

Adapted from 2011 Study Abroad Risk Management Workshop
Updated March 25, 2014

Relevant Federal Laws:

1. FERPA Family Educational Rights and Privacy Act of 1974 “Buckley Amendment”
Prohibits schools from disclosing student records to anyone other than the student to whom the records pertain, without the student’s consent. Records include grades, exams, disciplinary records, financial aid, class schedules, “unofficial records” like emails and photographs- almost everything that contain information making him or her personally identifiable.
B. EXCEPTIONS: “directory information” (although students can opt out), other UNH officials who have a need to know in order to perform their duties, alcohol and other drug violations can be disclosed to parents of under 21 students, lawfully ordered subpoenas, and in emergency situations to protect health and safety. www.unh.edu/student/rights. Page 44
Patti Stimpson, UNH Office of Registration and Records 603.862.1523

2. Jeanne Clery Act:
This requires all schools to disclose campus crime statistics and security information. This includes annual publication of a crime brochure and statistics. It also mandates that schools provide protocols for emergency notifications, missing students from on-campus housing, fire safety information and statistics. Regarding study abroad, “If your institution sends students to study abroad at an institution that you don’t own or control, you do not have to disclose stats for crimes occurring in these facilities. If your institution rents or leases space for students in a hotel or student housing facility, you are in control of that space for the time period covered by the agreement. Host family situations do not normally qualify as noncampus locations unless your written agreement with the family gives your school some significant control over space in the family home.” www.unh.edu/upd/clery.pdf
Paul Dean, UNH Police Department 603.862.1427

3. Title IX
Title IX...prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Sexual harassment is unwelcome conduct of a sexual nature. It mandates that schools take immediate and effective steps to respond to sexual violence. Sexual violence means physical sexual acts perpetrated against a student’s will or where a person is incapable of giving consent. It protects students in a school’s education programs and activities, in connection with all the academic, educational, extracurricular, athletic and other programs whether these programs take place in a school’s facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere. <http://www.unh.edu/affirmativeaction/index.html>
Donna Marie Sorrentino, Office of Affirmative Action and Equity 603.862.2930.

UNH Protocols

1. Office of Conduct and Mediation. Provides the administrative structure for UNH community members to file charges against UNH students for violations of the Code of Conduct. Generally, University jurisdiction and discipline shall be limited to conduct which occurs on University premises or which adversely affects the University community and/or pursuit of its objectives. It is not a criminal law process, and disciplinary proceedings may be instituted against a student charged with a violation of a law which is also a violation of the Code. Proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Any member of the UNH community may file charges against a student or students. www.unh.edu/student/rights. Page 4. www.unh.edu/ocm
Stephen Nelson, Office of Conduct and Mediation 603.862.3377

2. Death of a student.

Scott Chesney (scott.chesney@unh.edu), 603.862.1870 is in charge of the protocol for student deaths. It is best to call UNH Dispatch at 603.862.1425 in order to reach him. He and the UNH Police Department will work with you and appropriate law enforcement agencies, local authorities, and/or the verified next of kin to confirm the death and gather details. He will then immediately convene a small group called the Crisis Response Team in order to a) review all information that is known, 2) coordinate notification of on-campus offices such as Registrar, Housing, College Dean and faculty, etc, 3) arrange for Counseling Center staff and if appropriate, a Campus Chaplain to meet with affected students or groups (classes, floors, Greek houses, etc) who wish to do so, 4) coordinate with Media Relations for press response. The group can also work with the family and assist in obtaining information on various follow up details and the Counseling Center can discuss with you how to manage student reaction to the death. They can be reached at 603.862.2090. Emergency after hours consultation is also available via this number. It is important to closely coordinate each step of the response with the Scott and the Crisis Response Team.
Scott Chesney via UNH Dispatch 603.862.1425