

**TABLE OF CONTENTS**

Introduction.....2

Academic Calendar .....3

Directory of Campus Services.....5

Important Telephone Numbers.....9

Student Services ..... 10

Peer Mentors..... 24

Residence Life Staff ..... 25

Student Government..... 26

Student Clubs..... 28

Student Conduct Code..... 30

Alcohol Policy..... 34

Drug Policy ..... 35

Massachusetts Hazing Law ..... 37

Sexual Harassment Policy ..... 39

Residence Life Housing Policies..... 41

Student Life Rules and Regulations..... 50

Technology Use Policy ..... 54

## INTRODUCTION

This handbook is designed to serve as a ready reference for questions that you may have about the American International College community. It contains basic procedures, regulations, descriptions of campus services, and most importantly, the expected student code of conduct. You are expected to familiarize yourself with the contents of this handbook.

The handbook does not contain complete information, so please ask questions. We will be glad to guide you to the appropriate location on campus where additional details can be obtained. We are here to help you. Welcome to the AIC family.

Blaine K. Stevens  
*Vice President for Student Affairs*

## NOTICE OF NON-DISCRIMINATION

American International College does not discriminate on the basis of sex, race, color, national origin, age, religion, creed, sexual orientation, veteran status, or disability in admission to, participation, or employment in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Nicolle Cestero  
*Associate Vice President for Human Resources*  
American International College, Box HR  
Springfield, MA 01109  
(413) 205-3246  
nicolle.cestero@aic.edu

Blaine K. Stevens  
*Coordinator of Compliance and Student Disability Services*  
*Vice President for Student Affairs/Dean of Students*  
American International College, Box 3A  
Springfield, MA 01109  
(413) 205-3264  
blaine.stevens@aic.edu

Inquiries concerning the application of non-discrimination policies may be addressed to the Regional Director, Office for Civil Rights, U.S. Department of Education, J. W. McCormack POCH, Room 701, Boston, MA 02109-4557; 617-223-9662.

## ACADEMIC CALENDAR 2011 - 2012

### FALL 2011 COLLEGE CALENDAR

#### DAY CLASSES

September 4	Sunday	Residence Halls open for all new students
September 5	Monday	New Student Orientation
September 6	Tuesday	Dormitories open for all students, registration day
September 7	Wednesday	Classes begin at 8:00 am
September 16	Friday	Add/Drop Period Ends
October 10	Monday	Holiday - Columbus Day – college Closed
October 12	Wednesday	MF 10:00-11:15 classes meet
October 14	Friday	MW 1:25-2:40 classes meet
October 26	Wednesday	Mid-semester; Last day to DROP a class with out academic penalty
November 14-22		Registration period for Spring Term 2012
November 23-25		Holiday – Thanksgiving Recess
November 28	Monday	Classes resume at 8a.m.
December 16	Friday	Last day of classes
December 17-21		Final examinations

#### EVENING CLASSES

September 7	Wednesday	Classes begin at 3:50 pm
September 16		Add/Drop Period Ends
September 10		Fall Weekend (FW) classes begin
October 10	Monday	Holiday - Columbus Day – College Closed
October 26	Wednesday	Mid-semester; Last day to DROP a class without academic penalty
November 14-22		Registration period for Spring Term 2012
November 19		Fall Weekend (FW) classes end
November 23-25		Holiday – Thanksgiving Recess
November 28	Monday	Classes resume at 3:50 pm
December 15-21	Friday	Last day of classes or Final Exams

#### INTERSESSION 2012

January 2	Monday	Interession Classes begin
January 13	Friday	Interession ends
January 14	Saturday	Interession snow make-up day

**SPRING 2011 COLLEGE CALENDAR****DAY CLASSES**

January 16	Monday	Holiday - Martin Luther King
January 17	Tuesday	Dormitories open for all students, registration day
January 18	Wednesday	Classes begin at 8:00 a.m.
January 27	Friday	Add/Drop period ends
February 20	Monday	Holiday – President’s Day – College Closed
February 22	Wednesday	MF 10-11:15 classes meet
February 24	Friday	MW 1:25-2:40 classes meet
March 7	Wednesday	Mid-semester; Last day to DROP a class without academic penalty
March 12-16		Spring Break
March 19		Classes resume at 8 a.m.
April 2 – April 13		Registration period for Fall Term 2012
April 6	Friday	Holiday – Easter Recess
April 9	Monday	Classes resume at 10 a.m.
May 4	Friday	Last day of classes
May 5-9		Final examinations
May 20		Sunday Commencement

**EVENING CLASSES**

January 7		Winter Weekend (WW) classes begin
January 18	Wednesday	Classes begin at 3:50 p.m.
January 16	Monday	Holiday - Martin Luther King
January 27	Friday	Add/Drop period ends
February 20	Monday	Holiday – President’s Day – College Closed
March 7	Wednesday	Mid-semester; Last day to DROP a class with out academic penalty
March 12-16		Spring Break
March 24		Last Winter Weekend class/Final Exam
April 6	Friday	Holiday – Easter Recess
April 9	Monday	Classes resume at 3:50 p.m.
April 2 – April 13		Registration period for Fall Term 2012
April 14		Spring Weekend (SW) classes begin
May 7-10		Last class or final examinations
May 20		Sunday Commencement
June 23		Last Spring Weekend class/Final Exam

**SUMMER SESSION 2012**

May 21-June 29	Summer Session 1
July 2 – August 10	Summer Session 2
July 4	Wednesday Holiday – College Closed

**DIRECTORY OF CAMPUS SERVICES****OFFICE OF THE PRESIDENT**

Vincent M. Maniaci, Ed.D., J.D., *President*  
 Richard F. Bedard, M.B.A., *Executive Vice President for Athletics*  
 Mark R. Berman, J.D., M.B.A., *Executive Vice President for Administration*  
 Pamela Ciminera, M.S.A.T., *Associate Vice President for Finance*  
 Nicolle Cestero, BA, MA, *Associate Vice President for Human Resources*  
 Linda M. Dagradi, Ed. D., *Associate Vice President for Student Financial Services*  
 Thomas Dybick, CPA, *Vice President for Finance*  
 Peter J. Miller, M.S., *Vice President for Admissions and Marketing*  
 John Rogers, Ph.D., *Associate Vice President for Institutional Effectiveness*  
 Gregory T. Schmutte, Ph.D., *Executive Vice President for Academics*  
 William Seretta, M.Ed., A.B.D., *Chief Information Officer*  
 Blaine K. Stevens, Ed.D., *Vice President for Student Affairs/Dean of Students*

**ACADEMIC AFFAIRS**

Gregory T. Schmutte, Ph.D., *Executive Vice President for Academics*  
 Vickie Hess, Ph.D., *Dean of the School of Arts, Education and Sciences*  
 Carol Jobe, Ph.D., *Dean of the School of Health Sciences*  
 Lea Johnson, Ed.D., *dean of School of Business Administration*  
 Tia Altman, *Executive Assistant*

**ADMISSIONS**

Peter J. Miller, M.S., *Vice President for Admissions and Marketing*

**Undergraduate**

Pauline L. Mortenson, M.B.A., *Director for International and Transfer Admissions*  
 Joanne Germano, *Assistant Director for International and Transfer Admissions*  
 Pamela Hart, *Assistant Director for International and Transfer Admissions*  
 Amanda Haskins, *Assistant Director of Admissions*  
 Michael Russell, *Assistant Director of Freshman Admissions*  
 Wally Soufane, *Associate Director of Admissions*  
 Herman Wilkinson, *Assistant Director of Freshman Admissions*  
 Susan Cherry, *Administrative Assistant*

**Graduate**

Jill K. Dutton, *Graduate Admissions Counselor*  
 Patricia A. LeClair, *Graduate Admissions Program Associate*

**ATHLETICS**

Richard F. Bedard, M.B.A., *Executive Vice President for Athletics*  
 Matthew D. Johnson, M.P.Ed., *Associate Athletic Director*  
 Mary C. Akers, M.B.A., *Assistant Athletic Director for Operations and Senior Woman Administrator*  
 Andrew Burkholder, *Director of Compliance*  
 John Culp, M.S., A.T.C., *Head Athletic Trainer*  
 Darryl Konicki, *Sports Information Director*  
 Arthur Wilkins, M.A., *Assistant to the Athletic Director and Head Football Coach*

**BOOKSTORE**

Mike Riggins, *Bookstore Manager, Follett Higher Education Group*

**CAMPUS POLICE**

David Kuzmeski, M.S., J.D., *Director of Security and Safety/Chief of Campus Police*

Jeffrey Bednarz, *Deputy Chief of Campus Police*

Daniel Iozzi, *Captain*

**CENTER FOR ACADEMIC SUCCESS**

Carol Sitterly, Ed.D., *Director for Academic Success*

April Kearse, M.A., *Interim Director, AIC Core Education Program (ACE)*

Julie Bodnar, M.A., *Director, Writing Center*

Nicholas Callini, M.A., *Coordinator, Academic Resource Center (ARC)*

Katherine Kalagher, M.A., *Director, Tutoring Program*

Abigail Mahoney, M.A., *Director, Career Services*

Susan Petrucelli, M.A., *Director, Developmental Education*

**CONSUMER INFORMATION SERVICES**

Richard F. Bedard, M.B.A., *Executive Vice President for Athletics*

**CONTINUING EDUCATION**

Pamela Robinson, M.Ed., *Program Manager, School of Continuing and Extended Studies*

**CURTIS BLAKE CHILD DEVELOPMENT CENTER**

Paul M. Quinlan, Ph.D., *Director*

Curtis L. Blake, L.H.D., *Chairman, Advisory Committee*

Rose Bianchi, M.A., C.A.G.S., *Administrator of Tutorial Services*

Linda Gillen, M.Ed., *Educational Coordinator, Curtis Blake Day School*

Kimberly McCarthy, M.A., CCC-SLP, *Administrator of Diagnostic Services*

Mary Saltus, M.S., *Administrator of Supportive Learning Services*

Pam Silva, *Administrative Assistant*

**DEVELOPMENT AND ALUMNI RELATIONS**

Charlene Alspach, *Director of Grants*

Heather Cahill, *Executive Director of Institutional Advancement*

Danielle Goldaper, *Director of Alumni Relations and Annual Giving*

Lorrie Macy, *Director of Advancement Services*

Jody Slayton, *Executive Assistant*

**DEXTER HEALTH AND COUNSELING CENTER**

Rose Andrejczyk, Psy.D., *Director of the Dexter Counseling Center*

Barbara Donahue, N.P., *Nurse Practitioner*

Dr. Christina F. Hayfron-Benjamin, M.D., *College Physician*

Fatima Libanan, R.N., *Director of Health Services*

Marie Soltys, *Receptionist*

**DISABLED STUDENT SERVICES AND COMPLIANCE**

Blaine K. Stevens, Ed.D., *Vice President for Student Affairs/Dean of Students*

**EXTENDED CAMPUS PROGRAMS**

Ellen Noonan, M.A. *Associate Vice President for Educational Enterprise*

Jennifer Bartosz, MBA, *Director of Logistics for Extended Campus Programs*

Kerry Reiter, MBA, *Director of Admissions for Extended Campus Programs*

**FACILITIES MANAGEMENT**

Henry Noel, *Facilities Director*

Robert Houghton, *Grounds Manager*

Robert Lafond, *Maintenance Manager*

Cherron Smith, *Custodial Manager*

Susan Giuggio, *Administrative Assistant*

**FOOD SERVICE**

J.R. Wilson, *Director of Dining Services, Aramark Food Service*

**INFORMATION TECHNOLOGY**

William Seretta, M.Ed., A.B.D., *Chief Information Officer*

Kathleen Annis, *Educational Technologist*

Julez Clarke, *System Support Technician*

Jeff Cox, *Senior Network Administrator*

William Dean, *Manager of Support Services & Help Desk*

Michael Maruca, *Technical Support Specialist*

Michael Plant, *Network Technician*

Carl Prairie, *Telecommunications Director*

Lee Retzlaff, *Manager of Information Technology*

Fred Sard, *Database Administrator/Programmer/Analyst*

John Scott, *Manager of Administrative Systems*

Arbinson Stewart, *Supervisor of Media Services*

**INSTITUTIONAL EFFECTIVENESS**

John W. Rogers, Ph.D., *Associate Vice President for Institutional Effectiveness*

**LIBRARY**

Estelle H. Spencer, M.L.I.S., *Director of Library Services*

Ronald Breggia, M.L.I.S., *Reference Librarian/Serials Coordinator*

Gail Cauley, M.L.I.S., *Technical Services Librarian*

Amy Schack, *Circulation Supervisor*

Michael Mannheim, M.L.I.S., *Collection Development Librarian*

**MARKETING**David Bond, *Web Development Manager*Craig Greenberg, *Director of Public Relations*Luke Quijano-West, *Creative Director*Lynn Saunders, *Senior Graphic Designer and Project Manager***REGISTRAR**Diane Furttek, M.S.O.D., *Registrar***STUDENT AFFAIRS**Blaine K. Stevens, Ed.D., *Vice President for Student Affairs/Dean of Students*Brian J. O'Shaughnessy, M.Ed., C.A.G.S., *Associate Dean of Students*Rev. John DeBonville, M.B.A., *Director of Campus Ministry/International Student Advisor*Keshawn Dodds, M.Ed., *Director of Greek Life and Community Relations*Jason T. Katsoris, M.S., *Director of Residence Life*Joshua Macy, *Rugby Coach and Coordinator of Club Sports*Chris Mercurio, M.B.A., *Director of Campus Recreation*Erin Underwood, M.S.Ed., *Director of Student Activities, Orientation, International and Transfer Programming*Naomi White-Inniss, *Director of Multicultural Affairs*Patricia Scagliarini, *Administrative Assistant***STUDENT FINANCIAL SERVICES**Linda Dagradi, Ed.D., *Associate Vice President for Student Financial Services*Pat Ackerly, *Financial Aid Counselor*Lynn Beaudoin, *Student Accounts Assistant*Marcella Johnson, *Associate Director of Financial Aid*Cheryl Lake, *Student Accounts Assistant*Richard O'Connor, M.B.A., *Assistant Director of Financial Aid*Donna Vieu, *Manager, Student Accounts*Deborah Wheeler, *Student Accounts Assistant/Collections*Andrea Wilke, *Assistant Director of XCP Financial Aid*Katie Laino, *Administrative Assistant***SUPPORTIVE LEARNING SERVICES**Mary Saltus, M.S., *Director, SLS Program*Anne Midura, *Administrative Assistant***IMPORTANT PHONE NUMBERS**

Switchboard (will connect you to other extensions)	737-7000
ACE Program	205-3269
Academic Resource Center	205-3012
Bookstore	205-3353
Business Office	205-3254
Campus Police	205-3333
Campus Ministry	205-3090
Center for Academic Success	654-1441
Computer Services	205-3232
Dining Commons	205-3349
Financial Aid	205-3259
Fitness Center	654-1442
Gymnasium	205-3540
Health Services	205-3248
International Student Office	205-3090
Library	205-3225
Multicultural Affairs	205-3400
President's Office	205-3202
Residence Life	205-3271
Student Activities	205-3258
Student Affairs	205-3264
Student Government	205-3040
Writing Center	654-1441

**Hospitals/Clinics**

Family Clinic	783-9114
Medical Emergencies	911
Planned Parenthood	(800) 258-4448
Baystate Medical Center	794-0000
Mercy Hospital	748-9000
Holyoke Hospital	534-2500

**Hotlines**

Mass. Commission against Discrimination	739-2145
Consumer Product Safety Commission	(800) 638-2772
Children's Protective Services Unit	452-3200
Cancer Information Services	(800) 422-6237
Alcoholics Anonymous	532-2111
AIDS Action Committee	(800) 235-2331
Overeaters Anonymous	783-4198

## STUDENT SERVICES

### Automobile Registration

Resident students' cars must be registered with the student affairs office and have a current parking sticker. Information and forms can be obtained from the student affairs office on the second floor of the Schwartz Campus Center. There is a \$125 per semester fee for resident students. Commuter students must register their vehicles with campus police and may park in the commuter student lots located on Oak Grove Avenue, Maynard Street, Cournotes Hall, and the Mall Lot. There is a \$50 per semester fee for commuter parking. Certain parking areas are reserved for faculty and administration members. Parking without the proper sticker, or in unauthorized areas will result in tickets and/or towing at the owner's expense.

Out-of-state residents operating motor vehicles registered outside Massachusetts for more than 30 days within the Commonwealth between September and August must file a statement signed under penalties of perjury before the 30th day. Forms can be obtained in the student affairs office.

### Bookstore

The AIC bookstore, located in the Sokolowski Tower, provides textbooks and supplies for students. Normal business hours while school is in session are Monday through Friday, 8:30 a.m. to 4 p.m., Saturday, 9 a.m. to 1 p.m. Students may also purchase course texts directly online at [www.aic.edu/bookstore](http://www.aic.edu/bookstore). The bookstore also carries a variety of clothing, school supplies, and gift items.

### Campus Ministry

The college chaplain is the Reverend John DeBonville, whose office is located on the 2nd floor of the Schwartz Campus Center. He is available every day to discuss various issues with students. He can be reached by calling ext. 3090 or 413-205-3090.

Here are some of the activities sponsored by Campus Ministry:

*Christian Fellowship Group* – Meets every Wednesday at 12:30 p.m. in the Bradley Room located on the 2nd floor of the Schwartz Campus Center. In the middle of each week students are busy preparing for tests and writing papers while many have additional responsibilities for work and athletics. We need time to pause and reflect on what is important in our lives. The Wednesday Fellowship Group does just that as we gather to read from the Bible and hear a brief message. While the group is Christian in focus, people of all faiths are welcome.

*Bible Study* – A student-led bible study group meets weekly. Check student announcements and campus calendar for time and place.

*Diversity of Faith* – This is a group of students from numerous faiths and religious backgrounds. This group meets once a month to discuss current issues connected with faith. Contact Allyson Mackler on FirstClass for more information.

*Volunteer Activities* – during the course of the year, AIC students are actively involved in the Walk for Hunger in downtown Springfield, blood drives, food and clothing collections, etc. For more information contact the Campus Ministry office at ext. 3090 or 413-205-3090.

### Campus Police

The campus police office is located in the lobby of Hines Hall, with business hours from 8 a.m. to 4 p.m., Monday through Friday. Uniformed officers patrol all areas of the campus 24 hours per day, seven days per week.

All emergencies or inquiries regarding alleged criminal actions should be reported directly to campus police. Campus police officers can be reached by calling any of the following numbers:

413-205-3333 – campus police 24-hour emergency line  
 413-205-3208 – business/administrative line  
 413-737-7000 – campus switchboard  
 911 – Springfield police emergency

### Campus Police Authority

The AIC Campus Police have primary responsibility for safety and law enforcement on the campus. The department works closely with the entire college community to ensure that programs and services are systematically coordinated to promote and enhance a safe environment. Officers patrol the campus and answer both emergency and non-emergency calls on a 24-hour basis throughout the calendar year. The campus police officers are sworn Springfield special police officers and are granted the authority to conduct investigations and to arrest individuals if warranted. In addition, campus police officers regularly patrol the residence halls. Currently, the department is staffed by the chief of security and safety, deputy chief, captain, two lieutenants, three sergeants, and a staff of three to five officers per shift.

All members of the AIC community are encouraged to report suspected violations of the law immediately to campus police. Campus police conduct an initial investigation of each incident, forwarding reports to appropriate administrators for disposition. Lock your rooms and lock your cars. Never walk alone in the evening or through poorly lit areas. The best security is the security that you provide yourself and your friends.

### How to Report a Crime

The American International College campus police respond to ALL campus emergencies including, but not limited to: police, fire or medical emergencies. There are three ways to contact Campus Police in the event of an emergency.

By telephone:	413-205-3333 (ext. 3333 from a campus phone)
By emergency phone:	Blue light phones are located strategically on campus
In person:	in our Hines Hall Office

*Campus Emergency Response and Immediate Warning*

American International College, in accordance with the Higher Education Opportunity Act, will “immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff.” Warnings may only be withheld if they compromise efforts to contain the emergency. Warnings are to be issued without delay following confirmation of an emergency.

The AIC campus police provide timely warnings to faculty, staff, and students as required. These warnings are disseminated through the Everbridge Campus notification/emergency messaging system. This system allows faculty, staff, and students to receive notifications of school closure, delays, and emergency alerts as text messages on mobile phones, email, and recorded landline messages. It is the fastest and most reliable way to reach the campus community. More information on AIC alerts can be found on the AIC website.

*The Jeanne Clery Disclosure of Campus Police Policy and Campus Crime Statistics Act*

The AIC campus police maintain a daily log for all security activities including reported crimes as a standing operation procedure. The daily log is open to inspection during normal business hours as required by state and federal law.

The following information is provided in compliance with the Jeanne Clery Disclosure of Campus Police Policy and Campus Crimes Statistics Act for your information. These statistics are compiled from reports submitted to local police, campus police and all college officials. However, reports received by the counseling center are held in confidence. All statistics conform to the FBI Uniform Crime Reporting System. Current crime statistics can be obtained in the campus police section on the AIC webpage at [www.aic.edu/safety/statistics](http://www.aic.edu/safety/statistics) or in printed form from the student affairs office.

*Missing Student Notification Policy and Procedures*

In accordance with the Higher Education Opportunity Act the following provisions are in place should a student be deemed missing.

The college will:

- Notify appropriate law enforcement agencies no later than 24 hours after a student is determined to be missing.
- Notify an individual selected by the student no later than 24 hours after a student is determined to be missing. All students have the right and are strongly encouraged to identify an individual to be contacted within 24 hours should such an event occur. Contact information can be filed with the associate dean of student's office. Please note that for students who are under the age of 18 that the institution is required to notify a parent or guardian.

**Campus Recreation**

The mission of the campus recreation department is to provide students with an enjoyable leisure experience as an outlet from the pressures and tensions sometimes

associated with college life. We also provide students with opportunities to use their creativity to help better the program. This helps develop transferable leadership qualities that can be used upon graduation. The motto of the department is “a program for the students, developed by the students.”

Campus recreation is composed of the intramural, club sports, and fitness and wellness programs. Offices are located in the campus center, as well as the fitness center in the basement of the athletic complex.

*Staff*

Chris Mercurio  
Josh Macy  
Allen Girouard  
Marek Przybylek  
Leonard Jusme  
Nate Thompson

*Director of Campus Recreation*  
*Rugby Coach and Coordinator of Club Sports*  
*Intramural Coordinator*  
*Graduate Assistant/Fitness and Wellness*  
*Graduate Assistant/Fitness and Wellness*  
*Graduate Assistant/Fitness and Wellness*

*Program Offerings*

**Intramurals:** Flag Football, Volleyball, Ultimate Frisbee, Floor Hockey, Dodgeball, Soccer, Softball, Bowling, Basketball

**Club Sports:** Men and Women's Rugby

**Fitness and Wellness:** Fitness Center Personal Trainers, Cardio Kickboxing, Zumba, Yoga. You can visit us at [www.aicrecsports.com](http://www.aicrecsports.com)

**Center for Academic Success**

The goal of the Center for Academic Success is to assist students in identifying the services that will maximize their chances of success, support them throughout their AIC experience, and help them to identify career opportunities that will match their goals and talents. The center, located in the lower level of Shea Library, supports and encourages collaboration among the following student support services:

*Academic Advising*

The center supports both first year student advisors and faculty advisors by providing resources to assist them with registration, with students who receive early warnings, with students who are on probation and with undeclared students exploring potential majors.

*Academic Resource Center*

The Academic Resource Center (ARC) is available to assist students in identifying the resources and services that will make their educational experience at AIC successful, satisfying, and rewarding. The staff of ARC provides information and direct support with study skills, time management, note taking and test taking. Students, who experience academic difficulties, receive an early warning or find themselves on probation should contact ARC to develop an academic improvement plan. For more information about the Academic Resource Center, email Nick Callini, Coordinator of the ARC at [nick.callini@aic.edu](mailto:nick.callini@aic.edu).

*A.C.E. Program*

ACE (AIC Core Education) is a federally funded program designed to assist first-generation, low income and disabled students with their personal growth and professional development in college. The program provides a wide range of student support services as part of the TRIO programs funded by the U.S. Department of Education.

The ACE staff works very closely with students to help them adjust to college life, explore educational opportunities, develop study skills, get involved in campus activities, clarify career plans, and prepare for life after graduation. Services include:

Academic Support Services	Development Advising
Career Services	Financial Aid Counseling
Community Service	Graduate School Preparation
Co-Curricular Programs	Leadership Development

For more information and to apply, contact Mary Jo Gassnola, project assistant, at 413-205-3104.

*Career Services*

The Office of Career Services assists students with career guidance and job search strategies. The staff provides assistance with résumés, cover letters, mock interviews, and job search, and provides career information and support. Individual career counseling to aid in exploring and setting career goals is available through career testing. Career services can also help students seeking internships, work study jobs, and full-time and part-time employment.

All career resources are available in an online database accessible 24 hours a day by registering at the career services webpage. The career services office is located in the campus center and is open from 8:30 a.m. to 4:30 p.m., Monday through Friday throughout the year and closing at noon on Fridays during the summer. Students seeking assistance can email Abby Mahoney, Director of Career Services, at [abby.\(woods\)mahoney@aic.edu](mailto:abby.(woods)mahoney@aic.edu).

*Developmental Education*

The mission of developmental education at AIC is to assist students in developing the college level skills that will help them achieve academic success in their coursework at the college. Placement in developmental writing is based on a student's Accuplacer score. Using targeted software and technology tools designed, the developmental writing course—ENG 100 Foundations of Writing—will help students refine their writing skills and build confidence in their ability to succeed in college level course that emphasize written expression. For more information about developmental education email Susan Petrucelli, director of developmental education, at [susan.petrucelli@aic.edu](mailto:susan.petrucelli@aic.edu).

*First-Year Seminar*

All first-year students at AIC enroll in a special first-year seminar class: The Undergraduate Experience. The class is designed to help you meet other first-year stu-

dents, learn about leadership, study skills, and typical first-year challenges. Because the class is a little different each year, you never know what to expect. You might focus on money management while in school, collaborate on a special project, and get a chance to help others through community service. This required class is a great way to start your college career strong. For more information email Cynthia Littlefield, director of the first year experience, at [cynthia.littlefield@aic.edu](mailto:cynthia.littlefield@aic.edu).

*Supportive Learning Services*

In conjunction with the Curtis Blake Center, Supportive Learning Services offers personal supportive services, on a fee basis, to qualified students with learning disabilities who are admitted to the regular college curriculum. The services assist students in managing the academic and social demands of college life. The program was founded on the belief that learning disabled individuals can compensate for their difficulties and meet with success in the college environment. For more information about Supportive Learning Services, call 413-205-3426.

*Tutoring Program*

The mission of the tutoring program is to assist students in achieving their academic goals by providing small group tutoring in content area subjects. Peer tutors are recruited and trained by the director and work with groups of students to clarify information presented in lectures, practice study and test taking skills within the content area and reinforce good note taking practices. In addition, Smarthinking, a 24 hour a day seven days a week, online tutoring program is available to students on campus and remotely from off campus locations. For more information about the tutoring program and Smarthinking, email Katie Kalagher at [katerine.kalagher@aic.edu](mailto:katerine.kalagher@aic.edu).

*Writing Center*

The writing center is available to assist students in planning, reviewing and editing their essays and written assignments. The center is staffed by faculty and peer writing tutors who are available for scheduled and drop in appointments. Tutors can also assist faculty by presenting workshops on citation formats and the steps in the writing process.

For more information about the writing center, email Julie Bodnar, director, at [julie.bodnar@aic.edu](mailto:julie.bodnar@aic.edu).

**Development and Alumni Relations**

Located in the Alumni House at 141 Wilbraham Road (across the street from the Dexter Health and Counseling Center) the Office of Development and Alumni Relations is the primary contact point between the college and its 18,000 alumni.

The Office of Development and Alumni Relations hosts a homecoming weekend in the fall and many other alumni events throughout the year, both locally and across the country. This office is also responsible for the college's fund raising efforts, which are essential to the day-to-day operations of the college. The director of grants is part of the development and alumni relations team and submits grant

requests to both public and private foundations to fund specific college programs. Also, students are hired each year by the Office of Development and Alumni Relations to work in the Phonathon program, calling alumni to update them on college happenings and ask them for a gift to the annual fund.

The Office of Development and Alumni Relations can be helpful to students by coordinating internship and employment opportunities with AIC alumni. This office also works with class officers to coordinate a senior class gift to the college.

Stop by and visit the Office of Development and Alumni Relations any time or call extension 3520.

### **Dexter Counseling Center**

The mission of the Dexter Counseling Center is to offer a broad range of programs and services to assist students in dealing with life's challenges and stresses before they become insurmountable. The mission assumes that learning is the primary reason for student presence at the college and supports the institutional mission through providing programs that promote student self-discovery and growth in preparation for assuming positions of responsible social leadership.

Dr. Rose Andrejczyk, a licensed psychologist, offers the following psychological services free of charge to students who are currently enrolled at AIC:

#### *Individual Counseling*

- For academics: improve learning styles and acquire new ones
- For career choice: assess interests, talents, skills, preferred work environments and values
- For personal growth: resolve confusion about educational, vocational, personal and social concerns

#### *Group Counseling*

- For life management skills
- For academic performance enhancement

#### *Career Choice*

- For interest and skills testing

#### *Specialized Programs (partial list)*

- How to stop wasting energy on worry and start applying it to achievement
- Anorexia nervosa and bulimia: How you can help
- Better relationships with him or her through assertiveness training
- Corporate politics: How to survive and thrive

#### *Confidentiality*

The counseling center adheres to guidelines of the American Psychological Association and the laws of the Commonwealth of Massachusetts regarding confidentiality. The identity of those using the services of the center as well as all personally

identifiable disclosures made to center staff will not be shared with parties outside the center unless permission to do otherwise is given by the student in written form. Exceptions to this policy include cases in which physical danger to oneself or others is imminent or there is a reason to believe that physical/sexual/emotional abuse of children, elders or developmentally delayed individuals is currently taking place. Counseling center records are locked in a secure area, where access is limited to counseling staff only.

The Dexter Counseling Center is located in Mallary Hall on Wilbraham Road and is open from 9 a.m. to 4:30 p.m. Visits to the counseling center are free of charge.

#### *Appointments*

Appointments for services can be arranged with the center receptionist by calling 413-205-3248.

### **Dining Services**

Provided by Aramark

#### *The Hive – Located in the Schwartz Campus Center*

The Schwartz Campus Center is a main hub of student activity and houses the Hive. At the Hive you will find a variety of items ranging from pizza, burgers, wings, a Subway sandwich or your favorite beverages to enjoy.

#### *Dining Commons*

The dining commons features an all-you-care-to-eat selection of your favorite foods. Selections range from your everyday favorites such as pizza, burgers and sandwiches to full meals and a variety of healthy choices. Something to please and satisfy everyone!

#### *The Stinger – Located in the Dining Commons Basement Floor*

The Stinger hosts a variety of activities, late night food service, and serves wine and beer to students 21 and older on selected evenings. Credit cards and Dining Dollars accepted!

#### *Coffee Bar and C-Store*

Enjoy a latte, specialty coffee, or frozen drink at the Coffee Bar adjacent to the Hive. The convenience store stocks your basic needs in addition to an assortment of snacks, beverages and frozen foods.

#### *Meal Plans*

All resident students (except those in Indian Motorcycle and Acorn Heights) are required to have a meal plan.

- 19 Meals-A-Week Plan: Breakfast, lunch and dinner – Monday through Friday. Brunch and dinner – Saturday and Sunday + \$100 in Dining Dollars to spend for guest meals at the Dining Commons or on cash-and-carry items at the above locations.

- 14 Meals-A-Week Plan: Any 14 meals, including weekends + \$100 in Dining Dollars.
- Nine Meals-A-Week Plan: Any nine meals – Monday breakfast through Friday, lunch + \$75 in Dining Dollars.
- Apartment Dweller/Commuter Meal Plan: 90 all you can eat meals per semester in the dining commons plus \$350 in Dining Dollars.
- Commuter Only: Three-Meals-A-Week Plan: Any three meals + \$75 in Dining Dollars.

### Disability Services

American International College adheres to compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. We are committed to providing services to eligible (qualified) students with disabilities in order to enable them to actualize their potential.

Support services for students with documented learning disabilities or ADHD are coordinated through Mary Saltus, director of Supportive Learning Services, 413-205-3426; mary.saltus@aic.edu

Support services for students with documented physical or psychiatric disabilities are coordinated through Blaine Stevens, coordinator of compliance and student disability services, 413-205-3264; blaine.stevens@aic.edu

It is the student's responsibility to self-identify and request support services and accommodations. These requests require advance notice.

Once you have contacted the appropriate office to request reasonable accommodations, you will be given an application to complete. Guidelines will be provided for submitting documentation to substantiate the disability. Your application should include current professional documentation. Once it has been determined that your application has been approved, you will receive verification of eligibility for provision of specific accommodations. A letter of disability verification will be kept on file in the appropriate office.

It is important to note that academic accommodations do not include alteration of the essential elements of the program.

### Game Room

The game room is located in the lower level of the Schwartz Campus Center. It is open every day and offers foos-ball, ping-pong, air hockey and billiards tables. The game room is open to all AIC students and their guests.

### Greek Life

The Greek Life office is located in the lower level of the campus center. The purpose of Greek Life at American International College is to create and maintain high standards in the life of fraternities and sororities; to perpetuate constructive fraternity and sorority relationships of both Pan Hellenic Councils for Fraternities

and Sororities and also for the National Pan-Hellenic Council; to foster an understanding of the structure and method of operations among the affiliate organizations; to address, coordinate, and develop action strategies on matters of mutual concern to the affiliate organizations.

The five values that each member of Greek Life holds close in their development of a more unified Greek community consist of scholarship, leadership, service, social development, and lifelong brotherhood/sisterhood.

There are 11 active organizations at AIC, and they fall under several national councils:

- National Pan-Hellenic Council Organizations - Fraternities: Alpha Phi Alpha, Kappa Alpha Psi, Omega Psi Phi, Phi Beta Sigma & Iota Phi Theta. Sororities: Alpha Kappa Alpha, Delta Sigma Theta, Zeta Phi Beta & Sigma Gamma Rho.
- The National Multicultural Greek Council organization include: Lambda Tau Omega Sorority Inc.
- The Inter-Fraternal Council organization include: Theta Chi Fraternity Inc.

All organizations follow the strict hazing laws that are in effect throughout the country. All Greek letter organizations also follow the rules and regulations that are in place for all students on the AIC campus. We strongly prohibit hazing of any kind on the campus. For more information about Greek Life, call 413-205-3584.

### Health Services

Health Services is located in Mallary Hall, at 144 Wilbraham Road. A registered nurse provides walk-in service from 8 a.m. to 4 p.m., Monday through Friday, during the college year to assess illness and injury. Common over-the-counter medications and some on-site tests are available for your convenience. Pamphlets, brochures and videos concerning various campus health issues are also available. You may see the medical practitioner by scheduling an appointment by phoning 413-205-3248 or ext. 3248. Your resident advisor will direct you to a nearby urgent care facility for any accident or illness that occurs after business hours. Outside health emergency services are to be reported to the health services office to update your records. All services are strictly confidential.

AIC offers the Student Accident and Sickness Insurance Program to all students. You must be covered by this program or show that you are covered by a comparable one. If you have any questions about the insurance program or physician referrals, please contact the health services office.

All students are billed for and enrolled in the sickness portion of the plan. This enrollment may be waived if a student submits a signed waiver card to the business office, assuring comparable coverage prior to the first day of classes. A new waiver card is required each year.

Massachusetts immunization requirements: The Commonwealth of Massachusetts Immunization Requirements must be documented by a physician or designee. Your

student health record and all immunization records are to be kept on file at health services during your attendance at AIC.

### Information Technology

#### *FirstClass Virtual Campus*

The AIC FirstClass Virtual Campus is an online meeting place for the entire AIC community of students, faculty and staff. There is email, shared folders, workspaces, calendars, chat rooms, instant messaging and more. You can log in to the virtual campus from any computer on or off campus.

#### *Initial Activation/ Authentication*

To activate their virtual campus accounts, students will receive a user name and password in either a letter from the admissions office; an email from the virtual campus manager; or during an on-campus event designed to help activate new student accounts. Activation instructions will be provided, and there will also be a help line for problems. Please call the help desk at 413-205-3402 for computer support.

#### *Email*

Every student's AIC email address will be in the form of `firstname.lastname@aic.edu`. Email is checked through the FirstClass virtual campus desktop.

In addition to email, all FirstClass desktops include the following tools/applications:

- Personal calendar
- File storage (up to 100 megabytes)
- Instant messaging (between students, and other users)
- Student discussions (bulletin board for student posting)
- Shared workspaces (with professors, student groups, clubs, etc.)

#### *StudentBuy Laptop Program*

The StudentBuy student laptop program is designed to provide a standardized environment for student computers. This allows us to provide more effective support and training. Several different computers are available through StudentBuy at student discount prices. You can go to <http://www.aic.edu/ecampus/laptops> to place your order.

#### *Insurance Programs*

The college strongly recommends that you choose the optional insurance program for your laptop. More information can be found on the computer purchase program website [www.campushp.com/aic/](http://www.campushp.com/aic/).

#### *Theft Prevention Software*

The college also recommends that you install theft prevention software on your laptop. A limited number of free licenses for Computrace Theft Prevention software will be available through the IT helpdesk. This is available only for students that live on campus.

#### *Printing*

Network printing is available in the computer labs and in the library. Students are allowed a certain number of free copies and the ability to purchase more copies.

#### *Computer Labs*

There are five computer labs on campus as well as computers in the library for students to use. The labs are open during the day, as well as in the evenings and on weekends. Hours are posted outside of the specific labs located in Shea Library, Amaron, Cournotes, and Edgewood Halls.

#### *Wireless Network*

The college's Wi-Fi network provides access over 97 percent of the campus, and is available both indoor and outdoor. All network users must have anti-virus software on their computers in order to use the network. The college will provide anti-virus software for students.

#### *Help Desk Support*

The AIC Office of Information Technology Helpdesk is available to provide technology support to students, faculty and staff. Access the help desk request system through FirstClass by clicking on "Get Help". A walk up help desk is also available in the basement of the Shea Library. You can call the help desk at 413-205-3402.

#### *Data Security, Privacy, and Acceptable Use*

Please be sure to read the college's electronic communication policy which you will need to agree to in order to set up your FirstClass account. The college adheres to secure data practices in compliance with FERPA, HIPAA, GLBA and other state and local laws.

### International Student Office

The International Student Office is located on the second floor of the Schwartz Campus Center. Office hours are from 8:30 a.m. to 4:30 p.m. Monday through Friday. The International Student Advisor is responsible for maintaining all international student records as well as college and student compliance with the rules and regulations mandated by the Department of Homeland Security.

The International Student Office provides information on how to remain in status as well as obtaining a social security card, drivers license, etc. the office number is 413-205-3090 or ext. 3090.

### Jury Duty Obligation

It is not unusual for students residing in Hampden County to be summoned to serve as trial jurors. According to the Office of the Jury Commissioner of the Commonwealth of Massachusetts, "Every U.S. Citizen 17 years of age or older who is a Massachusetts resident or inhabitant for more than 50% of the time is eligible to serve as a juror. If you are a resident of another state but a student at a Massachusetts college, you are an inhabitant for more than 50% of the year and, therefore, eligible to serve as a juror in Massachusetts."

Students who must miss class in order to fulfill their jury service requirement should notify each of their instructors of the summons and make arrangements to complete any missed work. Students may be required to furnish their summons notice or the certificate of service when making these arrangements. Further information can be found on the Office of Jury Commissioner's website at [www.massjury.com](http://www.massjury.com).

### Library

At American International College, the library is the focal point of the academic experience. Its pleasant atmosphere and both traditional and online resources provide the ingredients necessary for keeping pace with the times and for career preparation. The library provides reading space, private study space, a computer lab, and in conjunction with IT, a training lab for database searches, internet access, and term paper preparation and information literacy/library instruction classes. An area open to the public has snack machines and leisure reading for those who want to take a break from studying.

The library staff is ready to assist you with your research needs. It will guide you with your information searches and direct you in the process of locating and retrieving materials. Through networking with other libraries, our library users have access to millions of information resources. Items requested may travel by email, fax, or van from both local as well as remote locations and often within a short time span.

For those seeking valid research articles and studies, the Shea Library subscribes to many online databases representing the health sciences, education, behavioral science, laboratory sciences, criminal justice, humanities, and business. It also subscribes to journals in the traditional paper format for those who wish to keep up to date with the latest trends in their respective fields.

Library hours during the spring and fall semesters: Monday through Thursday, 8 a.m. to 9 p.m.; Friday 8 a.m. to 5 p.m.; Sunday 11 a.m. to 9 p.m. during the regular semester. The schedule for hours between semesters and during the summer varies, so users should check with the library at 413-205-3225 to find out the hours of availability. For further information you can go to the library website at: [www.aic.edu/library](http://www.aic.edu/library).

### Lost and Found

All personal belongings, books and other items found on campus should be turned in immediately to the campus police office or the student affairs office in the campus center. If you have lost any item, you may check these places to see if it has been found and turned in. Unclaimed items will be disposed of at the end of each academic year. There is also a postable lost and found container available on the FirstClass Virtual Campus.

### Mailroom

The mailroom is located on the lower level of the campus center. You need your AIC jacket ID card to pick up any packages. Also, your box number will remain the same for as long as you remain at AIC. Letters may also be dropped in the mailbox on State Street, by the campus center.

### Marketing

The Office of Marketing promotes AIC and all members of the college community, including students, faculty and administration.

The office coordinates the advertising and publication campaigns for the various college offices and programs and holds complete authority over how the college's logo and branding are implemented. It also works in cooperation with the media through its capacity as a news bureau by promoting and publicizing achievements, awards and upcoming events. The information is distributed through press releases sent to local newspapers, television, and radio stations. All campus publications available to the public and any Internet or media communication should be routed through the marketing office.

Located at 1020 State Street, the Office of Marketing accepts work-study students and provides experience for students interested in marketing and media-related careers. It can also help let people know what you are doing. If you're involved in an interesting activity or if you have been singled out for a special award, let the office know of your achievements and the names of your hometown newspapers, and the director of public relations will let them know about it.

### Media Center

The Media Center, situated on the lower level of Amaron, provides materials and equipment for classroom instruction. Its goal is to assist professors in their efforts to provide the best possible learning experiences for their students. In addition to its support for the academic program, the media center provides equipment and services to support a variety of social and administrative functions of the college. Media production and acoustical setups are available to the college community through the center. The center is open during the following hours:

Monday – Thursday	8 a.m. – 10 p.m.
Friday	8 a.m. – 3 p.m.
Saturday	10 a.m. – 5 p.m.

### Multicultural Affairs Office

The multicultural affairs office is located on the second floor of the campus center. It encourages and supports the diverse student population on campus, and helps foster greater awareness and understanding among the different cultures through community programs and student organizations.

Community programs include Kids to College and the Partners Program. Persons Ready in Defense of Ebony (P.R.I.D.E.) is a student organization formed in 1969 to promote the welfare, both academically and socially, of all students of color, including, but not limited to, students of African American, Hispanic, Asian, and Native American heritage. The primary goal of P.R.I.D.E. is to help students of color adjust to the many different lifestyles, concerns, and issues they may experience, and to promote community involvement. For more information, call 413-205-3400.

### Peer Mentors

Peer mentors are sophomores, juniors, and seniors who are chosen to assist first-year students in their transition to a college atmosphere. Peer mentors attend an extensive one-week training prior to the opening of school, where they learn conflict resolution, mentoring, and leadership skills. Peer mentors assist a group of first-year students assigned to a first-year seminar course and provide academic and social guidance, companionship, and advice on all topics concerning a first-year college student. (Peer mentors are available to first-year students and their families for the student's first academic year at AIC.)

Erin Underwood  
*Director of Student Activities*

Dena Barnes  
*Student Activities Graduate Assistant*

Andrew Ledoux  
*Peer Mentor Programming Assistant*  
*3rd Year Peer Mentor*

Treasure Davis  
*Peer Mentor Programming Assistant*  
*2nd Year Peer Mentor*

### Registrar

Located in Lee Hall, the registrar's office is your resource for information on academic regulations and maintenance of your student academic record and course schedule. All addresses, telephone number changes, schedule changes, degree, major and/or minor changes and transcript requests are facilitated by this office. All necessary forms are available to you as well. Please stop by with any questions you may have. Business hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. You may reach the registrar's office at 413-205-3212.

### Residence Life

The Office of Residence Life at American International College seeks to provide a safe and secure living and learning community that emphasizes personal responsibility, as well as social tolerance, while complementing the educational mission of the college. Our programs and services are designed to contribute to our students' individual and interpersonal growth, as well as overall community development.

AIC offers housing for resident students on two adjacent campuses; located on the main campus are Hines, Pouch, and Magna Halls. Located on the Edgewood Gardens Campus are the Edgewood Gardens Residences that include the Edgewood Complex and Acorn Heights. The college also leases apartments from the Indian Motorcycle Complex adjacent to the main campus.

The central office staff consists of the director of residence life and two graduate assistants. A resident director is assigned to each building to supervise the resident advisor staff, and residents. Resident advisors are assigned to each floor and are responsible for developing and maintaining a safe and secure living community.

#### Central Office Staff

Jason Katsoris	<i>Director of Residence Life</i>
Wilder Gulmi-Landy	<i>Graduate Assistant</i>
Thomas Sawicki	<i>Graduate Assistant</i>

#### Resident Directors/Main Campus

Leonard Jusme	<i>Resident Director</i>	Hines Hall 100
Tawanda Dowdy	<i>Assistant Resident Director</i>	Hines Hall 315
Katie Berrada	<i>Resident Director</i>	Pouch Hall 216
Thomas Sawicki	<i>Resident Director</i>	Magna Hall 311
Marek Przybylek	<i>Resident Director</i>	Indian Motorcycle Complex 442

#### Resident Directors/Edgewood Gardens Campus

Nathaniel Thompson	<i>Resident Director</i>	Edgewood Complex E200
Wausa Onigbanjo	<i>Assistant Resident Director</i>	Edgewood Complex S201
Alexandra Petit-Frere	<i>Assistant Resident Director</i>	Edgewood Complex B102
Wilder Gulmi-Landy	<i>Resident Director</i>	Acorn Heights Unit 2C

#### Fire Safety

Residential housing is equipped with several fire detection and prevention systems that include smoke detectors, heat detectors, fire extinguishers and alarm pull stations. All residence facilities (except Hines Hall where campus police is located) are monitored by an alarm reporting company that contacts both AIC campus police and the Springfield fire department simultaneously. Hines, Edgewood, Broadhurst, and Acorn Heights are equipped with sprinkler systems. Fire safety statistics may be reviewed at [www.aic.edu/safety/fire](http://www.aic.edu/safety/fire)

AIC police and residence life staff conduct fire drills in every residential building at least once a semester. During a drill it is assessed that:

- Fire systems function properly
- That the building is evacuated in a timely and reasonable fashion
- That residents are educated about emergency procedures

Students who fail to vacate a building during an alarm of any nature are referred for judicial action.

**Shuttle Bus**

The campus shuttle runs between the main campus and the Edgewood Gardens campus daily when classes and food service are in session. It runs continuously 7:30 a.m. to 2 a.m. Monday through Friday, and 11 a.m. to 2 a.m. Saturday and Sunday.

**Student ID Cards**

An AIC jacket ID card is valid only with a dated sticker from the business office affixed to the back of the card. A new validation sticker must be obtained each semester you are enrolled at the college. The ID card must be shown upon request to any proper college authority, including resident advisors and directors, and dining room checkers. The card is required for library use. Day students must use it for most athletic events and campus elections. Initial ID cards are issued free of charge. Lost or stolen cards must be replaced at the residence life office for a fee of \$15. Any fraudulent misuse will subject the owner to disciplinary action. ID cards may be obtained through the residence life office.

**Student Activities/Student Government Association**

Student Government Association (SGA) is comprised of students elected or appointed by the student body. SGA is a great way to make a difference on campus, represent your fellow students' interests, and have a say on how AIC invests its money. Additionally, involvement in SGA provides multiple scholarship opportunities for students who choose to get involved.

Meetings are held on Wednesdays at 6:30 p.m. in the Bradley Room, in the Schwartz Campus Center, and are open to all members of the AIC community.

**Student Government Structure**

The Executive Board — requires a 2.7 GPA and junior or senior academic standing. It consists of a president, vice president, treasurer, student activities chairperson, and a parliamentarian. All positions receive a scholarship as compensation for their contributions and service to the AIC community.

Representatives-at-Large — requires a 2.5 GPA and a junior or senior academic standing. A representative-at-large represents a campus-wide constituency. There are four available representative-at-large positions.

The General Board — requires a 2.0 GPA and specific academic and residency requirements dependent upon the position. The positions are as follows:

Senior Class President	
Senior Class Vice President	Non-voting position
Senior Class Treasurer	Non-voting position
Senior Class Secretary	Non-voting position
Senior Class Representative	(4 positions)

Junior Class President	
Junior Class Vice President	Non-voting position
Junior Class Treasurer	Non-voting position
Junior Class Secretary	Non-voting position
Junior Class Representative	(4 positions)

Sophomore Class President	
Sophomore Class Vice President	Non-voting position
Sophomore Class Treasurer	Non-voting position
Sophomore Class Secretary	Non-voting position
Sophomore Class Representative	(4 positions)

Freshman Class President	
Freshman Class Vice President	Non-voting position
Freshman Class Treasurer	Non-voting position
Freshman Class Secretary	Non-voting position
Freshman Class Representative	(4 positions)

Commuter Representative

Graduate Student Representative

*Appointed Positions*

Requires a 2.0 GPA and specific ratification requirements dependent upon the position. Appointed positions are responsible for reporting to SGA on a regular basis and may receive scholarships dependent upon the position and its requirements. The positions and compensation sources are as follows:

Model Congress Chairperson	Scholarship
Taper Yearbook Editor	Scholarship
Yellow Jacket Editor	Scholarship

2011-2012  
Student Government Executive Board

Silas Cooper	President
Samuel Walker	Vice President
Alexander Lavruk	Treasurer
Domonique Marshall	Student Activities Chairperson
Johnni Dideriksen	Parliamentarian

**Student Government Clubs and Organizations**

AIC currently offers 18 active clubs and organizations on campus. AIC creates an environment that makes it very easy for students to get involved on campus. It is also very easy to create and initiate a new club or organization on campus. For more information, please contact the director of student activities at 413-205-3258. The student activities office is located in the basement of the Schwartz Campus Center.

**Student Club Listing**

Brothers of Athens  
 Criminal Justice Club  
 Dance Team  
 Garrett Players  
 Gospel Choir  
 History Club  
 International Club  
 Lion's Club  
 Model Congress  
 Outdoor Club  
 Partners Program  
 POWER (Political Opinions Will Enable Reality)  
 Poetic Hive  
 PRIDE (Persons Ready in Defense of Ebony)  
 SOTA (Student Occupational Therapy Association)  
 SOCAA (Student Organization of Caribbean-African Americans)  
 (SAC) Student Activities Committee  
 Taper (Yearbook)  
 Women's Organization  
 Yellow Jacket (Newspaper)

**Student Financial Services (SFS)**

The department of Student Financial Services includes the Student Accounts Office (Business Office) and the Financial Aid Office. SFS staffs are prepared to help students at any time with problems concerning bills or financial matters.

- Location
  - Student Accounts: Lee Hall first floor
  - Financial Aid: Lee Hall second floor
- Office Hours: Monday through Friday, 8:30 a.m. to 4:30 p.m.
- Telephone
  - Student Accounts: 413.205.3254
  - Financial Aid: 413.205.3259

*Student Accounts Policy*

Students are expected to have made satisfactory payment arrangements by the first day of class in each semester. Payment arrangements include approved financial aid, payment plans, cash or credit card payments

- Important Reminders
  - Students who do not have satisfactory payment arrangements may be excluded from classes, college activities and campus residence halls.
  - Permission to register for courses, transcripts and diplomas will be withheld from students who have not fulfilled their financial obligations to the college.
  - Past due accounts for withdrawn students are subject to finance and collection charges on the unpaid balance. Past due accounts for withdrawn students may be reported to a credit bureau.

*ID Validation (Student Accounts Office)*

ID cards are validated each semester when the bill is paid in full directly or an approved payment plan is on record. A validated ID is necessary to be authorized to attend class, to use check cashing privileges, and to participate in the federal work study program.

*Check Cashing Policy (Student Accounts Office)*

Students may cash checks between the hours of 10 a.m. and 2:30 p.m. Checks cannot exceed \$50. There is a limit of one check per 48 hours. A valid AIC student ID must be presented. No exceptions are made to this policy.

*Financial Aid (Lee Hall 2nd floor)*

The office administers all college, federal and state financial aid programs as well as alternative financing programs available through commercial lenders. Each student has an assigned counselor on the financial aid team. All students are encouraged to communicate actively with their assigned counselor. The Office of Financial Aid works with both graduate and undergraduate students.

Students are expected to complete the annual financial aid application process within the published timeframe. Preference is given to returning students who meet the priority filing date of May 1. All applicants must file the Free Application for Federal Student Aid and any supporting documentation requested by the college. Applicants must include AIC on the FAFSA as the institution to receive the FAFSA application data by designating AIC's federal student code (002114) in the appropriate section of the FAFSA. Failure to do so may result in the withdrawal of aid awards.

The financial aid award letter will specify the amounts of aid and the expected semester disbursements by semester. All disbursements are made directly to the student's account, generally during the first two weeks of the semester. Credited aid in excess of student charges will be refunded to the student within 14 days unless the student authorizes retention of the credit balance for future charges. No aid will be disbursed until all program and application requirements are met. The student is responsible for working with his/her financial aid counselor to complete all required forms and procedures. Failure to complete the program or application requirements will result in a loss of financial assistance.

*Student Employment*

Students who work on campus will be paid bi-weekly. Students are encouraged to use part of their earnings to pay part of their account balances. Student employees can only hold one job on campus.

## STUDENT CODE OF CONDUCT

You are expected at all times to respect the laws of the Commonwealth and the rules and regulations of the college. Your behavior, on or off the campus, that reflects negatively upon the standards of the college, may subject you to disciplinary action up to and including suspension from the college.

In addition to the circumstances described in this code of conduct, there occasionally occur instances where people act inappropriately or violate reasonable standards of community living as a result of extremely stressful personal situations or of overwhelming emotional states. Such behavior will be evaluated quite differently from willful violations of the code of conduct. But regardless of the causative factors, most types of extreme behavior are not permissible in group living situations. There may be occasions, therefore, when the vice president for student affairs, with appropriate professional consultation, feels that a student's emotional state makes it impossible for the student to continue living in a residence hall or even to remain in school. Such a student will be referred to appropriate sources of help, and in some cases may be asked to take a medical leave of absence until such time as the student will be in better condition to pursue his or her education at American International College.

A large part of conduct is the proper decorum we use as part of the greater college community. How we treat others, how we respect others and how we treat and respect the physical campus. If you spit on the sidewalk; someone else is going to step in it. If you use a cell phone in class; you are going to distract fellow students and the learning process. If you wear your pants down with your underwear showing or you show up to class in pajamas; you send out a strong message that impresses no one, certainly not future employers. College is a place to experiment but it is also a place to learn the standards of the community. We want you to be successful; not just as students, but as alumni and community leaders.

### I. Judicial System

The function of a student judicial system is to not only safeguard student rights, but to provide adequate appellate processes. No part of AIC is exempt from judicial review. Therefore students, who feel that they, either through acts of omission or commission, have not received a fair hearing from appropriate administrative officials, are able to seek an appeal. The complete constitution for the judicial system is available in the student affairs office as well as instructions on how to file an appeal. Elements of the process are summarized below:

#### *Judicial Review Stages*

Stage 1 Administrative Review  
(Review by Academic or Student Affairs Officers)

Stage 2 Student Faculty Appellate Court  
(To appeal administrative review – this appeal is final)

#### *Administrative Review*

Conduct cases are heard by administrative officials in the area in which the infraction was made. Academic cases (cheating, plagiarism, etc. are heard by the Dean of the school in which the student is enrolled and/or by the vice president for academic affairs. Cases outside of academics are heard by the vice president for student affairs or an appointed designee of that department. Most cases will result in some form of disciplinary sanction (see section II).

#### *Student-Faculty Appellate Court*

The purpose of the Student-Faculty Appellate Court shall be:

1. To hear and pass judgment, as the final court of appeal.
2. To hear and pass judgment upon complaints alleging infringement upon students rights by members of the faculty, administration, of American International College

The Student-Faculty Appellate Court shall consist of seven members, including

1. Five members of the faculty and
2. Two students of American International College who have attended AIC for two consecutive semesters

In appeals cases, the court shall have the power:

1. To acquit the appellant
2. To sustain the administrative decision
3. To modify (but in no case increase) the penalty imposed

All students have the right to appeal decisions affecting their status at the college and are encouraged to ask questions if they are unclear as to process or procedures.

### II. Disciplinary Sanctions

The college reserves the right to discipline those who violate established rules, practices, and procedures, or those whose conduct is contrary to the best interest of other students or the college. Students are expected to abide by commonwealth laws, city ordinances and college regulations both on and off campus. Civil authorities may be called to the campus if college officials deem such action necessary. Students are reminded that they are expected at all times to conduct themselves, on and off campus, in a manner appropriate to an American International College student and in accord with the mission and philosophy of the college. Students are individuals, and are individually accountable for their actions and conduct. Any behavior that violates the community code; whether on campus, adjacent to campus or off-campus, is subject to judicial charges.

A point system has been established to assess and monitor student disciplinary actions. The following are descriptions of typical disciplinary sanctions that may be levied against students for violations of college rules or regulations.

**Point System**

New or not-covered violations will have a point value determined by the vice president for student affairs office. These are guidelines and the college reserves the right to alter on a case by case basis:

**Accumulation of Points**

All students will begin each fall semester with zero points with exception to the following:

- Students on housing probation prior in the prior year will start with 2 points
- Students on disciplinary probation in the prior year will start with 4 points

*Class I Violation*

*(Six to 12 Point Assessment One offense in this class may result in suspension)*

This category shall be for those offenses that cause direct or potential harm, threat, or inconvenience to individuals. **These violations alone may, depending on the severity of the infraction, constitute grounds for immediate suspension or dismissal from the college.** They include, but are not limited to:

- Tampering with fire alarms, extinguishers and/or fire fighting equipment
- Disorderly conduct involving destructive, abusive, or disruptive activities
- Acts of violence or threats of violence against any member or guest of the college
- Sexual, racial, religious, or disabled harassment, physical, verbal, or written
- Sexual assault, including date/acquaintance rape
- Harassment
- Weapons, firearms, fireworks
- Theft or vandalism
- Breaking and entering
- Hazing
- Selling, purchasing, using, or possessing drugs and/or other illegal substances
- Possessing and/or using a dangerous weapon, firearms, explosives, or fireworks
- Driving recklessly and endangering the public
- Unauthorized possession of a “master” key
- Disposing items out of a window
- Physical violence
- Non-compliance- failure to comply with the directions of college officials or designated agents acting in the performance of their duties

*Class II Violation*

*(Two to Five Point Assessment)*

These are violations that can be considered of serious, albeit limited, inconvenience to individuals. They include, but are not limited to:

Repetition of any class III offense

- Foul and abusive language or gestures to faculty, staff, administrators, resident advisors, etc.
- Window/screen/sign/property damage
- Endangerment of public areas (i.e., broken bottle in stairwells, etc.)
- Failure to produce ID upon request of college officials or designated agents
- Failure to evacuate when the fire alarm sounds

- Unauthorized possession of any campus key other than a “master” key
- Animals in residence halls
- Improper use of telephone, email, or other communications
- Floor/bathroom vandalism

*Class III Violation*

*(One Point Assessment)*

These are first time offenses that violate college policy but do not cause serious inconvenience or threat to individuals, including, but not limited to:

- Noise violation
- Visitation violation
- Open container violation
- Lounge furniture/college property in room
- Smoking legal substances in a non-designated area

Students will be notified of disciplinary points assigned in person and/or via First-Class email by the student affairs office (specifically a resident director, director of residence life, associate dean of students, or the vice president for student affairs).

1. A student committing multiple disciplinary violations at the same time may be assessed multiple points. For example, a student who is found in violation of the policy governing foul and abusive language and vandalism during the same incident may be assessed disciplinary points for both violations.
2. Should a floor, or group of students (i.e. club or athletic team) be found in violation of policy, the floor or group of students will all be issued points as individuals.
3. At their discretion, the student affairs office (including resident directors) and/or the Student/Faculty Judicial Board will determine in which category of offenses are placed.

The following disciplinary sanctions may be levied when the following cumulative point totals are reached. Although, one incident can be severe enough to be assigned a high point level.

1. Oral warning – No points assigned  
For minor infractions, where a formal conference can address appropriate behavior.
2. Written Warning – 1 to 5 points assigned  
Written Warnings will result in points assigned as indicated in the written warning. They may also involve Educational Sanctions in the form of service to the college or include a formal educational component (i.e. paper, project, etc.) and/or fines – monetary penalties, used in a variety of circumstances, to reinforce the severity of offenses. Fines may run as high as \$500 for tampering with fire safety equipment.
3. Disciplinary Probation (6 to 11 points assigned)  
A written statement to the student of the severity of his or her violation. This may result in the loss of 1 hour in housing selection time (resident) or loss of visitation privileges to residence halls (commuter). Further misconduct could mean suspension from the college.

4. Disciplinary Probation with Loss of Privileges – 9 points assigned  
Used for more severe violations or when a student has not learned to correct behavior from simple probation. Loss of privileges may remove the student from participation in all co-curricular leadership positions, including participation in intercollegiate athletics. It also may result in loss of housing privileges
5. Suspension – 12 points assigned  
For most severe offenses, this action removes the student from the college. Suspensions are for an indefinite period of time, pending the student's demonstration that his or her behavior has improved, but must be for at least one semester.
6. Expulsion – removal of a student from the college on a permanent basis. The final resort is used only in the most grievous circumstances.

### Point Reduction

At the discretion of the student affairs office, points may be waived or reduced during the semester through the completion of an educational sanction and/or community service.

At the end of each semester, students may apply, in writing, to the vice president for student affairs to consider having points reduced. Points will only be reduced if the student has exhibited a marked improvement in conduct and a positive change in behavior.

## ALCOHOL POLICY

American International College, with the exception of the Stinger and certain Alumni functions, is a dry campus. Public consumption and presence of alcohol will not be tolerated. Residents will be instructed to dispose of, or surrender, any alcohol present. Alcoholic beverages are not allowed in public areas of the residence halls, i.e. lounges, corridors, etc. Although the college respects the privacy of individual student rooms, alcoholic beverages are strictly prohibited in the presence of a minor. At no time are kegs or parties where alcoholic beverages are present permitted within the residence halls or outdoors on college grounds. Furthermore, all residents agree to comply with federal, state, and municipal laws and ordinances with regard to alcohol and drugs, with college policy regarding possession or use of alcoholic beverages and drugs, and agree that your room shall not be used for any purpose contrary to law or college policy in this regard.

1. Various sections of Chapter 138 of the General Laws of the Commonwealth of Massachusetts make it illegal for any person under 21 years of age to procure or use alcoholic beverages. Other sections deal with selling, distributing or dispensing alcoholic beverages to members of organizations, except where the organization is duly licensed and even then, the law pertaining to minors (under 21) must be respected (providing alcoholic beverages for minors is punishable by a fine of not more than \$200 or six months in jail or both).

In short, the laws of the Commonwealth seek to control the procurement and

dispensing of alcoholic beverages. The rules and regulations of American International College pertaining to alcoholic beverages agree with those of the Commonwealth. Under no circumstances does this institution condone the presence or use of alcohol where individuals under 21 years of age are present, or likely to be present, in any of its buildings or on its grounds. It is incontestable that Chapter 138 of the General Laws of the Commonwealth of Massachusetts applies to all residents of the State, including resident students, regardless of their home states. Such resident students are subject to the Laws of the Commonwealth.

1. Students under 21 years of age are forbidden by law and by AIC policy from having, using, selling or dispensing alcoholic beverages in any form on college property or in college buildings.
  - a) The Laws of the Commonwealth govern the behavior of minor's off-campus with regard to alcohol.
2. Students 21 years of age or over are expected to conform to the Laws of the Commonwealth.
  - a) The Law forbids anyone from procuring, offering for sale or giving alcoholic beverages to a minor.
3. The presence of alcoholic beverages will be accepted as evidence that such beverages are for use, sale or dispensing.
4. Students in violation of the alcoholic beverages control Laws of the Commonwealth or the policy of AIC will be subject to disciplinary action, including suspension or expulsion, and/or prosecution by constituted authority.

The helping policy for drug abusers should prove equally effective for alcohol offenders. Consideration for inclusion in the program will follow the same procedure delineated under the drug policy.

## DRUG POLICY

In the interest of removing any possibility of misunderstanding on the part of the student body, the following is specified as the official policy of AIC with regard to drugs. Any subsequent changes in the laws pertaining to drugs may well be reflected in policy, but the college, while reserving its right to disagree with laws and work for change, will not flaunt or violate existing laws.

1. Drugs – stimulants, depressants, hallucinogens, any substance which comes under the general heading of drugs or narcotics, including marijuana in any of its forms – will not be tolerated in the buildings or on the grounds of AIC. This includes all paraphernalia used for illicit activities. Exception: prescription medication ordered by a physician.
2. The college reserves the right to inspect its buildings and, with reasonable justification, to search a student's room.
  - a) "Inspect" is defined as an inspection of a general nature with regard to proper use and function of buildings and rooms. Misuse of furnishings, overcrowd

- ing, etc., are included in the concept of “inspection,” together with obvious illegal use of the room in terms of drugs, alcohol or sexual activities.
- b) “Search” is defined as a minute inspection of the room for the express purpose of uncovering hidden items or substances.
  3. The presence of drugs will be considered as evidence that such drugs are for use, sale or dispensing.
  4. Resident advisors, by virtue of their position, have the duty and the authority to act for the college authorities in maintaining proper conditions in residence halls. This includes the right to inspect students’ rooms at any time. Searches will not be conducted by resident assistants except when accompanied by administrative officials.
  5. The presence of drugs in buildings, rooms, or in or on persons present on college property will be considered a violation of college policy.
  6. Resident students will be held responsible for the use of their rooms. Students will be held responsible for the behaviors of their guests on college property.
  7. Students in violation of college policy will be subject to disciplinary action, including suspension, expulsion, and/or prosecution within the law, depending on specific circumstances.
  8. Any student who has been using drugs, and now recognizes he or she has a problem, with which he or she needs help, may approach the vice president for student affairs or the counseling center. No penalty will be involved and no disciplinary action will result. A helping program will utilize both on-campus and off-campus facilities. In some cases it will be necessary for a student to bear part of the expense involved.
    - a) The student will be advised of details of the program which is designed to overcome his or her drug dependency and to improve his or her academic, physical and psychological status. All aspects of the program will be clearly described.
    - b) A choice will then be made by the student to seek involvement in the program or not.
    - c) Actual acceptance into the helping program will be decided by a professional committee. Should the student be accepted into the program or not, there is still no penalty. However, the contact will serve as a warning and subsequent use of drugs will be grounds for dismissal.
  9. Any student who is concerned about another student’s use of drugs may report such student to the vice president for student affairs or the counseling center without penalty to the reported student.
    - a) The student will be contacted and the helping program described.
    - b) The student will make the choice of seeking involvement. The committee will make the final intake decision.
    - c) Should the student choose not to involve him or herself, or should the committee refuse admission to the program, there is still no penalty. The contact will be clearly specified as a warning, and subsequent use of drugs will be grounds for dismissal.
  10. Any student reported by resident advisors or other college personnel for use of drugs will be charged with violation, and be reported to the residence life office. Included in the specific program will be an all-out push for excellence

academically, physically and interpersonally. Involved staff will check on class participation, etc. A physical program will be outlined, tailored to the student, but always in the direction of progress. Lastly, there will be a concentrated effort to improve the interpersonal functioning of the student to enable him or her to realize his or her potential capacities. This will be attempted through counseling, concentrated at first, gradually reducing in frequency to one session per week. Through counseling, an effort will be made to integrate all phases of the program.

## HAZING POLICY

Massachusetts Hazing Law

Chapter 665

THE COMMONWEALTH OF MASSACHUSETTS

Massachusetts Hazing Law

Chapter 665

THE COMMONWEALTH OF MASSACHUSETTS

Chapter 269 of the General Law is hereby amended by striking out sections 17 to 19, inclusive, and inserting in place thereof the following three sections:

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of no more than \$3,000, or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections 18 and 19, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Whoever knows that another person is the victim of hazing as defined in section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of no more than \$1,000.

Section 19. Each institution of secondary education and each public and private institution of postsecondary education shall issue to every student group,

student team or student organization, which is part of such institution or is recognized by the institution, or permitted by the institution to use its name or facilities, or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections 17 and 18; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections 17 and 18 to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organization.

Each such group, team or organization shall distribute a copy of this section and sections 17 and 18 to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually to the institution an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections 17 and 18, that each of its members, plebes, pledges or applicants has received a copy of sections 17 and 18, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections 17 and 18.

Each institution of secondary education and each public or private institution of postsecondary education shall, at least annually, before, or at the start of enrollment, deliver to each person who enrolls as a full-time student in such an institution, a copy of this section and sections 17 and 18.

Each institution of secondary education and each public or private institution of postsecondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections 17 and 18, and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communication the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the Attorney General any such institution which fails to make such report.

### **Disciplinary Sanctions for Hazing**

The college supports and endorses the Commonwealth's Hazing Law. Students in violation of this statute can be subject to disciplinary sanctions from the college, up to and including the penalty of suspension, depending upon the severity of the offense.

## **SEXUAL HARASSMENT POLICY**

### *Policy Statement*

It is the goal of American International College to promote a workplace and learning environment that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by the College. Sexual harassment of a student by employees or other students is likewise prohibited. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace and learning environment free from sexual harassment, the conduct that is described in this policy will not be tolerated and a procedure has been provided by which inappropriate conduct will be dealt with, if encountered by employees or students. Because American International College takes allegations of sexual harassment seriously, the College will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, it will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate. Please note that while this policy sets forth our goals of promoting a workplace and learning environment that is free of sexual harassment, the policy is not designed or intended to limit the College's authority to discipline or take remedial action for conduct which the College deems unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

### *Definition Of Sexual Harassment*

In Massachusetts, the legal definition of sexual harassment is this: "Sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or,
- (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work or academic performance by creating an intimidating, hostile, humiliating or sexually offensive work or academic environment.

Under these definitions, direct or implied requests by a supervisor or teacher for sexual favors in exchange for actual or promised job or academic benefits such as favorable reviews, salary increases, promotions, increased benefits, continued employment, or favorable academic consideration constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place or learning environment that is hostile, offensive, intimidating, or humiliating to male or female workers or

students may also constitute sexual harassment. While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct, which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Repeated sexual flirtations, advances, or propositions.
- Unwelcome sexual advances - whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, any uninvited physical contact or touching such as patting, pinching, or constant brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences;
- The use of e-mail, the Internet, or any other electronic communication to harass or discriminate an individual on his or her gender is prohibited; and,
- Discussion of one's sexual activities.

All employees and students should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the College.

#### *Complaints or Questions*

If any employee believes that he/she has been subjected to sexual harassment, the employee has the right to file a complaint with the College. This may be done in writing or orally to:

Nicolle Cestero, *Associate Vice President of Human Resources*  
American International College Box HR  
1000 State Street Springfield, MA 01109  
413-205-3246

In addition, the College has designated certain contact persons who are also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process. The following individuals have been designated as contact persons:

Nicolle Cestero, *Associate Vice President for Human Resources*, x3246  
Blaine Stevens, *Vice President for Student Affairs/Dean of Students*, x3264  
Rose Andrejczyk, *Director of the Dexter Counseling Center*, x3248  
David Kuzmeski, *Chief of Campus Police*, x3337  
Gregory Schmutte, *Executive Vice President for Academic Affairs*, x3449

#### *Sexual Harassment Investigation*

When the College receives a complaint it will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The investigation will include a private interview with the person filing the complaint and with witnesses. The person alleged to have committed sexual harassment will also be interviewed. When the investigation is completed, the person filing the complaint and the person alleged to have committed the conduct will be informed, to the extent appropriate, of the results of that investigation. If it is determined that inappropriate conduct has occurred, the College will act promptly to eliminate the offending conduct, and where it is appropriate will impose disciplinary action.

#### *State and Federal Remedies*

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 300 days; MCAD - 300 days).

1. The United States Equal Employment Opportunity Commission ("EEOC")  
One Congress Street, 10th Floor Boston, MA 02114 617-565-3200
2. The Massachusetts Commission Against Discrimination ("MCAD")
 

Boston Office	Springfield Office
One Ashburton Place, Rm. 601	424 Dwight Street, Rm. 220
Boston, MA 02108	Springfield, MA 01103
617-994-6000	413-739-2145

## RESIDENCE LIFE HOUSING POLICIES STUDENT HOUSING AGREEMENT 2011-2012

### 1. General Residence Policy

The resident will abide by the regulations of the college set forth in the current edition of the student handbook, the regulations set forth in the student housing agreement and by the regulations established by the residence life staff of the building in which he/she resides. This includes provisions discussed during student floor and building meetings. It is expressly understood that violation of policies in the student handbook or the student housing agreement by the resident may result in penalties ranging from a verbal or written warning to the resident, being discharged from the college's residence halls or permanent dismissal from the college. The college is under no obligation to house a resident who has been previously removed from housing due to a failure to abide by the conditions of this agreement. Where appropriate for the personal safety of the resident(s), and by adherence to college policy, the college reserves the right to remove a student from his/her residence hall. In addition, the college may exclude a student from the residences to protect the public health or the safety of the individual student or entire student body.

## 2. Alcohol, Drug, and Smoking Policy

Alcohol is not permitted in or around residence halls regardless of whether the resident is of legal drinking age. Public consumption and presence of alcohol will not be tolerated. Residents will be instructed to dispose of, or surrender any alcohol present. Furthermore, all residents agree to comply with federal, state, and municipal laws and ordinances with regard to alcohol and drugs, and with college policy regarding possession or use of alcoholic beverages and drugs, and agree that your room shall not be used for any purpose contrary to law or college policy in this regard. All residence halls at American International College are smoke free. Smoking is not permitted in student rooms or any other area of college residence halls.

## 3. Assignment of Housing Application Process

- a) Applications must be made directly to the Office of Residence Life by submitting a student housing application and housing agreement form. If you have not filled out this form, you will not be considered for housing. Student athletes should make sure this form is properly submitted. Do not assume a coach will take care of it for you. Applications are reviewed beginning in early July for fall placement.
- b) The college reserves the right to change room assignments and to reassign students to different rooms at any time as deemed necessary.
- c) Room assignments will typically be mailed in July to all residents for the fall semester and in early January for new spring semester residents.

*Insurance* – the college is not responsible or liable for any loss or damage to personal property resulting from fire, theft or any cause. It is strongly recommended that personal property insurance be obtained by each student. Insurance information is mailed with housing confirmations and can be obtained directly from [www.nssi.com](http://www.nssi.com).

*Rates* – The resident agrees to pay the college in advance, on a semester basis, the rent established for the room which is assigned. Initially, most students will be billed at the standard room rate. Credits for overcrowds or premiums for singles will be adjusted by mid-semester. If the level of occupancy of a room changes, or the resident changes to another room and the rate for the new room is different, then a refund or additional payment may be required. Rates are established on July 1 for the following academic year.

## 4. Vacancies

The residence life office reserves the right to fill all vacancies.

- a) If a space becomes available in a room because a roommate moves out or does not show up, the residence life office reserves the right to fill the vacancy without notice if the resident is paying the standard room rate.
- b) Students with vacancies after October 15 (fall) or March 1 (spring) may be charged the prorated cost of a single room from this point, unless prior arrangements have been made with the director of residence life and student financial services. It is up to the student to contact the residence life office if this situation applies to him/her, otherwise students will be billed automatically.
- c) Residents who engage in conduct designed or intended to dissuade or intimidate

other students from moving into a room, or who otherwise attempt to manipulate the housing agreement process, may be subject to judicial action.

## 5. Agreement Period

The term of this agreement is for both the fall and spring semesters until 48 hours after a student's withdrawal from the college, completion of a resident's last regularly scheduled exam for non-graduating students, or noon on the day following Commencement in May, for graduating students. This agreement extends into summer months and break periods for those who apply for summer residency. *Release from the Housing Agreement* – The housing agreement covers an entire academic year, fall and spring semesters, and should not be broken midyear. A student will only be released from the agreement with permission from the director of residence life and student financial services. Refunds may be prorated at the discretion of student financial services.

*Refund/Forfeiture Policies* – If the resident withdraws from college during the course of the semester, refunds of the room rent will be determined as calculated by student financial services. No rent refunds will be given to persons required to withdraw by the college because of a failure to meet obligations under the housing agreement, or who are removed from residence for disciplinary reasons.

## 6. Checking into a Room:

*Room Key* – Each resident will receive a room key(s), key FOB and front door code. Residents will sign their room condition report (RCR) indicating they have obtained their key(s). Residents may not change or add locks (including chain locks, dead bolts, etc.).

*Room Condition Report (RCR)* – When a student moves into the residence halls, he or she should verify the accuracy of the check-in portion of the room condition report. Any damages or missing items must be noted by a residence life staff member at this time to prevent a charge at check-out. The resident's signature on the RCR represents that the conditions recorded at check-in are accurate. The form must be returned to the student's resident advisor to avoid charges for pre-existing damages or loss.

*Early Check-In* – Residents must abide by the appointed schedule for arrival. Early arrivals will be limited to those student leaders designated essential to college activities in advance of the official opening, athletes participating in preseason training camps, and international students with prior permission of the international student advisor. No other residents are permitted to arrive before the official posted opening date.

*Late Check-In* – Spaces will be held only until 5 p.m. on the first day of classes of each semester, unless prior written notification of late arrival is received by the Office of Residence Life. Failure to arrive by this time will result in forfeiture of space.

*Lockouts* – Students locked out of their room should contact a hall staff member for admittance to the room. Students must provide proof of residency (student ID card). Students will only be admitted to their assigned room. Replacement keys may be issued at a fee to the resident.

### 7. Checking out of a Room:

*Keys* – Residents, who change rooms, withdraw or otherwise leave college housing, must return their keys to a residence life staff member within 48 hours, unless otherwise instructed. If a key is lost or not returned by the stated deadline, a \$25 per key charge will be assessed. Unauthorized copies of keys will not be accepted. At final check-out, keys must be received by residence life staff by noon the day after a student's last final, or for graduating seniors by noon the day after Commencement.

*Withdrawals/Room Changes During the Semester* – Should a resident change rooms, withdraw, or be separated from the college or its residence for any reason, the resident will remove all personal belongings from the college premises, vacate the residence and return keys within 48 hours. All residents are expected to meet with a residence life staff member once they have moved all their belongings from their room. The staff member will collect the room key and evaluate the condition of the room, noting any damages, missing items or cleaning concerns on the room condition report. Residents who fail to check out with a residence life staff member are subject to charges for any or all damages/loss to the room. Exceptions to the 48-hour provision may be authorized for good cause by the Director of Residence Life.

*Withdrawals/Room Changes at the End of the Fall Semester* – Students who will not continue to live in the same room during the spring semester are required to remove all their belongings from their room at the end of the fall semester. The resident must meet with a residence life staff member who will collect the room key and evaluate the condition of the room and note any damages, missing items or cleaning concerns on the room condition report.

*Abandoned Property* – the college will not be responsible for damage or loss to any personal property not removed after checking out of college residences. A room-clearing charge will be assessed against any student who fails to remove his/her items of personal property by the closing of the residence halls. The college will retain items of cleared out personal property for 48 hours after the closing of halls or withdrawal from housing, but will not be responsible for any loss or damage that occurs. After 48 hours, all items will be disposed.

### 8. Room Inventories, Damage/Loss Charges, Maintenance:

*Furnishings/Fixtures* – The following is provided to each student in residence: one bed, mattress, dresser, desk and desk chair. There are at least two closets per standard room. Edgewood and Broadhurst apartments are furnished with a three-seat sofa, chair, coffee table, end table and kitchen table with four chairs (Broadhurst apartments will not have the kitchen table with chairs). Acorn Heights apartments are furnished with one two-seat sofa, two chairs, coffee table, end table, and kitchen

table with chairs with standard bedroom furniture listed above. There is also a full kitchen with appliances. Indian Motorcycle apartments are furnished with bedroom furniture only, and also have full kitchens.

*Data Ports* - All residence units are provided basic cable service with at least one cable jack per room. Wireless internet is accessible in all campus residence halls with the exception of the Edgewood wing of the Edgewood complex where direct data port access is provided. Residents of Indian Motorcycle will be provided internet via broadband cable modem. The college does not provide room telephone service.

*Room Damage/Loss* – The resident (and roommate where assigned) is/are responsible for damages to his/her room, and damage and/or loss to the furnishings and fixtures the college has placed there. The resident agrees to pay for the restoration of the property to its condition at the time of occupancy, or for repairs or replacement (beyond normal wear and tear), unless the identity of others responsible for the damage or loss is established and proven by the resident(s). Resident(s) are responsible for any damage or loss to the premises caused by their guests. Charges for damages, cleaning, replacement of furniture, etc., shall be divided by the number of students assigned to the room. If a roommate assumes responsibility for damages, cleaning, replacement of furniture, etc., a written statement signed by both roommates must be submitted to the Office of Residence Life. Charges will not be assessed to one roommate based solely on one roommate's claiming another responsible. Students should be sure all windows and doors to the room are locked and secured before their final departure at checkout.

*Common Area Damage/Loss* – It is understood that the residents are responsible for any damage or loss caused to the common areas of the residence halls and their furnishings, including vending machines and other equipment placed in the residence halls as a convenience to its residents. Common areas include, but are not limited to, corridors, lounges, kitchens, laundry rooms, bathrooms, lobbies, elevators, stairwells and grounds surrounding the building. When damage occurs, the resident(s) will be billed directly for the repairs. Damages may also result in college judicial action. Those students who are responsible for vandalism or theft may be removed from and/or denied future housing in college residence halls. Littering on college grounds and properties is also considered to be damage.

#### *Removal of College Furniture:*

- a) Under no circumstances should college furniture be removed from any room without permission from the director of residence life. Unauthorized removal of furniture will result in moving or replacement costs.
- b) Common area furniture placed in public areas such as lounges, lobbies, etc. must not be removed. Residents will be charged for any missing inventory. Students who move such property to individual rooms will be subject to disciplinary action.

*Maintenance* – While the college will be responsible for routine maintenance, the resident is responsible for reporting maintenance concerns. The college will provide electrical power, heat and water, and maintain these utilities under control-

lable conditions. Residents must understand that as a condition of the agreement, the college shall not be responsible or liable for any damage or loss to his or her personal property while on the premises caused by the cessation or failure of such utilities, no matter what the reason. Moreover, the college will not be in breach of this agreement if such utility service is suspended for any reason; provided, if the premises are rendered unsafe or unfit for occupant, the college will offer alternate housing if it is available on campus or provide a prorated refund on the unused portion of the rent.

*Repairs* – Request for repairs should be filed by the resident with a residence life staff member. If the repair is not made within a reasonable amount of time, a second work request should be submitted directly to the Office of Residence Life.

*Extermination* – Residents must take care in keeping their own rooms clean so as to prevent insect and pest infestation. The college will make arrangements with an exterminator to respond to specific insect and pest problems. This service must be requested through the residence life staff.

*Housekeeping/Trash Removal* – Housekeepers are responsible for routine cleaning of public areas such as hallways, stairwells, public bathrooms, elevators and lounges. Students are expected to maintain their rooms in an orderly and sanitary condition. This includes removal of personal trash to the designated trash area on each floor. Fines or other disciplinary measures may be levied for excessive trash not placed in receptacles or surrounding the grounds.

## 9. Eligibility

Only registered and currently enrolled full-time American International College students are eligible to reside in college housing. Unclassified students or those carrying a part-time program of studies are not normally eligible for accommodations in college housing. No family housing is provided.

Full time undergraduate students at the freshman or sophomore levels who enter AIC in the Fall of 2011 and after will be required to live in campus housing for their freshman and sophomore years. Students may apply for an exemption to this policy by submitting the appropriate form and documentation to the Vice President for Student Affairs. The following will qualify the student for an exemption to this policy:

- The student lives in the parent(s) home that is within a 30 mile radius of AIC.
- The student is over the age of 21.
- The student is the legally responsible party for dependent children or other family members.
- The student is living with his/her spouse or legal domestic partner.
- The student requires special housing due to a physical handicap.
- Students who were enrolled prior to the Fall 2011 are not subject to this residency requirement. However, moving off campus may impact the level of financial aid awarded.

- In recognition that there may be unique circumstances not addressed by one of the qualifying exemptions, the Vice President for Student Affairs may grant an exception to the policy pending a written appeal by the student.

## 10. Financial Aid Policy

Effective with the 2011-2012 award year, the College will consider a student's housing status when calculating financial aid awards. Any student living on campus during the 2010-2011 academic year who elects to live off campus during any future semester will be subject to a review of their financial aid award. This review will focus on the level of institutionally controlled grant assistance for either or both the fall and spring semesters. The anticipated reduction in grant assistance due to off campus housing will vary pending the individual circumstances of the student applicant. Similar scrutiny will also be applied to the aid awards of returning students who file after June 1st.

## 11. Room Changes

Residents may not move from one room to another without prior written consent from the Office of Residence Life. Violation of the requirement will result in a \$25 charge (the resident will also be required to move back into the original assignment) and is a violation of this agreement. Requests for room changes will not be accepted after assignments have gone out until two weeks from the first day of classes at the beginning of each semester.

*Direct Room Switches* – A direct room switch is when two residents of the same residence hall area exchange room assignments. A direct room switch must be arranged with the resident director of your building.

*Open Room Changes* – Changes are typically approved on a first-come, first served basis, but may be made based on the individual circumstances involved. Once a change has been granted, students should complete their move within 48 hours.

*End of Fall Semester Room Changes* – At the end of the fall semester, there are a substantial number of room changes. Individuals who change rooms must officially check-out of their old assignment before the halls close for the semester break.

The movement of freshmen students assigned to a freshmen area to an upper-level residence or off-campus is not permitted except under extenuating circumstances. Permission must be granted by the director of residence life. The same policy applies to upper-level students requesting a move to a first year student area.

## 12. Guests/Visitation/Quiet Hours

*Guests in the Hall* – Guests are expected to abide by all rules and regulations of the college, residence life office, and individual building's community standards. The resident is responsible for the behavior of his/her guests, including restitution for damage to college facilities.

*Guests in the Room* – In order to have a guest(s), residents must have the consent of his/her roommate on each occasion. Extended visits (beyond two consecutive days) are not permitted, nor are cohabitation (residency with someone other than your officially assigned roommate).

*Quiet Hours* – Quiet and courtesy hours are a vital component to residence hall and community living. Quiet hours will be discussed at individual floor and hall meetings.

### 13. Inspections/Room Entry

- a) The college reserves the right to enter rooms when there are issues concerning the health, safety and welfare of occupants, violations of regulations, or assessment of damage or repairs. Though presence of the resident is preferred, it is not required to carry out such actions. Routine safety inspections will be done each semester.
- b) In order to secure the buildings, residence life staff will enter and check all resident rooms during the Thanksgiving, winter, and spring breaks for security and safety purposes. Visible violations of college policy will result in college judicial action.
- c) If a roommate moves out of a room, a member of the residence life staff may enter the room following the completion of the move to inspect for damages and ensure space is available for a new roommate.
- d) College policy prohibits staff members from unlocking room doors for anyone other than the occupants of the room, with the exception of the provisions listed above.

*Prohibited Items in the Residence Halls* – Some examples of items not permitted in the residence halls are listed here. However, this list is not necessarily all-inclusive: alcohol, animals or other living creatures, outside antennas or satellites, bread machines, candles, ceiling fans, chain locks, dead-bolt locks, crock pots, drugs and/or drug paraphernalia, explosives, weapons (including but not limited to knives, firearms, bb or pellet guns, paintball guns, and “toy” guns), fireworks, gasoline and other combustible substances, George Foreman (or similar) grills, hot plates, hot pots that are not thermostatically controlled, immersion coils or other exposed heating elements, toaster ovens, incense, oil lamps, open flames, space heaters, security alarms, torchiere-style (pole) halogen lamps, and waterbeds. Air conditioning units must have prior approval by the director of residence life and may incur an additional cost (see Section 16).

*Animals/Pets* – To preserve the health and safety of the residents, only fish in bowls or aquariums (no larger than 10 gallons), and trained service animals for persons with disabilities are permissible in residence halls.

*Approved Appliances* – some college residence halls were designed during a time when there was less reliance and need for electrical appliances. The college therefore reserves the right to impose reasonable requirements with respect to the type and use of appliances, equipment, and other items students bring into the residence halls.

- a) Refrigerators – Refrigerators no larger than four cubic feet are permitted in residence hall rooms. All room refrigerators must be defrosted and unplugged over the semester break.
- b) Microwave Ovens – Microwave ovens of small and medium size are permitted in residence hall rooms.

### 14. Searches

It is understood and agreed that a resident's room or possessions on campus will not be searched by college authorities for violation of college rules and regulations or applicable law unless there is reasonable administrative cause to believe that a resident is using his/her room for purposes in violation of college rules or regulations, or in violation of this agreement. All searches must be approved through consultation with the dean of student's office, the chief of campus police, and director of residence life. The above does not apply to searches conducted by local, state, or federal police bureaus. Such searches are governed by the Commonwealth of Massachusetts, or the federal government. The above also does not apply to unauthorized or illegal objects seen in plain view by college staff through an open door, routine safety inspections, emergency evacuations, or when otherwise invited into a room.

### 15. Safety and Security

#### *General Safety:*

- a) The college cannot guarantee the safety and security of the premises. Residents are responsible for their personal security and that of their belongings within college facilities.
- b) Key FOBS, door codes and locks are provided in the residence halls for the protection of the residents. While classes are in session, the exterior doors to the residence halls will remain locked with direct access given only to residents and college staff. Students who breach security by lending or giving out key FOBS or codes, or duplicating keys for non-residents will be removed from college housing.
- c) Residents may not engage in any activity which creates a safety risk or which jeopardizes the security of the premises, including, but not limited to the propping of exterior and other restricted doors.
- d) For safety reasons, the roofs, window ledges and mechanical equipment rooms of all college buildings are restricted areas and may not be entered.
- e) Individuals observed in the hall who are not residents or guests should be reported immediately to a residence life staff member or campus police.

#### *Electrical Safety:*

- a) Electrical circuits, cable or data wires cannot be altered by occupants or anyone not authorized by the college.
- b) Appliances, lamps, and other electrical equipment with damaged, worn, cracked or frayed cords and plugs must be replaced.
- c) All lighting fixtures must use only light bulbs of type and wattage as recommended by the manufacturer.
- d) Electrical cords or other communication cables may not be installed under carpets, hung over nails, or run through doorways and windows.

**Fire Safety:**

Every campus residence hall is equipped with fire prevention and alert systems that include smoke detectors, audible sirens, and fire extinguishers. Acorn Heights, Edgewood, Broadhurst, and Hines Halls are equipped with sprinkler systems. These systems are tested periodically throughout the year. The college continues to update systems for the improvement of campus safety

- a) Tampering in any way with firefighting equipment or alarm systems is prohibited and may result in immediate dismissal from housing.
- b) The integrity of all ceilings, floors, walls, fire alarm units, and sprinkler systems must remain intact and not be disturbed.
- c) Additional wall coverings (e.g. wallpaper, paneling, etc.) cannot be installed by occupants.
- d) These items are prohibited in all residence halls due to their inherent fire safety hazards – anything with an exposed heating coil (hot plates, quartz heaters, etc.), candles, halogen torchiere-style lamps, incense, and toasters of any kind, weapons and explosives. (See Section 12 for other prohibited items.)

**16. Air Conditioners**

- a) Due to increased power drains in the residence halls, room air conditioners are not permitted unless a medical exemption is provided from a licensed physician to the residence life office prior to installation.
- b) Students must provide their own air conditioning units
- c) Room units must be wired for 110-120 volts and should not exceed 6,000 BTUs.
- d) Failure to remove unapproved units may result in college judicial action.
- e) Air conditioners are not permitted in rooms with ground level security screens.

**17. Storage**

The college cannot store student belongings of any type in college residence halls. Arrangements for summer or break storage must be made with an outside provider.

**18. Subletting**

Students may not transfer this agreement or sublet the assigned room to another party.

**STUDENT LIFE RULES AND REGULATIONS****Student Affairs Rules and Regulations for Club or Organization Recognition and Campus Events**

Any group, regardless of its nature, has the right to submit a constitution to the Student Government Association for approval. The constitutions of all campus clubs or organizations must be filed in the student affairs office and student activities following its approval by the administration.

For more specific guidelines, a student government handbook may be requested from:

The Office of Student Activities  
Erin Underwood, Director  
Schwartz Campus Center, Lower Level  
413-205-3258

**Constitutions**

*Student Government Constitution* – The Student Government Constitution dictates all policies, procedures, and requirements of student government. The constitution is a living document, continuously changing through amendments to suit the evolving needs of the student body. The legislative chairperson is responsible for upholding all that student government does to the constitution. An updated copy of the constitution can be located in the student government office, in the basement of the Schwartz Campus Center.

*Club or Organization Constitution* – Every club/organization looking for official recognition from AIC must submit a constitution to the Student Government Association. The constitution must then be voted upon and passed by a majority of board members. Constitutions are valid for two years, and must be resubmitted thereafter.

**Expenditures**

Upon recognition by student government, a club or organization is eligible to allocate money and make purchases on behalf of the club or organization. The student government treasurer and the director of student activities must first authorize all purchases. The following are the various ways of allocating and expending money:

*Reimbursement* – This can be utilized when purchasing an item specifically for the use of an event or club or organization activity. The treasurer or the president of the club/organization must submit all reimbursement requests to the director of student activities for approval. An itemized receipt must be provided to the director of student activities upon request for reimbursement. All requests must be submitted on TUESDAYS and reimbursements will be available in check-form on FRIDAYS in the student activities office.

*Petty Cash* – If in need of reimbursement for a purchase of \$50 or less, your club/organization president or treasurer may submit the receipt and an approval slip for petty cash will be provided by the director of student activities. The approval slip along with the receipt can then be taken to the business office, where you will receive cash for the amount requested.

*Cash Advances* – If your club's or organization's president or treasurer is in need of \$50 or less in cash prior to a purchase, this can be arranged with the director of student activities a week prior to when your club or organization may need the money. A cash advance contract must be signed and cash in the amount requested will be released to the president or treasurer. All receipts and change must be returned to the director of student activities within 48 HOURS of receiving the cash advance.

*Purchase Orders* – AIC has contractual agreements with companies, which agree to accept purchase orders from the college. A purchase order is AIC granting a company prior permission to secure funds for a purchase. A club or organization can request a purchase order through the director of student activities. A purchase order **MUST BE USED WITHIN 24 HOURS** of receiving it. After use, all receipts must be returned to the director of student activities within 48 HOURS. If not, the club or organization will be charged a \$75 fee. An itemized list must be provided with regards to what your club or organization would like to purchase.

*Contracts* – When hiring a vendor, caterer, or performer for your club's or organization's event, in order for payment to occur, a designated contract must be signed by the contracting party and the director of student activities in order for payment to occur. All contracts will be handled by the director of student activities and **MUST** be planned at a minimum of two weeks in advance.

*Meals/Gifts* – Your club or organization may purchase meals and gifts for its members; however purchases must benefit the club. Therefore, meals and gifts must be open to all members and for a club-related purpose, any funding for this will be taken out of the club or organization's fund-raising budget. Additionally, absolutely **NO ALCOHOL** may be purchased with student government money, and reimbursements will not take place for such purchases.

### **Administrative Policies**

Upon recognition by student government, a club or organization is eligible to utilize AIC facilities and plan activities and events. However, a club or organization must abide by the following event planning regulations:

*Advertising Approval* – “The Stamp” – Constitutionally, all club or organization events, Student Activities' events, and all campus-sponsored activities must be advertised throughout campus one week prior to the event date. Before posting, all advertisements must be approved and stamped by the director of student activities. Advertisements may **ONLY** be hung on designated bulletin boards throughout AIC buildings. Advertisements may **NOT** be posted on doors, in or on elevators, glass, or painted surfaces. There is a \$50 fine for improper posting of advertisements. Clubs/organizations are responsible for the removal of advertisements after their event's conclusion. A copy of all club or organization's meeting advertisements must be provided to the president of student government at least one week prior to the meeting.

*Room Reservation* – Rooms or areas may be reserved by clubs or organizations for approved events. However, all rooms and property of AIC must be reserved before usage. All reservations must be booked with the director of student activities at a minimum of two weeks prior to the event.

*Outdoor Events Policy* – All college sponsored outdoor events by students must be approved by the athletics, or designees of the student affairs offices. Events involving

more than ten students and/or guests must be sponsored by a recognized club or organization or be approved by student affairs staff at least 48 hours in advance.

Students who wish to have smaller non-sponsored “spontaneous” events on campus quads, fields, residence hall lawns, or other outdoor venues must receive permission from the director of campus recreation, director of student activities, or the director of residence life. Events include but are not limited to barbecues, slip-n-slides or similar social gatherings. A resident director should be contacted to obtain “spontaneous” approval from the above administrators. Their decision is final, and campus police will be notified of the decision. Resident advisors cannot approve events.

ALL outdoor activities must cease at dusk in non-lighted areas and at 12 a.m. in lighted areas. Open fires are not allowed unless they are in a college owned barbecue grill. Vehicles cannot be driven on grass areas. Noise cannot disturb the neighborhood or campus community. The residence life staff or campus police reserve the right to shut down an outdoor activity due to violations of the above policies, or other reasons of safety or concern. If necessary, organizers will be subject to disciplinary action.

*Food Service* – American International College contracts with Aramark Food Services. Therefore, any events your club or organization sponsors where food is provided, purchases must be made through Aramark. If hiring caterers other than Aramark, a contract must also be signed before payment can be made. Food contracting must be approved and booked by the director of student activities.

*Maintenance Requests* – If tables, chairs, or podiums are needed for your club or organization's event, requests must be approved and submitted by the director of student activities at least 2 weeks prior to the event. If proper time is not permitted, your request cannot be guaranteed.

*Police Requests* – If campus police officers are needed for an event, requests must be approved and submitted by the director of student activities at least 2 weeks prior to the event. If proper time is not permitted, your request cannot be guaranteed. Campus police are a necessity for any evening activities or those activities accommodating 100 people or more. When people outside of the AIC community are invited to AIC-sponsored events, Springfield Police officers must be hired. Springfield Police requests must be approved and submitted by the director of student activities at least 2 weeks prior to the event. If proper time is not adhered to, your request cannot be guaranteed.

*Bus/ Van Rental* – Student government does **NOT** constitutionally sponsor overnight events. However, if your club or organization would like to rent a bus or van for a day trip, requests must be made through the director of student activities. If renting a bus, the club or organization will need petty cash to tip the driver. The amount will be dependent on where the bus is traveling to. If renting a van, it is the

club or organization's responsibility to supply a driver who has successfully completed the AIC driver's course. In addition, it is the club or organization's responsibility to return the van by 10 a.m. the following day of the event. If the van is not returned on time, the club or organization will be fined \$200 for every day the van is late.

*Print Shop* – Clubs or organizations many times require copies to advertise events, meetings, etc. AIC provides a cost-free print shop in the basement of the campus center. All material MUST BE STAMPED prior to producing copies. The maximum amount of copies allowed per event is 50.

## TECHNOLOGY USE POLICY

### Definition of Terms

*Account:* Any ID and password combination issued by AIC for access to electronic communication systems or computer resources.

*User:* Any person who uses the AIC electronic communication system or computer resources.

*Electronic resources:* Computer files and software, including but not limited to those that reside on disks and other storage media, individual computers, networked servers, or other electronic communications systems.

*Electronic communications systems:* Computers and networks [systems] used in communicating or posting information or material by way of electronic mail, bulletin boards, web pages, or other such electronic resources. Also includes, but is not limited to, direct connections to the campus network.

*System administrator:* A person responsible for managing and operating an electronic communication system for the use of others.

### General Statement of Principles

American International College encourages the creative and innovative use of information technology to enhance its teaching, research, and public service mission. Users will not have their right to access denied or abridged due to the individual's race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran's status. AIC respects the intellectual labor and creativity of others and seeks to protect the free and peaceful expression of ideas. All members of AIC share responsibility for maintaining an environment within which actions are guided by mutual respect, integrity, and reason. AIC expects all members of its community to use network systems with proper regard for the rights of others and AIC. Abuse of these privileges will be subject to disciplinary action, as established by the operating policies and procedures of AIC. AIC reserves the right to limit access in response to evidence of violations of AIC policy or federal, state or local laws. All members of the AIC community are bound by federal, state and local laws relating to civil rights, harassment, copyright, security, pornography, privacy, and other statutes relating to electronic media. It should be understood that this policy does not preclude enforcement under the laws and regulations of the United States of America, the Commonwealth of Massachusetts or local communities.

### Who is covered by this Policy?

All users of AIC electronic communications systems are subject to the provisions of this policy, including those who rely on off campus access to these systems. Use of these systems implies consent with this policy, as well as other applicable AIC policies and local, state and federal laws. For individuals whose network accounts are primarily for representing units or special projects, further policies may apply as governed by the needs of the unit or project.

### Individual Privileges

The following individual privileges are extended to all users of electronic communication systems. However, it is understood that each of these privileges is conditional pending acceptance of the accompanying responsibilities.

- a) *Free Expression:* There shall be no restrictions placed on the fundamental rights to free speech except those necessary to protect the rights of others and to preserve the order necessary for AIC to function as an institution of higher learning. Given the diverse cultural backgrounds of users, AIC cannot protect individuals against exposure to materials that they may consider offensive. Nevertheless AIC reserves the right to take restrictive actions in response to complaints that posted material creates a hostile environment for individuals or classes of individuals. AIC also has the responsibility to take restrictive action when a user violates AIC policy or federal, state or local laws.
- b) *Privacy:* Users may expect to keep personal electronic mail correspondence reasonably confidential. Users should be sensitive to the inherent limitations of shared network resources in protecting privacy. Some examples of this may include printing personal messages on a shared printer, leaving a message or account open on a computer in an open office space or public area, etc. Specific personal electronic communications and computer files will not be searched deliberately to seek evidence of malfeasance except in an emergency or as part of a formal investigation by an authorized authority.

### Individual Responsibilities

Users of AIC's network systems accept responsibilities that include, but are not limited to, the following specific examples.

- a) *Respect for Intended Use of Resources:* Users are responsible for all actions taken on their network account. Individual password security is the responsibility of the user and he/she should take precautions against others obtaining unauthorized access to his/her personal account. If the user allows another individual access to his/her account, the user assumes full responsibility for the actions of this individual while logged into his/her account. AIC's electronic communication systems are to be used for the furtherance of AIC's mission and not for personal benefit.
- b) *Respect for Privacy of Others:* Users shall not access anyone else's electronic resources, including files and mail, without specific permission from the owner. Permission does not include sharing account information as designated above, but allows for collectively reading e-mail and sharing files using network services. The user shall not take advantage of another's inexperience or negligence to gain

access to any computer account, data, software, or file for which he or she has not received explicit permission to access.

- c) *Respect for Shared Nature of Resources:* Users will not encroach on others' use of AIC's computers and network facilities. No user should attempt to modify AIC system or network facilities or to crash systems. Users should avoid activities that unreasonably tax systems resources, including but not limited to: sending an excessive number of messages, either locally or over the Internet; participating in electronic chain letters, frivolously printing multiple copies of documents, files or data; excessive game playing; modifying system facilities, operating systems, or disk partitions; or damaging or vandalizing AIC computing facilities, equipment, software, or computer files.
- d) *Respect for Rights of Others:* AIC computing resources will not be used to harm or threaten to harm the safety or environmental health of another individual or individuals. The user must comply with AIC policies and federal, state and local laws regarding discriminatory harassment. Examples of violations include, but are not limited to: harassment; defamation, violation of privacy; intentionally placing a person or persons in reasonable fear of imminent physical harm; giving or causing to be given false reports of fire or other dangerous conditions; or harassment or discrimination based on race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran status.
- e) *Respect for Intellectual Property:* Respect for intellectual labor and creativity is vital to the academic discourse and enterprise. This principle encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution. Examples of violations include, but are not limited to: copying copyrighted software without express written permission of the copyright owner; failing to obtain necessary licensing for software or to adhere to all licensing provisions (installation, use, copying, number of simultaneous users, term of license, etc.); plagiarism or inadequate attribution of the intellectual property of others; posting of texts, images or audio works in disregard of copyright restrictions; or unauthorized publication or distribution of another's work or writing.
- f) *Respect for Integrity of System or Network:* Accounts shall not be used for unauthorized access and/or attempts to access computers, computer software, computer data or information, or networks without proper authorization, regardless of whether the computer, software, data, information, or network in question is owned by AIC. Abuse of networks or computers at other sites using AIC resources will be treated as an abuse of computing privileges at AIC. Users are prohibited from attempting to circumvent or subvert any system's security measures.

### Reporting Violations

If a user believes that a violation of this policy or criminal act has occurred, the user should contact Computing Services. AIC officials will take appropriate action in accordance with established AIC procedures. Infractions that may be violations of federal, state, or local laws will be reported by AIC officials to the appropriate authorities. If a situation occurs in which a user feels that her/his personal health or safety is in jeopardy or that of another person (i.e. death threat, physically threat-

ening message, or suicide threat), the police should be contacted by dialing 911. If a user has violated any policies above, s/he may be subject to a process as defined in the Student or Employee Handbook. In some situations, it may be necessary to suspend account privileges to prevent ongoing misuse while the alleged violation is under investigation. The system administrator reserves the right to immediate temporary suspension of the account(s) of anyone suspected of a violation, pending the outcome of investigation by the appropriate office listed above.

### Administration and Implementation

Systems administrators will manage network systems in a manner that is consistent with the system's importance for campus communication and the need for privacy of personal electronic mail messages. In connection with their responsibilities, professional staff members may on occasion need access or monitor parts of the system and thereby be given access to the contents of certain electronic mail messages. System administrators will respect the privacy of personal communications encountered on the systems. However, if, during the course of routine duties, a system administrator encounters information that indicates that a breach of this policy or criminal act has been or is about to be committed, the administrator will report the existence and source of this information to the proper authorities.

Administrators are not responsible for monitoring user activity or content on any network system. However, when they become aware of violations, either through the normal course of duty or by a complaint, it is their responsibility to refer the matter to the appropriate authority for investigation and possible discipline. To forestall an immediate threat to the security of a system or its users, system administrators may immediately suspend access of the people involved in the violation while the incident is being investigated. They may also take other actions to preserve the state of files and other information relevant to an investigation. Specific personal electronic communications and computer files will not be searched deliberately to seek evidence of malfeasance except when the appropriate authorities feel it is necessary in order: to enforce policies regarding harassment and the safety of individuals; to prevent the posting of proprietary software or texts, images, or audio works in disregard of copyright restrictions or contractual obligations; to safeguard the integrity of computers, networks, and data either at AIC or elsewhere; and to protect AIC against seriously damaging consequences.

In general, electronic mail is considered the private information between the sender and recipient account holder. There may be exceptional circumstances where AIC may release electronic mail to other parties. These situations may include, but are not limited to, the death of the account holder, when an absent or terminated employee has received mail associated with his/her job responsibilities, or during the course of a criminal investigation by authorized legal authorities. AIC recognizes that all network system users are bound by federal, state, and local laws relating to civil rights, harassment, copyright, pornography, privacy, security and other statutes relating to electronic media. Nothing in this policy should be interpreted as precluding enforcement of the laws and regulations of the United States of America, State of Massachusetts or any locality in the Commonwealth of Massachusetts.

**Guidelines for Acceptable Use**

The account issued to you by the Office of Information Technology shall be used only in the manner described below. Violations of these rules may be cause for referral of the matter to the appropriate AIC administrative department.

1. The account shall be used only by the person to whom it is issued. You are responsible for the actions of anyone using your account.
2. All passwords issued are to be held privately and securely. Be responsible for all use of your accounts and for protecting each account's password. In other words, do not share computer accounts. If someone else learns your password, you must change it.
3. The account shall be used for academic or administrative purposes pertaining to AIC. You may send and receive electronic mail and maintain personal information (letters, resumes, etc.) as long as you observe the rules of etiquette, including refraining from obscenities and profanity.
4. The account shall not be used for unauthorized access and/or attempts to access computers, computer software, computer data or information, or networks without proper authorization, regardless of whether the computer, software, data, information, or network in question is owned by AIC. (That is, if you abuse the networks to which AIC belongs or the computers at other sites connected to those networks, AIC will treat this matter as an abuse of your AIC computing privileges.)
5. The user shall not take advantage of another's inexperience or negligence to gain access to any computer account, data, software, or file for which he or she has not received explicit permission to access.
6. The user shall not send fraudulent computer mail, break into another user's electronic mailbox, or read someone else's electronic mail without his or her permission.
7. The user shall not use AIC's computing resources to harass or threaten other users.
8. Software, other than freeware/shareware, may NOT be copied without permission of the system administrator.
9. The user is responsible for maintaining the security of his or her own data and for making back-ups of such data.
10. The user shall not encroach on others' use of AIC's computers (e.g., disrupting others' computer use by excessive game playing; by sending excessive messages, either locally or off-campus [including but not limited to electronic chain letters]; printing excessive copies of documents, files, data, or programs; modifying system facilities [including attaching devices to the network such as routers, switches, or servers], modifying operating systems, or disk partitions; attempting to crash or tie up an AIC computer; damaging or vandalizing AIC computing facilities, equipment, software, or computer files)
11. The user should report any abuse of the above to the appropriate dean, director, instructor, supervisor, system administrator, or other AIC authority.

**Activities that Violate the AIC Technology Use Policy**

- Connecting devices other than computers to the College's network including hubs, switches, routers, wireless devices, and personal servers, without the express permission of the Office of Information Technology.
- Use of P2P file sharing programs such as bitTorrent, Lime wire, FrostWire, or Morpheus for downloading and sharing copyright protected music and video files.
- Connecting PCs to the college network without appropriate virus and worm related detection software. All computers must have virus protection software. (OIT provides this software at no charge to students, faculty, and staff.)
- Modifying PC hardware in offices, labs, or classrooms without the express permission of the Office of Information Technology.
- Distribution of email viruses; or intentionally creating resource consuming programs that force denial of service.
- Sharing your account or password with anyone.
- Copying software, documents or other intellectual property in violation of federal or state laws.
- Attempting to gain access to other individual's accounts, private files, or email.
- Using email, chat, or other technology resources in a harassing manner; Revealing or disclosing confidential information about another person in a way that constitutes an invasion of their personal privacy.
- Distribution of materials that are abusive, profane, or obscene via email, web pages, or any other network transport mechanism.
- Using of technical resources for commercial or revenue generating activities not related to the college's business.
- Distributing chain letters or other media via email, such as solicitations that are not related to college business.
- Using the college's name and/or logo via any technology-based medium to endorse unaffiliated organizations, products, or services without the expressed written approval of the college.

