

JCMU Incident Response Procedures

The Japan Center for Michigan Universities (JCMU) was established through an agreement between the Shiga Prefecture in Japan and the State of Michigan in the United States. Michigan's fifteen public universities formed a consortium to operate JCMU and its academic programs. The public university consortium has designated Michigan State University (MSU) as the consortium's fiscal and administrative agent for purposes of JCMU and its programs.

The purpose of this document is to outline the procedures for JCMU's response to critical incidents and to assure efficient coordination between JCMU, MSU, and the home institutions of students enrolled at JCMU.

- 1. JCMU Status.** For purposes of responding to incidents in Japan, JCMU, and MSU as fiscal and administrative agent, are each designated, by a student's home institution, as a "school official" as that term is defined under FERPA's regulations.
- 2. Student Statement of Responsibility.** JCMU expects students to abide by the Statement of Responsibility they signed when they were admitted to the JCMU program. Any violations of this Statement of Responsibility will be addressed by the JCMU Program Director and/or the JCMU Resident Director (collectively, the "Directors"). The Directors may contact MSU's Office of International Health & Safety (OIHS) for assistance and guidance. Depending on the severity of the violation, a Director may contact a student's home institution regarding the violation.
- 3. Critical Incident Management.** If a critical incident occurs, the Directors will respond according to an emergency action plan adopted by the Directors. The type of response will depend on the nature of the incident, and may range from advice or information given to a student, to immediate actions necessary to protect lives and property. Typically, a response to an international emergency begins with JCMU's notification of OIHS, either through MSU's 24/7 International Emergency Hotline or by contacting OIHS directly. In the event of a major incident, OIHS may assist JCMU with notifying home institutions, accounting for students, responding to concerned parents, communicating with emergency contacts, managing media inquiries, and assessing the safety of the location for continued program presence.
- 4. Title IX and Sexual Misconduct Policies.** By agreeing to the Student Statement of Responsibility, a student also agreed to abide by MSU's General Student Regulations while enrolled in the JCMU Program. MSU's Anti-Discrimination Policy (ADP) and Policy on Relationship Violence and Sexual Misconduct (RVSM) are part of those regulations.
 - a. *Policy Application.* The ADP and RVSM will apply to JCMU employees, faculty and staff and to students attending JCMU.
 - b. *Investigation and Complaint Processing.* JCMU shall refer ADP or RVSM allegations involving students attending JCMU to MSU's Office of Institutional Equity (OIE) within two business days after JCMU's receipt of such allegations. JCMU shall notify the student(s) home institution(s) of such allegations contemporaneously with its notification of MSU's OIE. OIE will apply MSU's timeframes, processes, and procedures for the investigation of such complaints if MSU is the

respondent's or complainant's home institution. A student's home institution shall be responsible for following the home institution's applicable timeframes, processes, and procedures for the investigation of such complaints notwithstanding the investigation and complaint processing conducted by, or on behalf of, JCMU.

- c. *Interim Measures.* Interim measures are those services, accommodations, and other assistance JCMU puts in place after receiving notice of alleged relationship violence, stalking, or sexual misconduct but before any final outcomes (investigatory, disciplinary, or remedial) have been determined. A JCMU Director shall implement and oversee any necessary interim measures involving JCMU students or employees, and may seek consultation with OIE as necessary. JCMU shall communicate promptly with OIE regarding interim measures. JCMU shall notify the student(s) home institution(s) of any interim measures imposed by JCMU.
- d. *Dismissal from JCMU.* As provided in the Student Statement of Responsibility, if a JCMU Director determines that a student's continued presence in the program poses a danger to the health or safety of persons or property, or disrupts or obstructs the program, the student may be dismissed from the program.
- e. *Disciplinary and Remedial Decisions.* Final decisions regarding disciplinary actions and remedial measures will be handled pursuant to the policies of the student's home institution.