

## UTSA Sexual Assault Response Checklist

This checklist is to be used in the event of a UTSA student being the victim of a sexual assault while participating in a study abroad program.

- Please refer to the UTSA Handbook of Operating Procedures at <http://www.utsa.edu/hop/chapter9/9-1.cfm> and also <http://www.utsa.edu/hop/chapter5/5-12.cfm>. This document governs the actions that the director, as representative of the university, must follow.
- The director should talk to the student directly if at all possible to gather information about the assault and about the student's physical and psychological state, and to discuss how best to respond to the student's needs. The faculty program director should be sensitive to issues of gender and be aware that the student may prefer the support and presence of someone of the same gender.
  - Issues to be considered:
    - Medical attention – The student should be seen by a physician if he/she has not already done so. The director should arrange for medical attention as quickly as possible and, if the student wishes, accompany the student to the appointment. Will the student need a translator?
    - Psychological counseling – Does the student wish or need to receive psychological counseling? Are such services in English available locally? If not, seek assistance immediately from the Office of International Programs, which can arrange for UTSA Counseling Services to conduct preliminary counseling by phone.
    - Notification of local police – Although the student may be disinclined to do so, she/he should be encouraged to notify the local police and given every assistance in doing so. If the local police are the first to report the assault, the director should obtain all available information about the incident and the official response and convey this to the Office of International Programs.
    - Notification of parents – The student should be strongly encouraged to notify parents her/himself. If she/he declines to do so, the Office of International Programs will consider whether or not the situation is sufficiently serious to be considered an emergency and take the initiative to notify the emergency contact/parent.

- Academic ramifications – The faculty program director should discuss with the student her/his current academic situation (upcoming deadlines, etc.) and whether or not the student feels that she/he will be able to continue the academic work. It should be made clear that the program can make alternative arrangements if she/he wishes to withdraw and return home so as not to penalize her/him academically. In that case, the faculty program director should immediately notify the Office of International Programs and help the student make arrangements to leave. Discuss with the student how work will be finished at home, late exams given, and/or other appropriate steps. These arrangements should be clearly outlined, both verbally and in writing, for the student. Financial refunds and other issues pertaining to costs will be handled by International Programs.
  - Confidentiality – The student has the right to confidentiality and may not wish to have other program participants or staff aware of what has occurred. However, the OIP must be notified as quickly as possible in order to provide necessary support to the student, and inform the required university officials.
  - Future safety concerns – Program leaders and university reviewers (FLSARG) should evaluate whether or not preventive measures can be taken to avoid a repetition of the assault. The faculty program director or other on-site administrator should then arrange to meet with other program participants, both men and women, to discuss what additional measures should be taken. This should be done in such a way as to respect confidentiality.
- A completed Incident Report should be submitted to the Office of International Programs.
  - The Office of International Programs will notify the appropriate office(s) at UTSA that a sexual assault has occurred and provide them with the necessary information.