

# Incident Reporting Policy for International Students

## ADM 23.0

### Enrollment & Student Affairs Offices

Policy Type: Operational

Applies to: *International students on F and J visas.*

## POLICY DATES

Issued:

Revised:

Edited:

Reviewed: 4/5/18

During a July 2017 visit by The Office of Private Sector Exchange Administration (OPA), specifically the Bureau of Educational and Cultural Affairs of the U.S. Department of State, officials at Mount Union were updated regarding the mandated incident reporting process for exchange visitors in the United States (those individuals on J-1 and J-2 visas). The Mount Union policy will be implemented for students attending on F-1 and F-2 visas as well due to immigration implications an incident could have on the student.

## Table of Contents (suggested for documents 8-10 pages or longer)

### Definitions

Term	Definition
SEVIS (Student & Exchange Visitor Information System)	The database used by the U.S. Department of State and the U.S. Department of Homeland Security that monitors international students and exchange visitors in the United States on F and J visas.
PDSO (Principal Designated School Official)	Full time employee of Mount Union; dedicated resource to students on F visas; required to update records and report out on students on a F visa within SEVIS; main point of contact for the U.S. Department of Homeland Security's Student and Exchange Visitor Program; makes updates to DSO's in SEVIS system, as well as applies on behalf of the university for recertification within SEVIS, when required.
DSO (Designated School Official)	Full time employee of Mount Union; dedicated resource to students on F visas; required to update records for students on F visas within SEVIS.
RO (Responsible Officer)	Full time employee of Mount Union; dedicated resource to exchange visitors on J visas; required to update records and report out on students on a J visa within SEVIS; main point of contact for the U.S. Department of State; makes updates to ARO's in SEVIS system, as well as applies on behalf of the university for redesignation within SEVIS, when required; also files annual report to U.S. Department of State.
ARO (Alternate Responsible Officer)	Full time employee of Mount Union; dedicated resource to exchange visitors on J visas; required to update records for exchange visitors on J visas within SEVIS.

### Policy Details -Proposed New Policy

A new incident reporting policy has been put into place by the U.S. Department of State for individuals that are on J-1 and J-2 visas, prompting a new policy be written about incident reporting for all international students attending on a F-1, F-2, J-1 and J-2 visa on Mount Union's campus as incidents can impact their immigration status. The new policy is as follows:

- Incidents involving international students attending on a F-1, F-2, J-1, or J-2 visa will be reported to Mount Union's Responsible Officer (RO) and/or Mount Union's Primary Designated School (PDSO) official. Incidents to be reported include (but are not limited to):
  - o Death
  - o Student Missing
  - o Serious Illness or Injury
  - o Litigation

# Incident Reporting Policy for International Students

## ADM 23.0

### Enrollment & Student Affairs Offices

Applies to: *International students on F and J visas.*

- Incident involving the Criminal Justice System (minus minor traffic violations)
  - Sexually-Related Incidents or Abuse (an incident or allegation involving sexual exploitation, harassment, or abuse).
  - Negative Press
  - Foreign Government Involvement (including embassy officials)
  - Any situation impacting the student's safety (natural disasters, civil unrest, outbreaks of violence)
- Incidents involving international students in one of the visa statuses listed above will be reported in writing to the Responsible Office (RO) and/or the Primary Designated School Official (PDSO) within 24 hours of the staff member responsible for notification (primarily the Director of Student Conduct) becoming aware of the incident. A copy of the incident report should be provided.
  - The RO/PDSO will follow the federal regulations and report (as necessary) to either the U.S. Department of State or the U.S. Department of Homeland Security.
    - In the event the RO/PDSO is unavailable, the incident should be reported to an Alternate Responsible Officer (ARO) and/or a Designated School Official (DSO).
  - The RO/PDSO will follow the guidance and federal regulations, as mandated, by the U.S. Department of State or the U.S. Department of Homeland Security, as necessary, given the incident the student was involved in.

#### Responsibilities

Position or Office	Responsibilities
Various	Incident reporting is the responsibility of any given office on campus; Student Conduct, Residence Life, Campus Security, Enrollment, the Health Center, etc. As students choose to disclose information to different people/offices on campus, all offices have a responsibility to report incidents accordingly.

#### Resources

#### Contacts

Subject	Office	Telephone	E-mail/URL
Kimberly Hajec	Office of International Admission	Ext. 7493	<a href="mailto:INTLADMS@mountunion.edu">INTLADMS@mountunion.edu</a>
Dawn Adams	Office of International Student Services	Ext. 2574	<a href="mailto:INTLADMS@mountunion.edu">INTLADMS@mountunion.edu</a>

#### History

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

Issued:

Revised:

Edited:

Reviewed: 4/5/18