**Objective:** To determine whether the department/unit takes measures to create an environment in which the risk of sexual misconduct is minimized for students.

**Risk Level/Potential Impact:** Medium to High; Results in violations of institutional policies and procedures as well as federal and/or state laws, negative publicity, litigation, fines and penalties for the institution.

**Criteria:** Institutional and BOR policies and procedures, US Department of Education Regulations; Best Business practices

**Frequently Observed Weaknesses/Deficiencies:**
- Failure to inform University Title IX Coordinator when an incident/allegation has been communicated or observed to ensure a safe, secure and responsible university environment for students.
- Failure to take the online sexual misconduct training and understand the policy, process, procedures and where to go when seeking support services and reporting options for allegations of sexual misconduct. Every Augusta University employee is a mandatory reporter and is required by federal regulations to report violations of the Sexual Misconduct policy to a Title IX Coordinator.

**Helpful Tools:**
- Sexual Misconduct Policy
- Compliance Hotline

**Augusta University Contact Office and Information Resource(s):** Title IX Coordinator Office (706)-721-0901 or micreed@augusta.edu; Compliance and Enterprise Risk Management Department (CERM) General Office (706)-721-0900; Augusta University Compliance Hotline (800)576-6623.

**Best Business Practices:**
1. Management should periodically communicate information regarding sexual misconduct to all students and employees involved in the operations of the department/unit.
2. Ensure that students and employees are aware of the process for reporting sexual harassment, sexual exploitation, nonconsensual contact, sexual assault (nonconsensual sex), dating violence / domestic violence, and stalking. Students are encouraged to discuss options for reporting (University Title IX policy and/or Criminal charges and/or both), seek support services and interim measures through the Title IX Coordinator. Students who seek confidentiality may go to Student Counseling and Psychological Services or Health Services. Employees who experience an incident of sexual misconduct are encouraged to discuss options for reporting (University Title IX policy, criminal charges or both) with the Title IX Coordinator.
3. Every employee is required to report any compliant of sexual misconduct to the Title IX Coordinator. This includes any reports of misconduct that may have occurred off-campus.
4. Ensure all employees understand they are a mandatory reporters (aside from Student Counseling and Psychological Services and Student Health Services), meaning anyone who observes or learns of a sexual misconduct incident, involving a student and/or employee (under federal mandates) are required to report the incident.
<table>
<thead>
<tr>
<th><strong>Self-Assessment of Internal Controls for Sexual Misconduct (Students)</strong></th>
<th><strong>Yes</strong></th>
<th><strong>No</strong></th>
<th><strong>N/A</strong></th>
<th><strong>Comments</strong></th>
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<tbody>
<tr>
<td>Are students/employees familiar with institutional policies and procedures regarding sexual misconduct?</td>
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<tr>
<td>Does the unit periodically communicate information on sexual misconduct to all students/employees?</td>
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<td>Is Augusta University’s Title IX Policy and Compliance Hotline poster located/displayed in high traffic areas, on the website and easily accessible within the department/unit?</td>
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<td>Are all employees aware of the obligation to report, meaning they are mandatory reporters for any incident involving a student or employee who has communicated a sexual misconduct incident/allegation (under federal mandates)?</td>
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