**

**Take Steps To Ensure Your Safety**

**Seek Immediate Medical Attention**

**Contact HTH Worldwide 24 hour confidential hotline — call collect at 1-610-254-8771**

**Preserve All Physical Evidence**

**Contact the Title IX Coordinator, Melissa Kelley (518.388.6865, [kelleym2@union.edu](mailto:kelleym2@union.edu)) or call your Faculty Director or Group Leader\***

**(If the alleged perpetrator is your Faculty Director or Group Leader, a vendor, or employee hired by the Faculty Director or Group Leader, contact the Title IX Coordinator, Melissa Kelley\* at 518.388.6865 or [kelleym2@union.edu](mailto:kelleym2@union.edu))**

**The Title IX Coordinator and/or the Faculty Director or Group Leader stands ready to assist you and will facilitate your wishes to:**

1. Seek medical care, if you have not already done so.
2. File a report with local law enforcement (in some countries this may be required by law for certain crimes).
3. Seek support from the Counseling Center\* at Union College.
4. Seek interim measures [e.g. no contact order (see below), change in housing, etc.]
5. If the alleged perpetrator is another student participant, your Faculty Director or Group Leader will arrange a call with the Title IX Coordinator\* at Union College to review your available options as outlined below.
  - a. **Pursue Formal Internal (College) Disciplinary Charges:**
    - A formal complaint form which sets forth the specifics of the incident is submitted by the complainant to initiate the process. The accused student, at an appropriate time, is obligated to submit a formal response.
    - With assistance from the Title IX Investigators, the complainant, accused, and all relevant witnesses are interviewed by the Faculty Director or Group Leader. Parties involved in the process are required to execute a confidentiality/non-retaliation agreement.
    - The complainant and the accused may seek the assistance of an Advisor, including an attorney. The Advisor is required to execute a confidentiality/non-retaliation agreement.
    - The investigation may take several days to several weeks, based on circumstances, and includes interviewing the complainant, accused, and witnesses identified by both parties.
    - After the investigation is complete, a report is forwarded to the Sr. Associate Dean of Students and Director of Student Conduct. A conduct conference is scheduled and the

accused is provided the opportunity to admit wrong-doing wherein a sanction will be imposed. If the accused does not admit wrong-doing, the matter is adjudicated by the **Judicial Hearing Board**.

- A pre-hearing meeting will be held when the students return to campus to explain the hearing process and procedures. The hearing will take place after the pre-hearing meeting.

<b>Judicial Hearing Board</b>	Made up of Student Affairs administrator, faculty, and students.
	Acts as a hearing panel that adjudicates alleged violations of College policy.
	Receives investigation reports, hears witness testimony in support of and in defense of a charge of sexual misconduct.
	Complainant and accused attend hearing, each speaking on his/her behalf; each may be accompanied by an Advisor of choice; complainant may be separate from accused during hearing; no direct questioning between complainant and accused is permitted during the hearing.
	After hearing witnesses, the Board meets in a closed session to determine, by a preponderance of evidence standard, if the accused is responsible for the charges; if the accused is found responsible, an appropriate sanction is recommended.
	Complainant and accused are notified of the hearing outcome within ten (10) days of the hearing.

b. **Pursue Informal Internal (College) Disciplinary Resolution.**

- WILL NOT BE USED FOR CASES OF SEXUAL ASSAULT.
- An example of an informal internal disciplinary resolution would be issuing a “no-contact order” against the alleged perpetrator. A no-contact order means the alleged perpetrator is ordered to stay away from the complainant, to the fullest extent possible, and to not have direct personal contact of any kind with the complainant during the remainder of the International Program (and when students return to campus). Please note, however, that there may be limits on a “no-contact order” during a term abroad. The Title IX Coordinator will discuss the no-contact order with the alleged perpetrator, express concern about his/her behavior, and convey to him/her that the College will not tolerate any form of retaliation.

c. **Withdrawal from the International Program.** If you prefer, in addition to pursuing disciplinary charges as outlined in (a) or (b) above, you may also voluntarily depart from the Program. You may do so without financial penalty with respect to tuition. (You are not obligated to pursue disciplinary charges to be entitled to withdraw without financial penalty with respect to tuition.) The Faculty Director or Group Leader will contact the Dean of Studies to facilitate an accommodation for College credit.

\* Please note the following regarding **confidentiality**:

- » **Conversations with the Faculty Director, Group Leader, Sr. Associate Dean of Students and Director of Student Conduct, Title IX Coordinator, Title IX Investigators, and Director of International Programs are kept as confidential as possible**, but limited information about incidents of sexual misconduct must be shared with relevant administrators and the Title IX Coordinator. In planning any response, the wishes of the complainant are given full consideration.
- » **Conversations with the Counseling Office at Union College are strictly confidential**; and, except in rare and extreme circumstances, nothing will be shared without the complainant's explicit permission.
- » **Laws in Countries Other Than the United States** may require the reporting of certain crimes to local authorities.

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