

This guide clarifies when an institution should notify the USG System Director for Equity and Investigations regarding Interim Suspension or Title IX-related Emergency Removal or Administrative Leave.

Supportive Measures – Student and Employee
USG System Director notification not required.
Support services (Supportive Measures) are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without charge that are made available to the Complainant and Respondent before or after the filing of a complaint or where no complaint has been filed.
Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the Parties, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of the campus, and other similar measures.

Title IX – Emergency Removal (Interim Suspension) - Student
USG System Director notification is required.
Emergency removal should only occur where necessary to maintain safety and should be limited to those situations where the Respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the institution should consider the existence of a significant risk to the health or safety of the Complainant or the campus community; the nature, duration, and severity of the risk; and the probability of potential injury. (Appeal opportunity required)
An institution will implement the least restrictive emergency actions possible considering the circumstances and safety concerns. These actions may include, but are not limited to, removing a student from a residence hall, use of remote academic course options, restricting a student’s access to or use of facilities or equipment, and suspending a student’s participation in extracurricular activities, student employment, student organizational leadership, intercollegiate/intramural athletics removal/suspension from campus and the academic setting, and placing Registered Student Organizations on cease and desist.

Title IX – Administrative Leave - Employee
USG System Director notification is required.
Administrative leave where employee-related allegations of a matter fall within the definition of the Sexual Misconduct Policy, the institution may place a non-student employee Respondent on administrative leave during the pendency of a grievance process. When applicable, the Title IX Coordinator, in collaboration with the CHRO or their designee, Legal Affairs, and the department, will decide whether administrative leave during the pendency of an investigation will be with pay (or benefits) or without pay (or benefits). The decision to place an employee on administrative leave with pay (or benefits) or without pay (or benefits) is final and may not be challenged. This does not apply to student employees; administrative leave questions about student employees will be handled on a case-by-case basis in accordance with applicable law and guidance.

Student Conduct – Interim Suspension – Student
USG System Director notification is required.
Interim Suspension should only occur where necessary to maintain safety and should be limited to those situations where the Respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the institution should consider the existence of a significant risk to the health or safety of the Complainant or the campus community; the nature, duration, and severity of the risk; and the probability of potential injury. (Appeal Opportunity Required)
An institution will implement the least restrictive emergency actions possible, considering the circumstances and safety concerns. These actions may include but are not limited to removing a student from a residence hall with remote academic course options, removal/suspension from campus and the academic setting, and placing Registered Student Organizations on cease and desist.

Offices of Title IX and Student Conduct will continue to notify the USG System Director for Equity and Investigations when any report involves allegations of conduct that could lead to the suspension or expulsion of the Respondent. Additionally, please provide notification of the death of any enrolled student.

Interim Suspension and Title IX-related Emergency Removal and Administrative Leave requested recommendations must use the following format, which maybe texted or emailed to the USG System Director for Equity and Investigations:

- 1) Date of incident
- 2) Location of incident
- 3) Involved parties' names – (J. Smith – Complainant and A. Jones -Respondent)
- 4) Institution's recommendation
- 5) Brief description of the incident
- 6) Alleged violation or charge
- 7) Attachments – reports, pictures, etc.
- 8) Statement of next steps

The USG will provide a receipt notification as soon as possible and will endeavor to provide a substantive response to your request within two hours after the receipt notification. If you have questions or concerns, please contact the USG System Director for Equity and Investigations at keith.cobbs@usg.edu or 404-520-3907.