

Student Affairs - Compliance Requirements

Last Updated: 11/29/2016 Initials of Completer(s): JT, MB, PO

Compliance Requirement	Compliance Organization / Law	Description of Requirement	Responsible Department	Responsible Party	Frequency	Last Date Completed
Confidentiality of medical information	HIPPA and State of RI	Protection of medical information	Health Services		ongoing	ongoing
Missing Student policy	US Secretary of Education	The institution must establish a missing student notification policy and related procedures for those students who live in campus housing and who have been missing for 24 hours.	Public Safety and Student Affairs	Dean of Student Affairs	ongoing	1/24/14 last update
SEVIS	US State Department / Homeland Security	Required to register and report on all International Students (578 in 2012) and Exchange Students. Requirements include: Obtaining Passport, Visa, I-20 & I-94 Student registering in required number of courses Provide Address, Work Status, Major	OISS	Associate Director	ongoing	Re-Cert every 2 yrs last complete march 2015
Immigration and Nationality Act (INA)	US Citizenship and Immigration Services	The INA, as amended sets forth the laws governing the admission and employment of foreign nationals in the United States, including provisions that address employment eligibility and employment verification.	OISS	Associate Director	Ongoing	as needed
Americans with Disabilities Act	Departments of Justice, Labor, EEOC	Requires reasonable accommodations (e.g., a modification or adjustment to the status quo inherent in the program or activity) to allow a qualified person with a disability to participate fully in the educational or academic programs and	DSS	Director of Disability Services and Academic Support	as needed	ongoing
Higher Education Opportunity Act: section 488	Departments of Justice, Labor, EEOC	Section 488 requires institutions to provide each student, upon enrollment, with a "separate, clear, and conspicuous written notice" that provides information on the penalties associated	Conduct	Coordinator of Student Conduct and Compliance	Annually (Code of Conduct Email)	10/11/16

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Higher Education Opportunity Act: section 107	Departments of Justice, Labor, EEOC	Section 107: Requires an institution of higher education, in its biennial review, to determine the number of drug and alcohol-related violations and fatalities that have occurred on the institution's campus or as part of the institution's activities and that are reported to campus officials.	Conduct Res Life Public Safety	Coordinator of Student Conduct and Compliance	Annually	10/1/16
Higher Education Oppurtunity Act: section 493	Departments of Justice, Labor, EEOC	Section 493: When requested, institutions must disclose to the alleged victim of any violent crime or non-forcible sex offense the final results of any institutional disciplinary proceeding conducted against the alleged perpetrator of such crime or offense. The alleged victim's next of kin must be informed, if the alleged victim dies as a result of the crime.	Conduct Res Life Public Safety Title IX	Dean of Student Affairs	as needed	Contact title IX for this information
Higher Education Oppurtunity Act: section 485(a&f)	Departments of Justice, Labor, EEOC	Section 485: The University must have security policies that encourage accurate and prompt reporting of crimes to campus police and law enforcement agencies, and include procedures for immediate notification of emergencies and for the University. The University must publicize those procedures on an annual basis in a manner designed to reach students and staff, and must test annually emergency response and the University procedures and document the testing. The University also must develop a Missing Student Policy and procedures.	Conduct Public Safety	Director of Public Safety	Ongoing	10/1/16

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Higher Education Oppurtunity Act: section 485(a&f)	Departments of Justice, Labor, EEOC	Sections 485(a) and (f) Missing Student Notification Policy and Procedures: Any institution participating in a Title IV federal student financial aid program that maintains on campus housing facilities must establish a missing student notification policy and related procedures for those students who live in on campus housing and who have	Res Life Student Affairs	Director of Public Safety	On Going	1/24/14- last update
Drug Free Schools and Communities Act	Title IV, US Department of Education	Requires distribution of the college or university's drug and alcohol prevention and policy information every year and biennial review of drug and alcohol prevention program.	Conduct	Coordinator of Student Conduct and Compliance	Annually (Code Of Conduct Email)	10/11/16

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Clery Act - The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act	Department of Education	As an institution receiving federal financial aid, the University must keep information about crime on and near its respective campuses and provide an annual report (including crime statistics, security measures and policies, and where crimes should be reported) to all students, employees, and the Department of Education. Effective March 7, 2014: Institutions must comply with the following additional requirements under the amendments to the Clery Act: Collect and publish in the Annual Security Report (ASR) statistics on incidents of domestic violence, dating violence and stalking that are reported to campus security authorities or local police agencies; Expand the definition of reportable hate crimes to include Clery crimes motivated by bias against a victim's national origin or gender identity; Revise policies and procedures to include the establishment of educational prevention and awareness programs that address issues of	Conduct Public Safety	Coordinator of Student Conduct and Compliance and Director of Public Safety	Annually -thru public safety	10/1/16
HIPAA - Health Insurance Portability and Accountability Act	US Department of Health and Human Services	The HIPAA Privacy Rule provides federal protections for individually identifiable health information held by covered entities and their business associates and gives patients an array of rights with	Health Services	Director of Health Services	ongoing	each time a student checks into health services

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Title IX of the Education Amendment of 1972	US Department of Justice	Prohibits discrimination on the basis of sex in education programs or activities receiving federal financial assistance including employment. Title IX protects students from sexual harassment in educational programs or activities operated by recipients of federal funding. The protection against sexual harassment derives from the general prohibitions against sex discrimination contained in the Title IX common rule. Any grievance records relating to a Title IX violation or complaint must be retained for the period of time cited in state law for personal injury actions.	Title IX Student Affairs Conduct	Title IX Coordinator	On Going/Orientation	10/1
Missing Student	The Secretary of Education	The institution must establish a missing student notification policy and related procedures for those students who live in campus housing and who have been missing for 24 hours.	Student Affairs and Residence Life	The Director of Residence Life and the Dean of Students will send the annual notice	In place by July 1, 2010 (Annual Notice sent in Sept.)	September-15