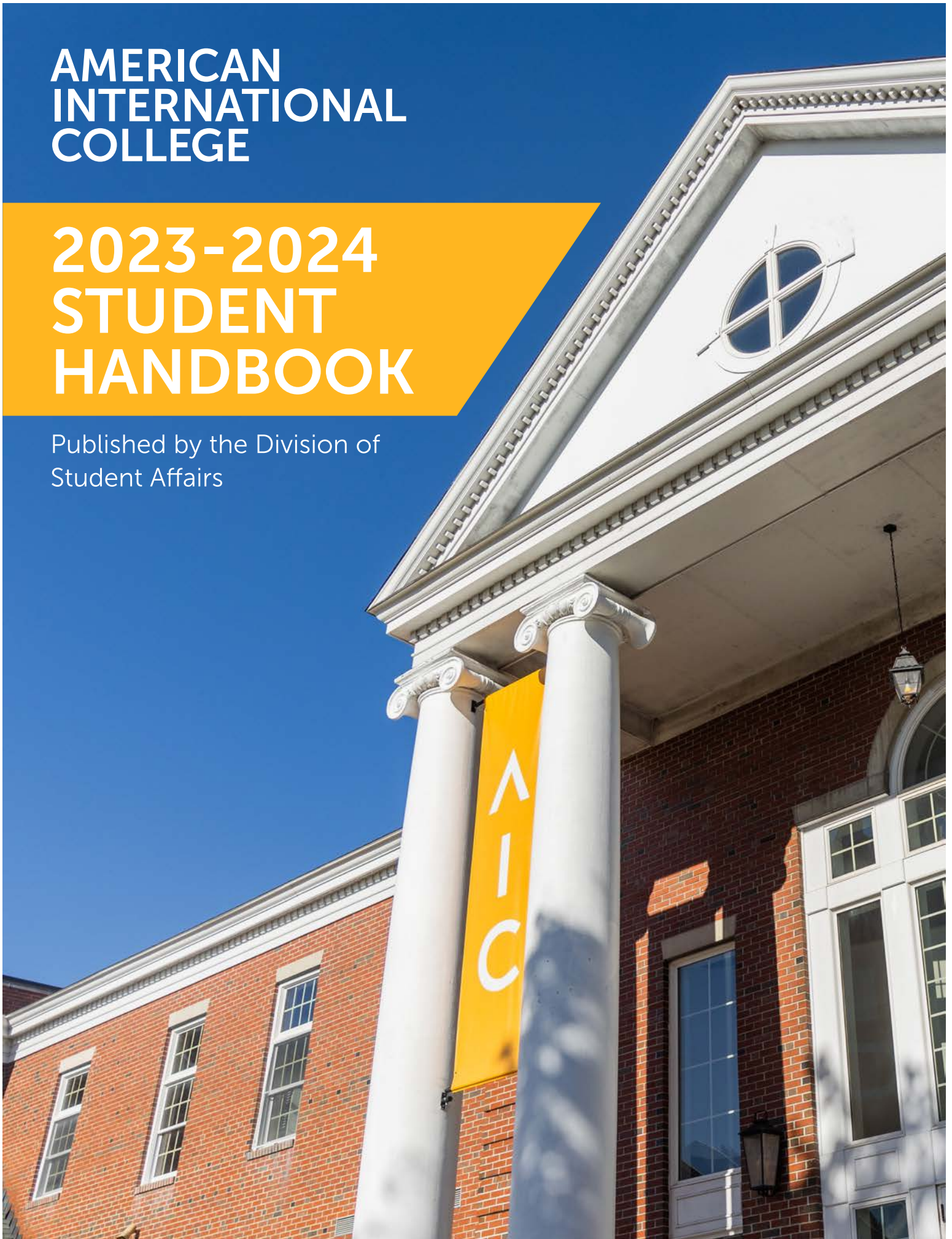


AMERICAN
INTERNATIONAL
COLLEGE

2023-2024
STUDENT
HANDBOOK

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Student Affairs



2023-2024 Student Handbook

Revised 7/19/23

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INTRODUCTION

This Student Handbook is designed to serve as a reference for questions that members of the College community may have about American International College (AIC). It contains legal notices, policies, descriptions of campus resources, and the Student Code of Conduct. It is an expectation that all students familiarize themselves with the contents of this handbook. All students are accountable for the expectations contained within this document.

Students are also responsible for knowing specific information about their academic or other program involvement. The American International College Undergraduate and Graduate Course Catalog also contains additional content specific to academic regulations, schools, offices, and majors as well as other general College information. Program specific areas including, but not limited to, Health Sciences majors, student athletes, and most graduate programs have additional regulations, policies, and standards. Please consult your academic dean or program director for more specific details on such requirements.

AIC reserves the right to revise, amend, or change items set forth in this Student Handbook from time to time. Accordingly, readers of this Student Handbook should inquire as to whether any such revisions, amendments, or changes have been made since the date of publication. The most recent revision is listed in the footer below.

We will be glad to guide you to the appropriate location on campus where additional details can be obtained and are here to help you. Welcome to the American International College family!

Matthew Scott
Vice President for Student Affairs
Title IX Coordinator

Official Communication

AIC Outlook Email (@aic.edu) and the myAIC portal (my.aic.edu) are the official forms of communication by AIC to students. Students are responsible for using and consistently checking their campus assigned email address and myAIC. Students should not use personal email to communicate official College business.

Statement on Bullying and Violence

Bullying, intolerance, vandalism, theft, and classroom disruption will not be tolerated in our community. Acts of violence will not be tolerated. A one-time act of physical violence is enough to warrant removal from the College for all persons directly or indirectly involved.

SECTION 1 - LEGAL NOTICES

I. Notice of Non-Discrimination

American International College (the “College”) is committed to providing equal employment opportunities and equal educational opportunities. AIC is dedicated to maintaining an environment that is free from discrimination and harassment and that encourages mutual respect. The College prohibits discrimination against any employee, student, or applicant for employment or enrollment because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status, or any other characteristic protected under applicable federal or state law.

There are several different forms of discrimination. Accordingly, the College prohibits discriminatory conduct of any kind, including unequal treatment, harassment (including sexual harassment and sexual misconduct), and retaliation.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Complaints/Grievances Against an Employee:

Millie Lopez-Cook
Director of Human Resources Deputy Title IX Coordinator
Lee Hall, Second Floor
Millie.LopezCook@aic.edu
413.654.1479

Complaints/Grievances Against a Student:

Matthew Scott
Vice President for Student Affairs & Title IX Coordinator
1000 State Street, Box 3A
Springfield, MA 01109
413.205.3264
matthew.scott@aic.edu

Inquiries concerning the application of non-discrimination policies may also be addressed to the Regional Director, Office for Civil Rights, U.S. Department of Education, POCH Building, 5 Post Office Square, 9th Floor, Room 24, Boston, MA 02110. Telephone: 617-289-0100 Fax: 617-289-0151 Please see Section 5 for more policy information.

II. Student Records and FERPA

Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. “Education record” is defined as those records that contain information directly related to a student and which are maintained by an educational institution or party acting for the institution. These rights include:

The right to inspect and review the student’s education records within 45 days after the day American International College (the “College”) receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate school official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the

records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes for the College to amend a record should write the school official responsible for the record, identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will also be provided to the student.

The right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. (For more information, see below).

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Student Education Records Disclosure Notice

The College will disclose personally identifiable information (PII) from students' education records upon receipt of written consent. FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 the FERPA regulations.

Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations require the institution to record the disclosure. Eligible students have a right to review the record of such disclosures.

In compliance with FERPA regulations, the College may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials within the College whom the College has determined to have legitimate educational interests.

A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service of function for which the College would otherwise use its own employees and who is under the direct control of the College with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing their tasks. A school

official has a legitimate educational interest if the official needs to review an education record to fulfill their professional responsibilities for the College.

Upon request, to officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.

- To authorized representatives of the U. S. comptroller general, the U. S. attorney general, the U.S. secretary of education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the College's state-supported education programs. Disclosures under this provision may be made in connection with an audit or evaluation of federal or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of the College, to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena, provided that reasonable notice is given to the student prior to compliance.
- To appropriate officials in connection with a health or safety emergency, subject to §99.36.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, if the College determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the College's rules or policies with respect to the allegation made against them.
- To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the College, governing the use or possession of alcohol or a controlled substance if the College determines the student committed a disciplinary violation and the student is under the age of 21.
- Information the College has designated as "directory information," which includes:
For currently enrolled students, directory information includes the student's name; addresses; telephone numbers; college, curriculum, and major field of study; class level; date of birth; dates of attendance; eligibility for membership in registered College honoraries; degrees; honors; certificates received or anticipated; weight and height if they are an athletic team member; participation in officially recognized activities and sports; and, institutions previously attended.

NOTE: A student may restrict the disclosure of "directory information" by filing a request to limit the release with the Esther F. Hansen Registrar's Office on or before October 1 of each academic year.

FERPA Health and Safety Exemption

The Disclosure of Student Information Related to Emergencies and Disasters

The purpose of this statement is to indicate that in situations related to a disaster or other health or safety emergencies, American International College will disclose non-directory information to

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appropriate parties in connection with an emergency, if knowledge of that information is necessary to protect the health or safety of the student or other individuals. The guidelines set forth by the exception to FERPA's general consent requirement will be followed. The release of health and safety information is temporary and lasts the duration of the incident that necessitated the waiver. This policy may be obtained in the Course Catalog.

III. Clery Act, Violence Against Women Act & Title IX

American International College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The College's annual security report contains a summary of American International College's Campus Police Department's procedures along with required crime statistics.

American International College is committed to assisting all members of the AIC community in providing for their own safety and security. The College's annual security compliance document is available on the American International College Website at www.aic.edu/safety/statistics. Please see the Safety & Security section of this handbook for more policy information.

Additionally, American International College complies with all requirements under the Violence Against Women Act and Title IX of the Education Amendments of 1972 as outlined in this handbook.

IV. Drug Free Schools and Communities Act

American International College, in accordance with federal legislation and College policy, is committed to providing a drug-free, healthy and safe environment for all students, faculty and staff. The unlawful use, possession, manufacturing, distribution or dispensation of a controlled substance and the illegal use or possession of alcoholic beverages on campus or at College sponsored activities is prohibited. If it is determined that a violation of this policy has occurred, disciplinary action up to and including the dismissal of students and referral for prosecution may result. Applicable legal sanctions for the unlawful use, possession or distribution of alcohol and other drugs are summarized in Section 7 of this handbook. In addition to this policy, other College policies remain in effect. See document titled "Statement on Drugs and Alcohol".

V. Summary of Alcohol and Other Drug Laws

The legal drinking age in Massachusetts is 21 years of age. A person over 21 years of age may not buy alcohol for a person under 21 years of age, unless their relationship is that of parent and child or husband and wife, and even in those situations liquor must be bought at a package liquor store, not a restaurant or tavern. Whoever furnishes any such beverage or alcohol for a person under 21 years of age shall be punished by a fine of not more than \$2,000 or by imprisonment for not more than one year or both. Alcohol may not be purchased or attempted to be purchased by a person under 21 years of age. A person may not lie about their age to purchase alcohol, present false identification, or make arrangements with someone older to buy alcohol for them. Any person who knowingly makes a false statement as to the age of a person who is under 21 years of age in order to procure a sale or delivery of such beverages or alcohol to such person under 21 years of age, either for the use of the person under 21 years of age or for the use of some other person, and whoever induces a person under 21 years of age to make a false statement as to their age in order to procure a sale or delivery of such beverages or alcohol to such a person under twenty-one years of age, shall be punished by a fine of \$300. Any person without a license to serve alcohol may not serve someone under 21 years of age, unless their relationship is that of parent and child or husband and wife. Any person who furnishes any such beverage or alcohol for a person under 21 years of age shall be punished by a fine of not more than \$2,000 or by imprisonment for not more than one year or both.

Any person who transfers, alters, or defaces an identification card, or who makes, uses, carries, sells, or distributes a false identification card, or furnishes false information in obtaining such a card, shall be guilty of a misdemeanor and shall be punished by a fine of not more than \$200 or by imprisonment for not more than three months.

It is unlawful for a person under 21 years of age knowingly to drive a car with alcohol in it unless accompanied by a parent. To do so may result in a fine of up to \$50 or suspension of the driver's license for three months, or both. Persons may not drive while drinking from an open container of an alcoholic beverage. Violators shall be punished by a fine of not less than \$100 nor more than \$500. Persons may not drive while under the influence of alcohol or any intoxicating substance. Violators shall be punished by a fine of not less than \$500 nor more than \$5000 or by imprisonment for not more than two and one-half years, or both such fine and imprisonment. If a police officer has reasonable grounds to believe a person is driving under the influence, a breathalyzer test may be given. If the person arrested refuses to submit to such test or analysis, after having been informed that their license or permit to operate motor vehicles or right to operate motor vehicles in the Commonwealth shall be suspended for a period of at least 180 days and up to a lifetime loss, for such refusal, no such test or analysis shall be made and they shall have their license or right to operate suspended in accordance with this paragraph for a period of 180 days. Conviction for a first offense be punished by a fine of not less than \$50 nor more than \$500 or by imprisonment for not less than 30 days nor more than two years, or both, and for a second offense by imprisonment in the state prison for not more than five years or in a house of correction for not less than 30 days nor more than two and one half years, or by a fine of not more than \$1000, or by both such fine and imprisonment.

Massachusetts has criminal penalties for use of controlled substances, or drugs, with penalties varying with the type of drug. In general, narcotic, addictive, and drugs with a high potential for abuse have heavier penalties. Possession of drugs is illegal without valid authorization. While penalties for possession are generally not as great as for manufacture and distribution of drugs, possession of a relatively large quantity may be considered distribution. Under both State and Federal laws penalties for possession, manufacture and distribution are much greater for second and subsequent convictions. Many laws dictate mandatory prison terms and the full minimum term must be served. Massachusetts makes it illegal to be in a place where heroin is kept and to be "in the company" of a person known to possess heroin. Anyone in the presence of heroin at a private party or dormitory suite risks a serious drug conviction. Sale and possession of "drug paraphernalia" is illegal in Massachusetts. Under Federal law, distribution of drugs to persons under the age of 21 is punishable by twice the normal penalty with a mandatory one to three years in prison depending on the class of drugs; a third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs within 1,000 feet of a college or school. Federal law sets greatly heightened prison sentences for manufacture and distribution of drugs if death or serious injury results from the use of the substance.

The Higher Education Act of 1965 as amended suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid. For more information contact AIC's Financial Aid Office or the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243).

Please see separate document titled "Statement on Drugs and Alcohol" and Section 7.

VI. Notice of Federal Financial Aid Penalties for Drug Law Violations

A student who has been convicted of possession or sale of illegal drugs while receiving federal Title IV financial aid loses eligibility for federal and state government financial aid (including Title IV, HEA grant, loan, or work-study assistance) for a period of time specified in the law (HEA Sec. 484(r)(1)); (20 U.S.C. 1091(r)(1)). The period of ineligibility depends on whether the conviction was for possession or sale of (including conspiring to sell) illegal drugs. For further information, visit the College's Financial Aid Office.

VII. Equity in Athletics Disclosure Act (EADA)

In compliance with the Equity in Athletics Disclosure Act, an annual report containing data concerning gender equity in our intercollegiate athletic programs is available upon request. The report, which is submitted annually to the Department of Education, contains participation rates, financial support, and

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other information on men’s and women’s intercollegiate athletic programs and is intended to help student-athletes make decisions about their potential or continued enrollment in a postsecondary institution. A free copy of the report can be obtained by contacting Matthew Scott at (413) 205-3264.

VIII. Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act is a federal law that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education or working or volunteering on campus. Members of the campus community may obtain information concerning Massachusetts registered sex offenders online at <https://www.mass.gov/orgs/sex-offender-registry-board> or by contacting the following:

Sex Offenders Registry Board
Commonwealth of Massachusetts
P.O. Box 392
North Billerica, MA 01862

IX. Massachusetts Law Against Hazing

Massachusetts Law requires that certain information be issued to students, student groups, teams and organizations. This information is provided in the College’s Hazing Policy located in this handbook.

X. Massachusetts Laws Concerning Carrying Concealed Firearms on Campus

Massachusetts prohibits carrying a firearm on the grounds of any elementary or secondary school, college or university without the written authorization of the board or officer in charge of such elementary or secondary school, college or university. [See Mass. Gen. Laws ch. 269, § 10\(j\).](#)

XI. Massachusetts Voter Registration Information

How can I register to vote?

- By Mail: The Massachusetts Mail-In Voter Registration Form can be used to register to vote in Massachusetts, to update registration information due to a change of name, make a change of address, or to register with a political party. You can request a form be mailed to you by calling 617-727-2828 or 1-800-462-VOTE or download at www.sec.state.ma.us/ele/elevf/howreg.htm
Note: After filling out this form, you must print it, sign it and send it to your local election official. Mail the completed form to your local city or town hall. You should receive a confirmation notice in 2 to 3 weeks. If you do not receive a confirmation notice, or wish to confirm your voter registration status, please contact your local [City or Town Clerk](#) to verify your voting status.
- In Person: Go to any registration location and complete an affidavit of registration, which must be answered truthfully under the penalty of perjury. The questions on the affidavit will include your name, residence and date of birth.
- At the Registry of Motor Vehicles: Keep your motor voter receipt until you receive confirmation from your local election official. If you do not receive any confirmation, please contact your local election office to verify your voting status.

Who may register?

Only a person who is:

- a US citizen, and
- a resident of Massachusetts, and
- 18 years old on or before election day (must still meet registration deadlines set forth below)

When and where may I register?

- There is no waiting period to be eligible to register to vote. If you move, you may register to vote as soon as you move into your new home.

What must I do if I've changed my address since I registered?

- If you have moved within the same city or town, notify your local election office of your new address in writing. If you have moved to a new city or town, you must register again.

Can I register to vote before I turn eighteen?

- Yes, as long as you will be 18 on or before the next election or town meeting. However, please note that you must still register by the deadline for that meeting or election.

Are there deadlines for registration?

- Yes. In order to vote you must be registered:
- 20 days before all primaries and elections, and/or
- 10 days before a special town meeting.

Do I need to attach identification to my voter registration form?

- Yes, if you are registering to vote for the first time in Massachusetts. Because of a federal law, the Help America Vote Act of 2002 passed by Congress, if you registered to vote by mail on or after January 1, 2003, you will be required to show identification when you vote for the first time in a federal election since registering by mail in 2003, or you can send in a copy of your identification with your voter registration form. Acceptable identification must include your name and the address at which you are registered to vote, for example: a current and valid driver's license, photo identification, current utility bill, bank statement, paycheck, government check, or other government document showing your name and address. If you send in a copy of your identification with your mail-in voter registration form, it may not be returned to you.
- If you do not provide such identification, the Help America Vote Act of 2002 requires that you may only cast a provisional ballot which will be counted later, but only after your eligibility to vote has been determined.

What should I do if I registered to vote and I have not heard from my local election official?

- If you have NOT received confirmation of your voter status from your city or town election official within 2 or 3 weeks from the date you registered, please contact your local election office to verify your voting status.

XII. Massachusetts 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 <https://www.mass.gov/orgs/office-of-jury-commissioner>.

XIII. Demonstrations

Demonstrations must be registered twenty-four (24) hours in advance and must be approved in writing by the Dean of Students, or designee. All demonstrations must be peaceful and orderly. Demonstrations may be organized and led only by members of the American International College community.

Demonstrations or other forms of expression may not compromise the rights of other members of the College community, nor interfere with the general operation of the College.

Free speech is a cherished foundation of academia. Forms of expression, however, may not discriminate against or harass individuals on the basis of race, disability, age, marital status, sexual orientation, religion, color, gender identity and expression, disability, national origin or other personal characteristics.

American International College maintains the right to enforce all rules of conduct and to immediately dispatch Campus Police or request outside law enforcement assistance to respond to any criminal or violent acts. Please see the Safety & Security section of this handbook for more policy information.

XIV. Solicitation

Individuals must have approval from either the Director of Residence Life or Dean of Students to sell items or services, or to place flyers around campus or under doors that do not relate to an AIC sponsored event/notification. Students who wish to place flyers under Residence Hall doors, must get approval from the ADRE or the AC/RD of the Residence Hall in question first. All flyers must be approved by the Center for Student Engagement. Students and RSOs that wish to do a donation drive in a Residence Hall, must meet with the AC/RD for the Residence Hall to discuss the request. A clear plan must be in place to receive approval. For donation drives elsewhere on campus, the Dean of Students must approve. If non-student individuals are found violating the solicitation policy, they should be asked to leave. If they refuse to leave, Campus Police should be contacted, and an incident report should be written. If students are found in violation of the solicitation policy, they should be asked to cease the solicitation immediately. If they refuse to cease the behavior, they should be documented, and the AC/RD on-duty should be contacted. In addition, students may not operate a business on campus or from their residence hall room without the express written consent of the Vice President for Student Affairs or designee.

XV. Delivery of Services

American International College assumes no liability for the delay or failure in providing educational or other services or facilities due to causes beyond its reasonable control. Causes include, but are not limited to power failure, fire, strikes by College employees or others, damage by natural elements, and acts of public authorities. The College will, however, exert reasonable efforts, when it judges them to be appropriate, to provide comparable services, facilities, or performance; but its inability or failure to do so shall not subject the College to liability.

American International College will endeavor to make available to its students a fine education and a stimulating and congenial environment. However, the quality and rate of progress of an individual's academic career and professional advancement upon completion of a degree or program are largely dependent on their own abilities, commitment and effort. In many professions and occupations, there are requirements imposed by federal and state statutes and regulatory agencies for certification or entry into a particular field. These requirements may change while a student is enrolled in a program and may vary from state to state or country to country. Although the College stands ready to help its students learn about requirements and changes in them, it is the student's responsibility to initiate the inquiry.

XVI. Student Personal Property Insurance

American International College is not responsible for students' personal property. Students are strongly encouraged to have personal property insurance for their belongings. This type of insurance may be available and covered under applicable homeowners' insurance policies or it is available as separate insurance coverage from many providers. Students and their parents should check their current insurance policies for coverage and consider additional coverage, if necessary. Coverage can be obtained from a variety of providers including www.nssi.com

Revised 7/19/23

Note: the college reserves the right to amend, modify and/or make changes to the Student Handbook as it deems necessary. Should any changes be made, notice will be provided via AIC email and changes become effective on the date of the notice unless otherwise specified.

XVII. College Communications Notice

AIC Outlook Email (@aic.edu) and the myAIC portal (my.aic.edu) are the official forms of communication by AIC to students. Students are responsible for using and consistently checking their campus assigned email address and myAIC. Students should not use personal email to communicate official College business.

XVIII. Student Use of American International College Directories

American International College maintains a number of directories and address lists to facilitate personal contact between students, faculty, staff, alumni, and volunteers. These directories or address lists may not be reproduced, stored in a retrieval system, or transmitted in any form or by any means without the prior written permission of the Vice President for Student Affairs, or designee. Any use of the addresses or other information such as mailing labels or e-mail distribution lists for any multiple mailing without the prior written permission of the Vice President for Student Affairs, or designee, is prohibited.

SECTION 2 - STUDENT CODE OF CONDUCT

I. Student Code of Conduct

You are expected at all times to respect the laws and ordinances of the federal government of the United States of America, Commonwealth of Massachusetts, City of Springfield, and the rules and regulations of American International College. Your behavior, on or off the campus that reflects negatively upon the College may subject you to disciplinary action up to and including expulsion from the College.

In addition to the circumstances described in this code of conduct, instances occasionally occur 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 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 Dean of Students Office, with appropriate professional consultation, determines that a student's emotional state makes it impossible for the student to continue living in a residence hall or 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 their education at American International College (the "College").

II. Community Standards Code

In addition to abiding by the guidelines set forth in this code of conduct, the College expects its students will demonstrate proper decorum. How we treat ourselves and others and the respect we show for the physical campus reflects our understanding of what it means to be a part of the greater college community. Respect for all members of the AIC community, respect for academic integrity and classroom standards, respect for campus and facilities, and respect for self are campus values that all students must uphold. Bullying, intolerance, vandalism, theft, and classroom disruption will not be tolerated in our community. Acts of violence will not be tolerated. A one-time act of physical violence is enough to warrant removal from the College for all persons directly or indirectly involved.

1. Respect for Others and Sensitivity within a Diverse Community

The College values and celebrates the diverse backgrounds, life circumstances, birth origins, and cultural beliefs among the groups and individuals who comprise the greater college community. As such, we come together as a community with sensitivity to persons who may or may not share the same age, cultural tradition, ethnicity, gender identity and expression, geographic origin, life circumstance, physical or intellectual ability, political orientation, race, religion, sexual orientation, socio-economic, or veteran status. The College is committed to graduate alumni who honor human dignity and seek to protect the integrity and rights of all people through

independent, tolerant, and critical thinking. We strive to do so through creating a college experience, both in and out of the classroom that is characterized by a diverse, safe, positive, and supportive environment.

2. Bias Incidents

American International College is committed to providing a diverse and inclusive academic community in which the dignity and worth of each of its members is respected. We recognize that an environment in which bias, hate, and disrespect for persons in our community disrupt the institutional mission. The College, therefore, is determined to confront and discourage conduct and attitudes that exhibit bias and that harass or discriminate against any of our community members on the basis of perceived or actual characteristics such as race, sex, gender identity and expression, age, marital status, sexual orientation, religion, color, disability, national or ethnic origin or other personal characteristics. Any action that threatens, endangers or subjects another person to physical harm, incites a person by provocation, excludes a person from participation in or denies a person the benefits of College programs, or otherwise subjects a person to discrimination based on the above characteristics will be subjected to disciplinary action.

The College strongly encourages the reporting of all bias incidents that occur on campus or at College-sponsored events or activities occurring off campus. Bias incidents may consist of slurs, epithets, name calling, use of degrading language, graffiti or slurs, intimidation, harassment or coercion directed at the targeted person or group. Bias acts occur whether the act is intentional or unintentional or is directed toward an individual or group and may contribute to creating an unsafe/unwelcoming environment for victims and social identity groups. Bias acts are considered such even when presented as a joke, prank, or delivered with humorous intent.

You may report a bias incident by going to www.aic.edu/bias.

3. Threat of Violence and/or to Commit a Crime

The threat of violence and/or to commit a crime will not be tolerated in the AIC Community. Threats will be treated with the highest regard for the overall safety of campus as the primary consideration. This includes threats made verbally, in writing, via texting, via social media, “digital blurring”, or in any other form. The College reserves the right to require any student or staff member who has made a threat to engage in a formal threat assessment. Results of such a threat assessment will inform the College’s response to said threat. All members of the campus community are on notice that a threat can and will result in a separation from AIC. There will be no tolerance for threats, and threats will be held to the standard of shouting “bomb” on an airplane, or “fire” in a crowded theater.

4. Violence Prevention Policy

The College is committed to providing a healthy, safe, and secure learning and workplace environment. Staff members, faculty members, students, and others (persons affiliated or not affiliated with the College) have a mutual responsibility to maintain an environment in which the College's and each person's well-being and property are respected. This violence prevention policy outlines what constitutes violence and the consequences of violating the policy. It is not the purpose or the intent of this policy to define whether or not an act may violate state or federal law.

The College prohibits violence or threats of violence in the College environment from any source, and will not tolerate or condone acts including, but not limited to, homicide, physical attacks, verbal threats, harassment, sexual assault, emotional abuse, verbal abuse, property damage, sabotage, bullying, cyberbullying, or theft. It is a violation of this policy to:

- Engage in, attempt to engage in, or threaten to engage in violence as defined in this policy;
- Use, possess, or threaten to use a weapon.

Violence is defined as any violent behavior or action – verbal or otherwise - that threatens harm, causes death or bodily injury to oneself or others, damages property, coerces, harasses, or intimidates others, interferes with an individual's rights of movement or expression, or disrupts the College environment, or the College's ability to provide services.

A weapon is defined as any firearm, explosive, knife, club, or other object, replica, or facsimile, that has been designed with the intent to harm another person or property, or any object used to inflict harm to another person or property.

Examples of violence include, but are not limited to:

- Intentional, non-accidental physical contact that causes harm (e.g., slapping, stabbing, punching, shoving, or other physical attack).
- Fighting, roughhousing, or other conduct that may be dangerous to others.
- Destroying, damaging, or sabotaging College property in all its forms.
- Threatening behavior that may be interpreted as intending to cause harm to individuals or property (e.g., throwing objects, making, or transmitting statements intended to frighten, coerce, or threaten).
- Threatening, intimidating, or abusive language (spoken or written) and/or gestures.
- Intentional, non-accidental written, spoken, or physical acts that harms a staff member, faculty member, student or other; or has the effect of substantially disrupting the orderly operation of the College.
- Interfering with or preventing the normal and/or educational activities of others, including all forms of stalking, bullying and harassment that are so severe, persistent, or pervasive that they create an intimidating or threatening environment that interferes with a staff member's or students work/educational experience.

Students will not engage in and will not be tolerant of violent acts, including assaults on persons or property, hate crimes, hazing, stalking, bullying, cyberbullying, sexual violence, or any other conduct prohibited by law or College policy. If students witness such acts perpetrated by others, students will report them to a College authority immediately.

Students understand that if accused of having engaged in violent behavior, even if involvement was as part of a group, that the matter will be investigated through the College's conduct process. Students understand that if found responsible for such behavior, the Dean of Students Office will determine whether the matter warrants College disciplinary action.

5. Anti-Bullying Statement

The College seeks to provide a safe learning environment for all students. Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning, thereby undermining the ability of students to achieve their full potential. Therefore, the College prohibits the bullying of any person, by any means, on campus or at College-related functions.

Bullying is defined as: Any pattern of willful attempts or threats to inflict injury on another person, when accompanied by an apparent present ability to do so; or any intentional display of force, such as that which would give the victim reason to fear or expect immediate bodily or emotional harm.

In addition to acts/threats of violence, bullying behaviors may include other forms/patterns of malicious maltreatment identified by the College's administration. Such maltreatment may include, but not be limited to, repeated name-calling/derogatory comments, malicious gossip/rumors/lies, and exclusion-based behavior designed to purposely hurt others.

These actions are prohibited, by any means, on campus and at College-related functions. This statement is inclusive of the use of technology or other equipment owned by or located on the campus of the College, and use of the College's email or electronic communications systems for the purposes of bullying another student.

Assistance in differentiating bullying from isolated incidents of aggressive, intimidating, or threatening behavior is provided by Dr. Dan Olweus (noted researcher in school bullying), who defines bullying as "repeated negative, ill-intentioned behavior by one or more students directed against a student who has difficulty defending themselves. Most bullying occurs without any apparent provocation on the part of the student who is exposed."

Examples of bullying behavior include, but are not limited to, the following:

- Disrespectful language directed toward another student (in person or electronic form)
- Tampering with other's belongings (throwing belongings, going into purses, book bags, etc.)
- Personal contact including flicking, tripping, kicking, hitting, and pushing.

It is imperative that all students work together to rid the community of the negative consequences of bullying. It is your right to stand up against behavior you feel is inappropriate. If you witness bullying or other inappropriate behavior, you should report this to the Dean of Students Office or the campus police. Any such reports will be promptly and equitably addressed. Students who are determined to have engaged in bullying behavior in violation of this policy will be subject to discipline.

6. Cooperation with College Investigations that do not Fall Under the Title IX Regulations Within the Sexual Misconduct Policy.

In order to maintain a safe and secure community, cooperation with any college investigation is a requirement.

- a. If the student fails to respond or fails to appear as part of any conduct investigation, the conduct process shall still occur.
- b. Students who are witnesses to an incident must cooperate with the College's investigation.
- c. Failure to cooperate with an investigation may be grounds for dismissal from the College.

III. Resolution of Complaints and/or Grievances

The complainant is the person, group, or the College reporting an incident or act that allegedly violates a policy, procedure, guideline, or philosophy of the College. The respondent is the student(s) or student organization allegedly in violation of the applicable policy, procedure, guideline, or philosophy of the College.

The College encourages open and honest communication between members of its community. Most conflicts can be resolved by the individuals involved; those individuals are encouraged to confront issues of disagreement or conflict and to explore joint solutions consistent with the College's mission and philosophy. In addition, the College provides several resources to individuals who need assistance in informal conflict resolution. Those resources include fellow students in leadership roles (e.g., resident advisors) and staff within departments such as Residence Life, Campus Police, and Counseling Services.

In cases where conflicts cannot be mutually and informally resolved with reasonable satisfaction, the College offers several formal grievance procedures, dependent on the substance or severity of the claim. Individuals who want to pursue a complaint or grievance against another member or members of the campus community should first consider the substance of the claim and should then utilize the appropriate process for resolution. In this regard, the College reserves the right to determine the most appropriate process or procedure for addressing and resolving the problem or concern.

There are certain types of complaints and/or grievances that have separate means of resolution. These include claims of Discrimination and Harassment, Sexual Misconduct, and Disability-related claims. For each of these, see the separate policies and procedures contained in this handbook.

Complaints and/or grievances stemming from student misconduct that is subject to the jurisdiction of the College will be addressed through the procedures set forth below.

IV. Reporting an Infraction of the Student Code of Conduct (student vs. student)

There are several ways to report a violation that will trigger an investigation by administrative officials or campus police.

- Resident students may report the code violation to your Resident Advisor, Residence Director, or Area Coordinator.
- All students may report code violations to the Campus Police Department located in Hines Hall or at 413.205.3333.
- All students may report code violations to the Dean of Students Office on the 2nd floor of the Schwartz Campus Center or at 413.205.3264.

Any member of the college community may report an incident by a student or student organizations that allegedly violates the Student Code of Conduct. Reports may be made by or on behalf of any member of the college community. Reports can be made orally or in writing to any member of the Dean of Students staff, who will then refer the matter to the appropriate administrative officer.

In reviewing incidents of alleged misconduct, including written report(s), oral statement(s) and/or audio or video recordings, the appropriate administrative officer or hearing board will base its conclusions on what it is reasonable to believe occurred at a certain time (i.e., what more likely than not transpired during the situation in question). This approach to decision-making is particularly relevant when information is being disputed and an agreement or consensus cannot be reached during the hearing.

V. Off-Campus Conduct and Authorities

The College reserves the right to take conduct action against students involved in any inappropriate, criminal, or non-criminal conduct that occurs off campus, particularly when such incidents have implications for campus safety and/or the reputation or operation of the College. The College may initiate conduct proceedings for off-campus conduct whether or not legal sanctions have been or may be imposed.

Students are accountable to both external authorities and to the College. Acts that constitute violations of the law and the Student Code of Conduct are subject to both college disciplinary proceedings and civil liability, criminal prosecution, or other college proceedings. Respondents may not challenge the college conduct proceedings on the grounds that criminal charges, civil actions, or other college proceedings regarding the same incident are pending, may be initiated, or are under investigation.

The College and/or AIC Campus Police will refer matters to and cooperate with federal, state, and local authorities for prosecution when appropriate. Official reports from any off-campus authority may be obtained by the College and/or admitted as information presented at any administrative or conduct board proceeding. If such reports are not available at the time of the scheduled hearing, an agent of the College (such as a campus police officer) may present a summary report based on their access to this

information. Access includes, but is not limited to, a conversation with the individual(s) who prepared the report/s and/or the opportunity to read the actual report(s). Furthermore, if the report(s) is/are part of information presented at the hearing, clarification and/or supplemental information may be presented by the agent of the College during the hearing.

SECTION 3 - CONDUCT SYSTEM

The function of a student conduct system is to safeguard student rights and provide adequate appellate processes. Students who are found responsible for violating established rules, practices, and procedures, or those whose conduct is contrary to the best interest of other students or the College will be held accountable. 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 code of conduct, whether on campus, adjacent to campus, or off campus, is subject to conduct charges. Should a floor or group of students (e.g., club or athletic team) be found in violation of policy, the floor or group of students will all be held responsible.

I. Conduct Officers

The Dean of Students is the primary person responsible for the integrity of the conduct system and the appointment of conduct officers. Secondary conduct officers include the Director of Residence Life, Associate & Assistant Directors of Residence Life, Area Coordinators, and Residence Directors. The Dean of Students may ask other members of College administration and faculty to serve as conduct officers on a case-by-case basis. Independent conduct structures exist for Academics and Athletics, though the conduct systems may integrate concurrently or consecutively on a situational basis at the discretion of the Dean of Students, Executive Vice President for Academic Affairs, and/or Vice President of Athletics.

II. Formal Hearing Board

- a. The purpose of the Formal Hearing Board shall be:
 - i. To hear cases of possible student misconduct and serve as the primary hearing board in cases where there is an allegation that falls under the Title IX regulations of the Sexual Misconduct Policy, or as deemed necessary by the Dean of Students.
- b. The Formal Hearing Board shall consist of a minimum of three members of the AIC faculty and staff.
- c. The members of the formal hearing board shall be appointed by the Dean of Students and confirmed by the Chief Student Affairs Officer, Chief Human Resources Officer, and Title IX Coordinator.
- d. The Formal Hearing Board shall have the authority to determine responsibility in a conduct case based on a preponderance of evidence (“more likely than not”).

III. Conduct Appellate Board

- a. The purpose of the Conduct Appellate Board shall be to hear all appeals from cases adjudicated by a Formal Hearing Board, or as deemed necessary by the Dean of Students.
- b. The Appellate Board shall consist of a minimum of three members of the AIC Faculty and Staff that did not serve as a hearing officer for the case.
- c. Members of the Conduct Appellate Board shall be appointed by the Dean of Students and confirmed by the Chief Student Affairs Officer, Chief Human Resources Officer, and Title IX Coordinator.
- d. The Conduct Appellate Board shall have the authority:

- i. To acquit the appellant (find student “Not Responsible” for some or all violations)
- ii. To sustain the decision of the Formal Hearing board or conduct officer
- iii. To modify the sanctions imposed

IV. Emergency Removal / Temporary Suspension

- i. All students of the College community facing conduct action are entitled to due process. However, in the interest of campus safety, the Dean of Students or designee may invoke an Order of Temporary Suspension until facts of the cases (on or off campus) involving suspension or expulsion can be investigated and heard. Under such a circumstance, the student will be removed from classes and campus until the conclusion of the conduct process. A Temporary Suspension will not normally exceed (15) fifteen business days, however, the timeline may be extended based on conduct officers’ availability and ability to complete a thorough investigation.
- ii. Students issued an Order of Temporary Suspension are required to leave campus immediately and are no longer permitted to attend class in person or online unless explicit permission is granted by the official invoking the order. Any penalties (if applicable) concerning absence from class or missed academic work are at the discretion of each individual faculty member for each enrolled course.
- iii. Under extenuating circumstances, AIC Campus Police, at their discretion, may shelter a student at the Campus Police Station in voluntary custody for a short time (not normally to exceed 6 hours) until arrangements can be made to vacate campus.

V. Initial Screening of Conduct Infractions

- a. Based on the complainant’s report, the Dean of Students or designee will determine whether further action should be taken. In making this determination, the Dean of Students or designee will consider the totality of the circumstances surrounding each case. To aid in directing each case to the appropriate forum, they may consider, but are not limited to, any of the following:
 - i. Nature and gravity of the offense
 - ii. Conduct history
 - iii. Any and all information gathered as a result of a preliminary investigation
- b. The Dean of Students or designee will make a reasonable effort to contact the student to initiate the conduct process. A reasonable effort shall include outreach by one of the following means: notification in writing, including college issued e-mail; or orally, including a message left on, if applicable, the student’s cell phone voicemail. This communication is presumed to have been received by the student. If the student fails to respond or fails to appear, the conduct process shall still occur.
- c. When appropriate, the Dean of Students or designee will send a Community Violation (CV) letter to the student rather than requiring a formal conduct meeting. The student will have 48 hours to request a conduct meeting with a conduct officer as outlined in the CV Procedures section below. If a student doesn’t request a meeting within 48 hours, the CV stands.

VI. Administrative Review

- a. Conduct cases are heard by administrative officials in the area in which the infraction was made. Academic cases (e.g., cheating, plagiarism, etc.) are heard by the dean of the school in which the student is enrolled and/or by the Executive Vice President for Academic Affairs. Athletic compliance issues are heard by the Department of Athletics. All other cases are heard by a conduct official from the Dean of Students Office or an appointed designee of that department. Most cases with a finding of “responsible” will result in some form of conduct sanction (see below).

VII. Conduct Procedures

- a. **Community Violation Procedures:** If a Community Violation is issued to a student, a conduct officer will determine whether a conduct meeting is warranted based on the “Initial Screening of Conduct Infractions” section of the Code of Conduct. If a student does not agree with the community violation they received, they may appeal using the website provided on the Community Violation letter, which will lead to a Conduct Meeting with a conduct officer to discuss the alleged violation. The outcome of a Community Violation Conduct Meeting is final and there is no further appeal process. In general, Community Violations reset each academic year, but Student Code of Conduct violations remain on your student record for your entire academic career.
- b. **Conduct Meeting and Formal Hearing Board Procedures:** The following procedures apply to both Conduct Meetings and Formal Hearing Boards:
 - i. **Conduct Meeting:** The respondent(s) will meet with the appointed conduct officer and discuss the alleged violations of the Code of Conduct. Decisions made during a Conduct Meeting will be kept on record with the Dean of Students Office and appropriate sanctions will be assigned. The respondent will be sent a Resolution Letter or have a Resolution Meeting scheduled by the conduct officer.
 - ii. **Formal Hearing Boards:** The respondent(s) will meet with a Formal Hearing Board consisting of three College officials and discuss the alleged violations of the Code of Conduct.
 - iii. **Written Notice to Respondent:** The respondent will receive written notice in advance of the Conduct Meeting or Formal Hearing. This notification shall include:
 - The administrator(s) conducting the Conduct Meeting or Formal Hearing
 - The name(s) of person(s) asked to attend the hearing by the conduct officer
 - The date, time and location of the hearing
 - The specific violation(s) relating to the alleged misconduct, identifying the section of the Student Code of Conduct that was allegedly violated
 - iv. **Respondents are Entitled during both Conduct Meetings and Formal Hearings to:**
 - Appear in person
 - Present relevant evidence and witnesses
 - Direct questions to the conduct officer or hearing board chair
 - v. **The Hearing of Evidence**
 1. The conduct officer or hearing board chair may refuse to hear any evidence that it deems irrelevant or unreliable. The conduct officer or hearing board chair will determine what is reliable and relevant under the circumstances of the case. Rules of evidence used in courts of law are not used in this process.
 2. The conduct officer or hearing board members may question the respondent and witnesses and seek clarification throughout the hearing.
 - vi. **Respondents are Responsible during both Conduct Meetings and Formal Hearings for:**
 - Cooperating with College officials during the conduct process
 - Notifying the College of any change in residence or address, including phone number and email address to contact them
 - Reading any and all materials, including the College’s policies, related to the conduct process and seeking clarification in advance of the hearing
 - Attending scheduled meetings and hearings on time
 - Providing a list of witnesses, including the witnesses’ knowledge of and/or involvement with the matter, prior to or at the Conduct Meeting or Formal Hearing, and recognizing that: the failure of any such witness to meet with the conduct officer(s), if requested, will not delay the conduct process; and the witnesses provided may not be required to meet with the conduct officer
 - Providing or presenting, if they so choose, a written statement at the time of the hearing
 - vii. **Failure to Appear for a Conduct Meeting or Formal Hearing**

1. If the respondent fails to appear for the first scheduled meeting or does not provide an accurate postal mail address, valid email address and/or current phone number to convey information to them after the meeting, the College will proceed with the conduct process.
 2. The respondent's failure to appear for a Formal Hearing or Conduct Meeting will result in a decision being rendered on the basis of reports and witnesses in attendance, thereby forfeiting their right to appeal or seek further review of any and all decisions made during the conduct process.
- viii. Notice of Decision
1. The conduct officer or hearing board chair will notify the respondent of the decision (and sanctions, if any) in person or via AIC e-mail. The decision may be conveyed verbally, if written communication to the student and other relevant documentation cannot be completed, and a written decision letter will be provided thereafter.
 2. All students have the right to appeal Conduct Meeting and Formal Hearing Board decisions in accordance with the policy outlined in the Appeal/Review of Conduct Decisions section of the Code of Conduct.
- c. Formal Hearing Board Only Procedures. The following procedures apply only to Formal Hearing Boards and NOT to Conduct Meetings:
- i. Entitlement to an Advisor from the College Community (Non-Title IX Formal Hearing Boards Only)
 1. Any student who has allegedly violated one or more of the College's behavioral standards and is involved in a Formal Hearing may seek assistance from an advisor of the student's choice, provided that the advisor is a member of the college community (current student, faculty member, or staff member) and is not legal counsel. Students involved in a Conduct Meeting are NOT entitled to have an advisor present during the meeting.
 2. Advisors are permitted to attend hearings but may not speak or provide input during hearings.
 3. Parents, legal guardians, and/or legal counsel, regardless of their affiliation with complainants, respondents, and/or witnesses, are not entitled or normally permitted to attend any conduct hearing. If a parent or legal guardian believes that they have first-hand information about an incident or situation, they may prepare a written statement that the student may provide to the conduct officer or hearing board chair at the time of the scheduled hearing.

I. Appeal/Review of Conduct Decisions

- a. Appellants are not entitled to a re-hearing of the case. Sanctions become effective immediately regardless of whether the sanction is appealed. Appellants may seek review only on the basis of one or more of the following:
 - i. a procedural error that could reasonably be expected to unfairly and materially affect the outcome of the case;
 - ii. the discovery of new evidence that could reasonably be expected to alter the decision and was not available of the time of the hearing; or
 - iii. the sanction is inconsistent with the gravity of the offense (recognizing that sanctioning is cumulative and not based solely on an individual case).
- b. Appellants must submit an Appeal within (5) five calendar days of the date on the Resolution Letter, online, using the information outlined in the Resolution Letter. The request must state the grounds for appeal. Failure to submit the Appeal within (5) five calendar days, forfeits the right to having an appeal reviewed.
- c. Requests to appeal decisions that are not the result of a Formal Hearing Board:

- i. The case will be referred to the next higher level of authority (e.g. Residence Director to Assistant/Associate Director, or Director to Dean), who will serve as the Appellate Officer.
- ii. The Appellate Officer will review a report of the hearing and any additional relevant information provided by the appellant.
- iii. The Appellate Officer will first determine if the student has appropriate grounds for an appeal. If appropriate grounds exist, the Appellate Officer will decide if there is sufficient evidence to overturn the decision and acquit the appellant, sustain the administrative decision, or modify (but in no case increase) the sanction imposed. If appropriate grounds do not exist, the appeal will be denied.
- iv. The Appellate Officer will endeavor to complete the appeal review within fifteen (15) business days following receipt of a timely submitted appeal.
- v. The decision of the Appellate Officer is final with no further appeals.
- d. Requests to appeal Hearing Board decisions, or as deemed necessary by the Dean of Students:
 - i. The case will be referred to the Conduct Appellate Board.
 - ii. The Conduct Appellate Board will review a report of the hearing and any additional relevant information provided by the appellant.
 - iii. The Conduct Appellate Board will first determine if the student has appropriate grounds for an appeal. If appropriate grounds exist, the Conduct Appellate Board will decide if there is sufficient evidence to overturn the decision and acquit the appellant, sustain the administrative decision, or modify (but in no case increase) the sanction imposed. If appropriate grounds do not exist, the appeal will be denied.
 - iv. The Conduct Appellate Board will endeavor to complete the appeal review within fifteen (15) business days following receipt of a timely submitted appeal.
 - v. The decision of the Conduct Appellate Board is final with no further appeals.

II. Code of Conduct Violations

Students are individuals and are individually accountable for their actions and conduct. Any behavior that violates the code of conduct, whether on campus, adjacent to campus, or off campus, is subject to any of the following conduct charges.

1. ACTS OF DISHONESTY

- 1.01 Acts of dishonesty including, but not limited to, furnishing false information to any faculty member, College official or department, forgery, alteration or misuse of any College document record, or instrument of identification or misrepresenting oneself in person, over the phone, via social media, or any other electronic platform.

2. PERSONAL CONDUCT

- 2.01 Violation of any federal, state or local law
- 2.02 Attempted or actual theft
- 2.03 Breaking and entering
- 2.04 Damage or vandalism to property of the College or others
- 2.05 Failure to comply with the request of a College official or law enforcement, fire or other public officials acting in the performance of their duties
- 2.06 Violation of the College's Gambling Policy
- 2.07 Failure to abide by College Network Use Policy
- 2.08 Unauthorized solicitation
- 2.09 Unauthorized posting or distribution of flyers, bulletins or posters
- 2.10 Conduct that is lewd or indecent such as public urination, public defecation, streaking, stripping or solicitation of a stripper
- 2.11 Inappropriate communication with College personnel
- 2.12 Disorderly conduct involving destructive, abusive, or disruptive activities
- 2.13 Foul and abusive language or gestures to faculty, staff, administrators, resident advisors, other students, guests, etc.

- 2.14 Assisting or encouraging another person to engage in a violation of College policy
- 2.15 Abuse of the Student Conduct System
- 2.16 Failure to comply with any College policy
- 2.17 Violation of the College's Drone Use Policy

3. PHYSICAL/EMOTIONAL HEALTH AND MISCONDUCT

- 3.01 Sexual Harassment: unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, non-verbal, graphic, physical, or otherwise
- 3.02 Non-Consensual Sexual Intercourse: Any sexual intercourse directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent (or attempts to commit the same)
- 3.03 Non-Consensual Sexual Contact: any intentional sexual touching, however slight, with any object or body part, by a person upon another person, that is without consent and/or by force (or attempts to commit the same)
- 3.04 Inducing Incapacitation: providing alcohol or drugs to an individual, with or without the individual's knowledge, with the purpose or intent of taking advantage of that individual sexually
- 3.05 Sexual Exploitation: Taking non-consensual or abusive sexual advantage of another (or attempts to commit the same)
- 3.06 Stalking: The repetitive and menacing pursuit, following, harassing and/or interfering with the peace and/or safety of another.
- 3.07 Dating Violence: The use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual or economic abuse directed towards a partner in a social relationship of a romantic or intimate nature constitutes dating violence
- 3.08 Gender-Based Harassment: Acts of verbal, nonverbal, or physical aggression, intimidation, stalking or hostility, based on gender or gender stereotyping constitute gender-based harassment. Gender-based harassment can occur if students are harassed either for exhibiting what is perceived as a stereotypical characteristic of their sex, or for failing to conform to stereotypical notions of masculinity or femininity
- 3.09 Domestic Violence: Any "Dating Violence" behavior directed towards a spouse, a person with whom the individual who may be the victim shares a child in common, a person who is cohabitating with or has cohabitated with the person who may be the victim as a spouse, a person similarly situated to a spouse of the individual who may be the victim under the domestic or family violence laws of Massachusetts, or any person who the perpetrator knows has an outstanding temporary or permanent vacate, restraining or no-contact order or judgment issued pursuant to Massachusetts law in effect against the individual accused at the time the violence occurs
- 3.10 Violation of the College's Bias Incidents Policy
- 3.11 Violation of the College's Discrimination Policy
- 3.12 Physical Assault: An attempted or actual intentional, and/or unjustified physical contact with a person that entails some injury and/or harmful touching on or off campus
- 3.13 Physical Contact: An attempted or actual intentional and/or unjustified physical contact with a person that entails annoyance or is offensive in nature
- 3.14 Verbal Abuse: Verbal abuse, bullying, threats, intimidation, harassment, coercion or conduct which threatens or endangers the health or safety of oneself or another person or any action that may subject oneself or another person to emotional injury
- 3.15 Aiding or Facilitating Sexual Misconduct: Assisting or encouraging another person or persons to engage in sexual misconduct
- 3.21 [Title IX] Quid Pro Quo Sexual Harassment: An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct

- 3.22 [Title IX] Sexual Harassment: Unwelcome sexual conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive to a Reasonable Person that it effectively denies an individual equal access to the College's education program or activity
- 3.23 [Title IX] Sexual Assault: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- 3.24 [Title IX] Domestic Violence: A felony or misdemeanor crime of violence committed: (a) by a current or former spouse or intimate partner of the victim; (b) by an individual with whom the victim shares a child in common; (c) by an individual who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (d) by an individual similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the felony or misdemeanor crime of violence occurred; (e) by any other individual against an adult or youth victim who is protected from that individual's acts under the domestic or family violence laws of the jurisdiction in which the felony or misdemeanor crime of violence occurred.
- 3.25 [Title IX] Dating Violence: Violence committed by an individual who is or has been in a social relationship of a romantic or intimate nature with the victim.
- 3.26 [Title IX] Stalking: Engaging in a course of conduct directed at a specific individual that would cause a reasonable person to: (a) fear for the individual's safety or the safety of others; or (b) suffer substantial emotional distress.

4. GENERAL SAFETY AND CONDUCT

- 4.01 Possessing dangerous weapons, firearms, explosives, or fireworks
- 4.02 Using dangerous weapons, firearms, explosives, or fireworks
- 4.03 Trespassing or violating a College imposed restriction
- 4.04 Unauthorized entry/use or attempted entry/use of College premises including, but not limited to, doors, windows, roofs, balconies, or roadways
- 4.05 Throwing/Disposing objects from windows
- 4.06 Attempted use or actual use of electronic devices that invade a person's privacy including unauthorized use of an electronic recording device
- 4.07 Improper use of College vehicles
- 4.08 Driving recklessly and endangering the public
- 4.09 Creating a situation that endangers others
- 4.10 Failure to abide by the College Policy Against Hazing
- 4.11 Threat of possessing or using dangerous weapons, firearms, or explosives

5. ALCOHOL

- 5.01 Violation of any alcohol or alcohol-related federal, state or local law or ordinance
- 5.02 Being a student under the age of 21, not engaged in an employment or other permissive activity, knowingly in the presence of alcohol (see Acorn exception)
- 5.03 Possession or use of alcohol by a student, under the age of 21
- 5.04 Purchase, sale, or distribution of alcohol to a student or guest who is under the age of 21
- 5.05 Possession or use of a false identification card, wristband, or other age or identity verification form
- 5.06 Sale or distribution of a false identification card, wristband, or other age or identity verification form
- 5.07 Use of an alcohol container as room decoration, vase or storage item
- 5.08 Possession by a student, age 21 or older, or possession by the guest of a student, age 21 or older, of an open container of alcohol in an area designated as a public area by the College without prior approval from the Dean of Students or the designated college official sponsoring, hosting, or supervising an event in a public area
- 5.09 Possession or use by a student, age 21 or older, or possession or use by the guest of a student, age 21 or older, of any amount of alcohol without prior approval from Dean of Students or the

- designated college official sponsoring, hosting, or in charge of a campus event (see Acorn exception)
- 5.10 Public intoxication
 - 5.11 Possession of a drinking game or the use or possession of a board game, table game, ice luge, drinking funnel, beer tap or other device that promotes or encourages abusive drinking or is used in a way that promotes or encourages abusive drinking
 - 5.12 Operation of a motor vehicle which contains open alcohol containers
 - 5.13 Driving under the influence of alcohol or other drugs
 - 5.14 Possession of a full to empty common source of alcohol, regardless of the size(s) or the container(s). A common source of alcohol includes, but is not limited to, a keg, pony keg, beer ball, punch bowl (with or without alcohol), or gelatin shots
 - 5.15 Delivery of alcoholic beverages or restricted/illegal drugs to campus.
 - 5.16 Use of alcoholic beverages to render another person physically or emotionally incapacitated
 - 5.17 Creation of materials that promote alcohol, tobacco, or other drugs
 - 5.18 Excessive intoxication
6. DRUG
- 6.01 Possession, or intent to possess or purchase illegal drugs, including unauthorized possession of prescription drugs.
 - 6.02 Use of illegal drugs, including being under the influence of illegal drugs and the unauthorized use of prescription drugs.
 - 6.03 Sale and/or distribution, or intent to sell and/or distribute drugs, including unauthorized sale and/or distribution of prescription drugs or marijuana.
 - 6.04 Knowingly being in the presence of illegal drugs.
 - 6.05 Knowingly being in the presence of the odor of Marijuana.
 - 6.06 The use of drugs to render another person physically or emotionally incapacitated.
 - 6.07 Possession, use, sale or distribution of drug paraphernalia. Drug paraphernalia is defined as any equipment, product or material that is modified for making, using or concealing illegal or prohibited drugs such as bongs and hookah pipes.
 - 6.08 Intentional misuse or abuse of legal drugs. Legal drugs are defined as over the counter medication and/or authorized prescription medication not used as directed by the prescribing authority.
 - 6.09 Possession, or intent to possess or purchase prohibited drugs, including unauthorized possession of marijuana.
 - 6.10 Use of prohibited drugs, including being under the influence of prohibited drugs and the use of marijuana.
 - 6.11 Knowingly being in the presence of prohibited drugs, including marijuana.
7. PERSONAL IDENTIFICATION AND ACCESS
- 7.01 Failure to carry an AIC identification card
 - 7.02 Failure to produce identification upon request of college officials or designated agents
 - 7.03 Unauthorized possession, duplication, or use of a “master” key or identification card
 - 7.04 Unauthorized possession, duplication, or use of any campus key or identification card (other than a “master” key or card)
 - 7.05 Unauthorized use of the AIC name, logo, mascot or other symbol
8. FIRE SAFETY
- 8.01 Creating a fire hazard
 - 8.02 False reports of fire or bombs
 - 8.03 Arson
 - 8.04 Tampering with, covering, damaging or removing fire safety equipment
 - 8.05 Failing to evacuate the building during a fire alarm

- 8.06 Exiting through a fire door when not warranted
- 8.07 Smoking legal substances, including electronic smoking devices, in a non-designated area, such as inside any building on campus.
- 8.08 Possession of candles, incense, non-explosive fireworks or other open flame sources
- 8.09 Possession of prohibited fire hazard items such as space heaters, appliances with exposed heating elements and all other items outlined in the Housing Agreement

9. HOUSING VIOLATIONS

- 9.01 Failure to abide by College Guest Policies
- 9.02 Noise violation
- 9.03 Unauthorized lounge furniture/College property in room
- 9.04 Failure to maintain a hygienic living and learning environment
- 9.05 Unauthorized animals in a residence hall
- 9.06 Unauthorized air conditioning unit
- 9.07 Entering Residence Hall over break
- 9.08 General violation of the College's Housing Agreement

III. Sanctions

In determining a sanction, the Dean of Students, or designee, may consider the student's present demeanor, past disciplinary record, the nature of the misconduct and the severity of any damage, injury or harm resulting from the misconduct or other factors.

The College has a special concern for incidents in which persons are mistreated because of race, disability, age, marital status, religion, color, national origin, sexual orientation, gender identity and expression, or other personal characteristics. Such incidents damage not only individuals, but also the free and open academic environment of the College. More severe sanctions are appropriate for such misconduct.

Sanctions become effective immediately regardless of whether the sanction is appealed. Some College policies specify sanctions for violations which may be imposed in addition to or in lieu of sanctions under this policy. The Dean of Students, or designee, may impose the following sanctions upon any student found to have violated the Code of Conduct.

1. **Community Violation:** A written notice that the student's behavior has negatively impacted the community and must cease and/or comply immediately. The continuation or repetition of wrongful conduct will result in a formal conduct proceeding.
2. **Verbal Warning:** A verbal notice that the student is violating or has violated College regulations and must cease the conduct immediately. The continuation or repetition of wrongful conduct may be cause for additional disciplinary action.
3. **Written Warning:** A written disciplinary notice that the student is violating or has violated College regulations and must cease the conduct immediately. The continuation or repetition of wrongful conduct may be cause for additional disciplinary action.
4. **Parental Notification:** The College is committed to a goal of student maturity and self-direction. The College also recognizes that some students have developed these qualities to a greater extent than others. In some cases, where a student has shown a pattern of irresponsible behavior and has not responded to College assistance or resources, parents/guardians may be notified. When a student is suspended, parents may be notified in order to provide parental assistance. All parental notification shall comply with the provisions of the Family Educational Rights and Privacy Act. Students are urged to discuss all conduct violations with their parents or guardians.
5. **Loss of Privileges:** Denial of specified privileges for a designated period of time.
6. **Restriction:** Denial of access to any campus facility, activity, class or program. This includes no-contact orders.

7. **Trespass:** Police issued denial of access to any campus facility, activity, class or program. Violation of an Order of No Trespass may result in arrest and immediate removal from campus.
8. **Fines:** Financial sanction.
9. **Restitution:** Compensation for loss, damage or injury.
10. **Community Restitution Project:** Assignment of an appropriate service project that will benefit the College community, responsible student or others.
11. **Educational Program/Project:** Required attendance at an educational workshop or completion of an educational project that will benefit the College community, responsible student or others.
12. **Assessment:** Referral to Counseling Services, Health Services or other appropriate office or local agency for consultation or assessment.
13. **Disciplinary Probation:** A disciplinary status that is imposed when a student has violated College regulations. Disciplinary probation results in immediate loss of privileges, which may include, but is not limited to, exclusion from participation in any or all social and co-curricular activities, athletics, or study abroad, restriction from all residence halls besides the student's assigned hall (if applicable), and loss of all guest privileges. The maximum term of Disciplinary Probation is one academic year (posted to one of the following dates: October 15; December 31; March 15; May 31. In general, probationary periods are posted to the closest probation end date prior to the date of being placed on probation).
14. **Re-Engagement for EXcellence Program (REX):** Students who have been placed on Disciplinary Probation may apply for the REX Program. If accepted into the program, upon completion and approval, students will receive an expedited probationary term posted to the probation end date prior to the original end date assigned. Students will also receive the lost privileges, as outlined in their resolution letter, back ahead of the completed probationary term. Students may only complete REX twice during their academic career at AIC.
15. **Relocation of Residence:** Required assignment to another residence area or room.
16. **Deferred Suspension from Residency:** To support students in their development, this is a temporary status that is given to a student who has reached the level of Suspension from Residency. Deferred Suspension from Residency is coupled with a probationary period and loss of privileges. This status may be associated with the student's willingness to complete a Student Growth Plan, which will place the Suspension from Residency on hold. If the student is found responsible for violating the Code of Conduct during the Student Growth Plan process, or fails to complete the Student Growth Plan, the student will be immediately removed from the residence halls for a specific period after which the student may reapply for housing. Reapplication for housing does not guarantee immediate placement. Conditions for returning to the residence halls may be specified.
Note: Students are only permitted to complete one Student Growth Plan while enrolled at AIC.
17. **Suspension from Residency:** Separation of the student from the residence halls, typically for a minimum term of one academic semester (posted to end of semester of the term of the suspension – i.e. December 31 or May 31), after which the student may reapply for housing. Reapplication for housing does not guarantee immediate placement. Conditions for returning to the residence halls may be specified.
Note: A suspension term can be extended if students are found responsible for subsequent incidents during the original suspension term.
18. **Residence Hall Expulsion:** Permanent separation of the student from the residence halls.
19. **Deferred College Suspension:** To support students in their development, this is a temporary status that is given to a student who has reached the level of College Suspension. Deferred College Suspension is coupled with a probationary period and loss of privileges. This status may be associated with the student's willingness to complete a Student Growth Plan, which will place the College Suspension on hold. If the student is found responsible for violating the Code of Conduct during the Student Growth Plan process, or fails to complete the Student Growth Plan, the student will be immediately suspended from the College for a specific period after which the student may reapply to the College.
Note: Students are only permitted to complete one Student Growth Plan while enrolled at AIC.

20. **College Suspension:** Separation of the student from the College, typically for a minimum term of one academic year (posted to end of semester of the term of the suspension – i.e. December 31 or May 31). Students must meet all stated requirements in order to return to the College to officially resume residency and/or coursework. Reapplication for the College does not guarantee immediate admission.

Note: A suspension term can be extended if students are found responsible for subsequent incidents during the original suspension term.

21. **College Expulsion:** Permanent separation of the student from the College.

More than one of the sanctions listed above may be imposed for any single violation or incident. A campus department, separate from the Conduct System, may place a restriction on a student found responsible for violating the Code of Conduct. For example, conduct records may affect negatively on housing lottery number, student work eligibility, participation in athletics, clubs, organizations, eligibility for scholarships and/or leadership positions, the denial of study abroad, campus parking, or other privileges.

Failure to complete sanctions on time or disregarding College requirements may result in the College imposing an additional fine as well as placing an academic hold on a student's account. This hold may impact a student's ability to register or obtain certain academic records.

SECTION 4 - STUDENTS WITH DISABILITIES

American International College (the "College") recognizes that students with disabilities are an important part of the campus community. The College complies with Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990 (the "ADA"), and applicable state law. The College prohibits discrimination on the basis of disability and is committed to providing equal educational opportunity to qualified students with disabilities in accordance with the law. The College also prohibits discrimination against someone solely because of their association with an individual with a disability.

Section 504 is a civil rights statute designed to prevent discrimination against individuals with disabilities. It provides that:

No otherwise qualified individual with disabilities in the United States . . . shall, solely by reason of their disability be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance . . . 29 USC 794.

The ADA, which took effect in 1992, was modeled after Section 504. It guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, State and local government services, and telecommunications.

I. Definitions

"Otherwise qualified" means the student is able to meet the technical and academic standards requisite for admission or participation in the school, program or activity.

An "individual with a disability" is a person who:

1. Has a physical or mental impairment which substantially limits a major life activity;
2. Has record or history of such an impairment; or
3. Is regarded as having such an impairment.

“Major life activities” include, but are not limited to: caring for oneself; performing manual tasks; seeing; hearing; eating; sleeping; walking; standing; lifting; bending; speaking; breathing; learning; reading; concentrating; thinking; communicating, and working.

The following major bodily functions are also considered “major life activities”: functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

II. Requesting Reasonable Accommodations

Contact: Christopher Ryan, Director of Accessibility Services and Academic Accommodations
Section 504 Coordinator
Center for Accessibility Services and Academic Accommodations (CASAA)
Dining Commons – Lower Level (DC010)
accessibility.services@aic.edu
413.205.3810

Students with disabilities who need reasonable accommodations must identify themselves as having a disability. Disclosure of a disability is always voluntary, but the College will not be able to provide accommodations without the student first contacting the Center for Accessibility Services and Academic Accommodations.

Students with disabilities that affect their participation in academic or other aspects of college life should contact the Section 504 Coordinator to initiate the process for determining any appropriate reasonable accommodations that may be arranged. The Section 504 Coordinator will assist students with the procedures necessary for requesting reasonable accommodations. Students should expect to work with the College in an interactive process to identify reasonable accommodations.

Although students may make such requests at any time, requests should be made as early as possible. Some accommodations may take more time to arrange than others. In all instances, the College needs sufficient time to review the request.

Accommodations may include auxiliary aids and services, and reasonable accommodations as necessary to ensure equal educational opportunity. In providing a reasonable accommodation, the College is not required to lower or substantially modify essential requirements. In addition, the College does not have to make adjustments that would fundamentally alter the nature of a service, program, or activity, or that would result in an undue financial or administrative burden. Finally, the College does not provide personal attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature, such as tutoring and typing.

The College is also not required to accept or retain a student who poses a direct threat to the health or safety of others. “Direct threat” is defined as a “significant” risk of “substantial” harm that cannot be eliminated by reasonable modifications or the provision of auxiliary aids or services. The assessment of whether a student poses a direct threat of harm must be individualized and based on current medical knowledge or on the best available objective evidence. A student who poses a direct threat is not otherwise qualified.

Documentation Guidelines

Once students have contacted the Center for Accessibility Services and Academic Accommodations, they will be given an application to fill out regarding their request. Students will also be given guidelines as to the documentation necessary to support their request.

The documentation must provide enough information to decide what an appropriate, reasonable accommodation is. If the documentation does not meet the College’s requirements, students will be informed in a timely manner as to what additional documentation is needed. In some instances, this may require a new evaluation. (The College is not required to conduct or pay for a new evaluation to document a disability and the need for an accommodation.)

Acceptable forms of documentation include:

Primary Documentation

- A letter prepared by an appropriate professional, such as a medical doctor, psychologist, or other qualified diagnostician, showing that they have a current disability and need a reasonable accommodation. The letter shall include the following:
 - A diagnosis of the current disability, along with the date when the disability was diagnosed, and how the diagnosis was reached. This shall be presented on appropriate professional letterhead and signed by the appropriate professional with their credentials.
 - Information on how the disability affects a major life activity;
 - Information on how the disability affects academic performance.
- High School special education evaluations (i.e. psychological, educational, speech-language)
- A student's narrative or self-report of their experience of disability, barriers, and effective and ineffective accommodations experienced.

Secondary Documentation

- An individualized education program (IEP) or Section 504 plan that shows accommodations that the student has received and may have been effective in the past. IEP's and 504 Plans are generally not sufficient by themselves as there are differences between postsecondary education and high school education. Also, in some cases, the nature of a disability may change.
- The impressions and conclusions formed by the Section 504 Coordinator in evaluating the effectiveness of previously implemented accommodations.

Once the College has received sufficient documentation, it will review each request in light of the essential requirements for the relevant program. If a student has requested a specific accommodation, the College may offer that accommodation, or it may offer an effective alternative. Upon completion of the process, students whose applications are approved will receive verification of eligibility; a letter documenting the verification will also be kept on file.

III. Disability Discrimination Grievance Procedure

It is the policy of American International College not to discriminate on the basis of disability. If you believe that you have been improperly denied an appropriate reasonable accommodation established by the Office of Accessibility Services and Academic Accommodations, you may raise your concern with the individual denying the accommodation in an attempt to resolve your concerns on an informal basis. You may also file a formal complaint with the Section 504 Coordinator.

Contact for reasonable accommodations and grievances for denial of established accommodations:

Christopher Ryan, Director of Accessibility Services and Academic Accommodations
Section 504 Coordinator
Center for Accessibility Services and Academic Accommodations (CASAA)
Dining Commons – Lower Level (DC010)
accessibility.services@aic.edu
413.205.3810

Contact for appeals to established reasonable accommodations:

Michael Dodge, Executive Vice President for Academic Affairs
Adams Hall – First Floor
Michael.dodge@aic.edu
413.205.3305

The College has adopted the following internal grievance procedure to provide for prompt and equitable resolution of formal complaints.

- Grievance must be submitted within thirty (30) days of the date the person filing the complaint becomes aware of the alleged denial of a reasonable accommodation to the Section 504 Coordinator. The College may extend this time frame when a delay is due to circumstances beyond the student's control, e.g., illness or incapacity.
- Complaints must be in writing and include a full description of the problem and any relevant facts; a summary of the steps the student has already taken in attempt to resolve the problem, including the names of persons involved; the remedy or relief sought; and the name, contact information, and signature of the person filing it.
- As an initial matter, all grievances will be reviewed to determine whether they are submitted within a timely manner and/or whether they contain all required information. The College will not review a grievance that is untimely or fails to contain all required information, including a clear statement of all grounds for the grievance. To facilitate a clear and prompt resolution, once initiated, a grievance shall not be expanded beyond the issues presented in the initial complaint.
- The Section 504 Coordinator (or designee) will conduct an investigation of the complaint. This investigation may be informal, but it must be thorough, affording all interested persons an opportunity to present witnesses and submit other evidence relevant to the complaint. The Section 504 Coordinator will maintain the files and records of the College relating to such grievances.
- The Section 504 Coordinator will issue a written decision on the grievance no later than thirty (30) days after its filing.

Appeals

- An appeal of the Section 504 Coordinator's decision may be submitted, in writing, to the Executive Vice President for Academic Affairs within fifteen (15) calendar days of the date the decision is received from the Section 504 Coordinator.
- The Executive Vice President for Academic Affairs will review all case materials and respond to the appellant within (15) fifteen business days of receipt of the appeal.

To the extent that it is determined that disability discrimination has occurred, the College will take appropriate steps to prevent recurrence of the discrimination and to correct its effects on the complainant and others, as appropriate.

Retaliation

The College prohibits retaliation against any student for filing a grievance under this process or against any other individual participating in the investigation of a grievance. Any such retaliation is against state and federal laws and College Policy. Retaliation may be subject to disciplinary action up to and including termination. Individuals who have participated in the grievance process in support of a student may file a grievance under these procedures if they feel they have been retaliated against.

Confidentiality

The student's confidentiality shall be maintained by each person involved in the informal or formal investigation or resolution of a student grievance under this policy. Any disclosures regarding the student or the investigation shall be limited to the minimum necessary to accomplish the investigation or address the student's grievance.

If a student is dissatisfied with the outcome of the College's grievance procedures or wishes to pursue an alternative to using those procedures, they may file a complaint with U. S. Department of Education, Office for Civil Rights or in a court.

Office for Civil Rights,
U.S. Department of Education – 8th Floor
5 Post Office Square
Boston, MA 02109-3921
Telephone: (617) 289-0111
Facsimile: (617) 289-0150
Email: OCR.Boston@ed.gov

IV. Requests for Medical Marijuana Accommodations

The Massachusetts medical marijuana law explicitly does not require accommodation of medical marijuana on school grounds; moreover, medical marijuana use on campus violates several federal laws which could adversely impact both the school and its students. American International College prohibits the use of medical marijuana on campus pursuant to these federal law implications.

SECTION 5 - NON-DISCRIMINATION POLICY

I. Introduction

American International College (the “College”) is committed to providing equal educational opportunities to all students and to maintaining an environment that encourages mutual respect. The College prohibits discrimination against any student or applicant for enrollment because of race, color, national or ethnic origin, age, religion, physical or mental disability, sex, sexual orientation, gender identity and expression, genetic information, veteran status/membership in the uniformed services, or any other characteristic protected under applicable federal or state law. There are several different forms of discrimination. Accordingly, the College prohibits discriminatory conduct of any kind, including unequal treatment, harassment (including sexual harassment and sexual misconduct), and retaliation.

II. Discrimination

Unlawful discrimination is the unfair or unequal treatment of an individual (or group) based on certain characteristics that are specifically protected by law or College policy. These characteristics include: race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status (special disabled veterans, disabled veterans and Vietnam-era veterans), or any other characteristic protected under applicable federal or state law.

Examples of unlawful discrimination could include depriving an individual of academic opportunities on the basis of a protected characteristic such as:

- a. refusing admission to academic programs on the basis of a protected characteristic;
- b. subjecting individuals to different standards on the basis of a protected characteristic;
- c. refusing access to college housing, recreational, or social activities on the basis of a protected characteristic.

III. Harassment

Discriminatory harassment is also a form of discrimination that violates the law and College policy. Discriminatory harassment includes abusive conduct based on a protected trait that is sufficiently severe, persistent, or pervasive to threaten an individual or group of individuals or limit the ability of the individual to work, study or participate in college activities. Often, harassment takes the form of hostile words and actions that create a hostile or offensive work or educational environment. Harassment based on sex – sexual harassment – can take a different form, and so is often described separately from other forms of discriminatory harassment.

IV. Sexual Harassment

Sexual harassment, including sexual misconduct, violates the dignity of individuals and is a form of discrimination. A federal law, Title IX of the Education Amendments of 1972 (Title IX), prohibits discrimination on the basis of sex, including sexual harassment, in education programs and activities.

Revised 7/19/23

Note: the college reserves the right to amend, modify and/or make changes to the Student Handbook as it deems necessary. Should any changes be made, notice will be provided via AIC email and changes become effective on the date of the notice unless otherwise specified.

The College is committed to providing an educational environment that is free from sexual harassment and sexual misconduct. The College works to prevent and address sexual harassment and sexual misconduct through educational programs, training, and complaint resolution.

In Massachusetts, the legal definition for sexual harassment is unwelcome sexual advances, requests for sexual favors, and other 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 as a basis for academic decisions; or
- b. such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's academic program by creating an intimidating, hostile, humiliating or sexually offensive environment.

The legal definition of sexual harassment is broad. 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 an environment that is hostile, offensive, intimidating, or humiliating to male, female, or transgender 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:

- 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 or about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences;
- Discussion of one's sexual activities;
- Dissemination of sexually explicit voice mail, e-mail, graphics, downloaded materials or websites.

Sexual harassment can occur between any individuals associated with the College, whether between people of different sexes or the same sex. Sexual harassment can occur between people of unequal power or between peers. Examples of who could be involved in an allegation of sexual harassment could include, but are not limited to, any combination of the following: supervisor and subordinate, faculty and staff, coworkers, student and professor, student and staff, student and student, contractor or vendor and staff. An individual does not have to be the direct recipient of the conduct to be affected by the conduct.

Sexual harassment does not restrict itself to College property. Sexual harassment could occur at any College-sponsored program or activity regardless of location. For example, sexual harassment could occur out of state, such as at a conference, off-site project, or an externship. Sexual harassment includes misconduct that is criminal in nature, such as rape, sexual assault, dating violence, and sexually motivated stalking. (See Prohibited Conduct and Definitions set forth in the College's Sexual Misconduct Policy and Procedure, www.aic.edu/titleix)

V. Retaliation

Retaliation against an individual who has complained about discrimination or harassment, and retaliation against individuals for cooperating with an investigation of a discrimination or harassment

complaint is unlawful and prohibited by the College. Any person who retaliates against an individual for reporting discrimination or harassment, filing a discrimination or harassment complaint, or participating in a discrimination or harassment investigation is subject to disciplinary action up to and including dismissal.

VI. Procedure for Student Complaints of Discrimination, Harassment, and Retaliation

There are several ways to make reports or complaints, depending on the type of discrimination, harassment and/or retaliation at issue, as well as the individuals involved. Prior to making a formal complaint, a student may wish to resolve the matter informally. If a student feels comfortable enough, they may talk with the person, inform them of the unwelcome behavior and ask that the behavior stop. Students may also seek assistance from the individuals identified below to resolve complaints in an informal manner. (Informal efforts can be terminated at any time and the formal process begun.) In all instances, the facts and circumstances of the incident and the steps taken to resolve it should be documented.

If a student would like to file a formal complaint with the College they may do so as described below. A formal complaint must be written and must provide detailed allegations of the discrimination, and the desired outcome. It should include the names or identities of the persons involved and, if applicable, the school/department or administrative unit with which the participants are affiliated.

Students With Disabilities / Requests For Accommodation

Students who have a complaint of discrimination based on an actual or perceived disability should contact:

Christopher Ryan, Director of Accessibility Services and Academic Accommodations
Section 504 Coordinator
Center for Accessibility Services and Academic Accommodations (CASAA)
Dining Commons – Lower Level (DC010)
accessibility.services@aic.edu
413.205.3810

Complaints related to disability and requests for accommodations will be resolved by the College's Disability Discrimination Grievance Procedure.

Complaints Against Employees

Students who have a complaint of discrimination, harassment or retaliation by an employee or faculty member of the College should contact:

Millie Lopez-Cook
Director of Human Resources Deputy Title IX Coordinator
Lee Hall, Second Floor
Millie.LopezCook@aic.edu
413.654.1479

Complaints against employees and faculty will be resolved in accordance with the procedures set forth in the Employee Handbook.

Complaints Against Students

Students who have a complaint of discrimination, harassment and/or retaliation by another student(s) should contact:

Matthew Scott
Vice President for Student Affairs | Title IX Coordinator
Campus Center, SC211
matthew.scott@aic.edu
413.205.3015

Complaints against students that do not involve allegations of Sexual Misconduct will be resolved by the Student Conduct System set forth in this handbook.

Complaints Against Students Involving Sexual Misconduct

Students who have a complaint against another student regarding sexual misconduct, such as rape, sexual assault, dating violence, and sexually motivated stalking should contact either of the following individuals:

Matthew Scott
Vice President for Student Affairs | Title IX Coordinator
Campus Center, SC211
matthew.scott@aic.edu
413.205.3015

Alexander Cross
Dean of Students | Deputy Title IX Coordinator
Campus Center, Second Floor
Alexander.cross@aic.edu
413.654.1434

Complaints Against Employees Involving Sexual Misconduct

Students who have a complaint against an employee regarding sexual misconduct, such as rape, sexual assault, dating violence, and sexually motivated stalking should contact either of the following individuals:

Matthew Scott
Vice President for Student Affairs | Title IX Coordinator
Campus Center, SC211
matthew.scott@aic.edu
413.205.3015

Millie Lopez-Cook
Director of Human Resources Deputy Title IX Coordinator
Lee Hall, Second Floor
Millie.LopezCook@aic.edu
413.654.1479

Sexual misconduct incidents may also be reported through the Sexual Discrimination & Misconduct Reporting Form located at www.aic.edu/titleix.

Students with complaints of Sexual Misconduct should refer to the College's Sexual Misconduct Policy and Procedures (located at www.aic.edu/titleix). Any complaint or inquiry regarding the application of Title IX may be referred to the College's Title IX Coordinator or the Office of Civil Rights (see contact information below). Complaints regarding Sexual Misconduct by students will be resolved by the

College's Procedures For Addressing Allegations of Sexual Misconduct set forth in the Sexual Misconduct Policy located at www.aic.edu/titleix.

- Complaints may also be filed anonymously through an independent third party, Ethics-Point, who provides a confidential venue.
- Over the Phone: To submit a report over the phone, call the toll-free reporting number: 866-ETHICS-P (866-384-4277).
- Via the Web: To submit a report via the secure web site, go to www.ethicspoint.com and click "File a new report" or "Report Follow Up."

Note: Complaints that are submitted without identifying the Complainant make it difficult, if not impossible, to adequately investigate, respond or take appropriate action.

VII. Obligation to Report

All members of the College community are responsible for reporting incidents of possible discrimination and harassment, unless statutorily obligated otherwise. Employees and other agents of the College are required to respond promptly and appropriately to allegations of discrimination and harassment that are brought to their attention by contacting the above-named parties.

All College employees, other than those designated as confidential sources by policy or statute, to report any incident of sexual harassment and sexual misconduct whether resolved informally or formally through the grievance procedure to the College's Title IX Coordinator.

VIII. Importance of Prompt Reporting

Reports should be made as soon as possible after the alleged conduct occurs. While these reports can be made at any time, it is best if made within one year. Prompt reporting will enable the College to investigate the facts, determine the issues, and provide an appropriate remedy or disciplinary action. Prompt reports regarding allegations of Sexual Misconduct will also allow the Title IX Coordinator to identify patterns of frequency in a particular area or location within the College and coordinate compliance with federal regulations.

IX. Investigations

When a complaint is received, the College will promptly investigate the allegation in a fair and expeditious manner, typically within a 60-day time frame. When necessary, the College may take interim measures during the investigation of a complaint. (For instance, if a student alleges harassment by another student, the College may keep those students separated until the investigation is complete.)

The College recognizes the importance of confidentiality and understands that some individuals filing complaints or involved in an investigation may want their identity to remain confidential. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

The investigation will include interviews with the person filing the complaint and with any witnesses. The College will also interview the person alleged to have committed unlawful discrimination or harassment. The College will endeavor to keep the student who alleged the discrimination or harassment informed of the status of the investigation.

When the investigation is complete, the College will provide written notice to the complainant and the alleged perpetrator of the outcome of its investigation. The complainant will be informed of any consequences imposed that directly relate to them, such as an order for the harasser to stay away from them.

X. Disciplinary Action

If it is determined that inappropriate conduct has occurred in violation of this policy, the College will act promptly to eliminate the offending conduct, and where appropriate, will also impose disciplinary action up to and including dismissal from the College.

XI. State and Federal Complaints

If a student is dissatisfied with the outcome of the College's complaint procedures or wishes to pursue an alternative to using these procedures, they may also file a formal complaint with the government agencies set forth below or in a court. Using the College's complaint process does not prohibit a student from filing a complaint with these agencies.

The United States Equal Employment Opportunity Commission ("EEOC")

John F. Kennedy Federal Building

475 Government Center

Boston, MA 02203

800.669.4000

The Massachusetts Commission Against Discrimination ("MCAD")

436 Dwight Street, Rm 220

Springfield, MA 01103

(413) 739-2145

Office for Civil Rights

U.S. Department of Education 8th Floor

5 Post Office Square

Boston, MA 02109-3921

Telephone: (617) 289-0111

Facsimile: (617) 289-0150

Email: OCR.Boston@ed.gov

SECTION 6 – SEXUAL MISCONDUCT POLICY

I. Statement of Policy

American International College (the "College") is committed to maintaining a safe and respectful learning, living, and working environment for all members of the College community free from gender-based discrimination and Sexual Misconduct including, but not limited to, Sexual Harassment, Sexual Assault, Sexual Exploitation, Relationship Violence, and Stalking. The full Sexual Misconduct Policy may be found at www.aic.edu/titleix.

The College will respond to reports and formal complaints of Sexual Misconduct and will take prompt action to eliminate such conduct, prevent its recurrence, and remedy the adverse effects of such conduct in the College's programs and activities.

A student, employee, or third party determined by the College to have violated this Policy will be subject to sanctions, up to and including the termination of their relationship with the College, withdrawal of the privilege to enter College property, and/or to participate in College-sanctioned or supported activities.

SECTION 7 - ALCOHOL AND OTHER DRUG POLICIES

I. Compliance with the Drug Free Schools and Communities Act

American International College, in accordance with federal legislation and College policy, is committed to providing a drug-free, healthy and safe environment for all students, faculty and staff. The unlawful use, possession, manufacturing, distribution or dispensation of a controlled substance and the illegal use or possession of alcoholic beverages on campus or at College sponsored activities is prohibited. If it is determined that a violation of this policy has occurred, disciplinary action up to and including the dismissal of students and referral for prosecution may result (see the "Sanctions" section of the Student Handbook for a comprehensive list of disciplinary sanctions). Applicable legal sanctions and penalties for the unlawful use, possession or distribution of alcohol and other drugs are summarized below.

This policy meets the requirements of the Drug-Free Schools and Communities Act. In addition to this policy, other applicable College policies remain in effect. Please see separate document titled "Statement on Drugs and Alcohol".

II. Student Alcohol Policy

American International College complies with all federal, state and local laws and ordinances regarding the possession, use, sale, and/or distribution of alcoholic beverages. In conjunction with and in addition to these laws and ordinances, the College has adopted certain standards to facilitate its regulation of the use and possession of alcohol by students and their guests. The following are considered violations of the College's standards with respect to the use, possession, and distribution of alcohol (see also the "Code of Conduct Violations" section of the Student Handbook for a comprehensive list of alcohol-related policies and violations):

- 5.01 Violation of any alcohol or alcohol-related federal, state or local law or ordinance
- 5.02 Being a student under the age of 21, not engaged in an employment or other permissive activity, knowingly in the presence of alcohol (see Acorn exception)
- 5.03 Possession or use of alcohol by a student, under the age of 21
- 5.04 Purchase, sale, or distribution of alcohol to a student or guest who is under the age of 21
- 5.05 Possession or use of a false identification card, wristband, or other age or identity verification form
- 5.06 Sale or distribution of a false identification card, wristband, or other age or identity verification form
- 5.07 Use of an alcohol container as room decoration, vase or storage item
- 5.08 Possession by a student, age 21 or older, or possession by the guest of a student, age 21 or older, of an open container of alcohol in an area designated as a public area by the College without prior approval from the Dean of Students or the designated college official sponsoring, hosting, or supervising an event in a public area
- 5.09 Possession or use by a student, age 21 or older, or possession or use by the guest of a student, age 21 or older, of any amount of alcohol without prior approval from Dean of Students or the designated college official sponsoring, hosting, or in charge of a campus event (see Acorn exception)
- 5.10 Public intoxication
- 5.11 Possession of a drinking game or the use or possession of a board game, table game, ice luge, drinking funnel, beer tap or other device that promotes or encourages abusive drinking or is used in a way that promotes or encourages abusive drinking
- 5.12 Operation of a motor vehicle which contains open alcohol containers
- 5.13 Driving under the influence of alcohol or other drugs
- 5.14 Possession of a full to empty common source of alcohol, regardless of the size(s) or the container(s). A common source of alcohol includes, but is not limited to, a keg, pony keg, beer ball, punch bowl (with or without alcohol), or gelatin shots

- 5.15 Commercial delivery of alcoholic beverages to the residence halls or the College mailroom
- 5.16 Use of alcoholic beverages to render another person physically or emotionally incapacitated
- 5.17 Creation of materials that promote alcohol, tobacco, or other drugs
- 5.18 Excessive intoxication

III. Acorn Heights Alcohol Policy

Having alcohol in the Acorn Heights Apartments is a privilege, not a right, and can be revoked at any time due to lack of compliance with policies. The policy outlined below is meant to allow students age 21 and older the ability to consume alcohol in a responsible and respectful manner and does not give students the right to disregard other policies (such as guest limits and quiet hours) or to become highly intoxicated and belligerent.

All policies of the Student Alcohol Policy apply to the Acorn Heights Apartments with the following exceptions:

1. Permitted use of alcohol is limited to the inside of a student's Acorn Heights apartment. Alcohol is not permitted on the decks or grounds of the Acorn Heights Apartments without prior approval from the Dean of Students or designee.
2. The use of an alcohol container as room decoration, vase or storage item is not permitted. All empty containers must be disposed of immediately after consumption.
3. Students under the age of 21 will be permitted to be in the presence of alcohol within their own assigned Acorn Heights apartment if one or all of the other people assigned to the apartment are 21 years of age or older. No alcohol or alcohol paraphernalia may be present if someone under the age of 21 who is not assigned to the Acorn Heights apartment is present.
4. Students possessing alcohol in or around Acorn Heights will have their identification checked by the staff regardless of age.
5. Disciplinary proceedings will be brought against those students who are hosting a gathering where alcohol is served to minors, the consumption of alcohol by guests is not monitored, and/or the student is furnishing a place for minors to consume alcohol. Students present where underage students are found in the presence of alcohol will face disciplinary action.
6. The host(s) must realize that by providing alcoholic beverages, they are responsible, and perhaps liable, for the safety and wellbeing of the guests. The host must make certain to observe published courtesy/quiet hour standards. Residents in violation of the American International College policies will be subject to disciplinary action.

IV. Entertaining in the Residence Halls Without Alcohol

Students may entertain or socialize in their individual rooms provided the number of people in the room does not exceed building policy (see your Residence Director/Area Coordinator). Students must comply with campus guest and quiet hours policies and may not disrupt the learning or living activities of others.

V. Reserving Common Lounges for Social Gatherings Without Alcohol

Students who wish to reserve a common area lounge for an event without alcohol must obtain approval from the RD.

VI. Social Gatherings with Alcoholic Beverages in the Residence Halls other than Acorn

Social gatherings with alcohol are not routinely permissible in residence halls other than the Acorn Heights apartments. The Dean of Students must approve all such gatherings.

VII. Violations of Social Gathering Guidelines

All violations of the Social Gathering Guidelines will be addressed by the Residence Life Office and/or the Dean of Students.

VIII. Approval of Student Programs with Alcohol

1. The Dean of Students, or designee, has primary responsibility for determining the circumstances and whether or not alcoholic beverages may be served at student programs. Examples of such programs include the Stinger, Senior Week activities, and certain college-sponsored off-campus events.
2. Students, age 21 or older, must present a current AIC ID card and a valid driver's license or photo ID card that confirms the student's date of birth documented in College records to enter the service area.
3. Guests, age 21 or older, must present a valid driver's license or photo ID card that shows the guest's date of birth and must be accompanied by their student host at all times. Student host must also be age 21 or older. Number of guests per current student will be determined on a per event basis but in general, a maximum of 2 guests per student are allowed.
4. Students and their guests may not attempt to or bring alcohol into student programs unless otherwise approved, or attempt to or remove alcohol from the service area or student programs.
5. Underage students and their guests may not attempt to enter the alcohol service area.
6. Safeguards must be taken to ensure an orderly function to protect the rights of other members of the community against undue interference, noise, and other disturbances.
7. Students may be refused admission to a student program if the validity of their identification is questionable or if students are intoxicated or disruptive.
8. The sponsoring organization shall abide by the established laws of the Commonwealth of Massachusetts, ordinances of the City of Springfield and policies of American International College.
9. Student organizations may not use student fees to purchase alcoholic beverages for student use.
10. Alcoholic beverages may not be offered free of charge to any participant at a student-run program.
11. When alcoholic beverages are served, food and non-alcoholic beverages must be made available. The cost of refreshments must not be prohibitive. Alcoholic beverages may not continue to be served if non-alcoholic beverages run out. When alcoholic beverages are served, the student program must be supportive of alcohol education programs that encourage responsible decisions about the use or non-use of alcoholic beverages.
12. Alcoholic beverages may not be provided as awards.
13. Advertising promoting alcoholic beverages must not encourage any form of alcohol abuse or place any emphasis on quantity or frequency of use. The advertising of alcoholic beverages on campus may not portray drinking as a solution to personal or academic problems or as necessary for social, sexual, or academic success. Advertising of alcoholic beverages and other promotional beverages may not associate alcoholic beverage consumption with the performance of tasks that require skilled reactions such as driving or playing sports. All posters must be in accordance with the College's Posting Policy.
14. If a student program is held off-campus, the contracted server/facility must agree in writing that it agrees to assume all responsibility for serving alcoholic beverages. Alcoholic beverages may not be served in common sources when students have direct access to serve themselves.

IX. Student Smoking and Tobacco Policy

1. Smoking of any kind, including electronic smoking devices, is prohibited in all campus buildings and facilities including all student residence halls. "Electronic Smoking Devices" means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape or vaporizer pen, or under any other product name or descriptor.
2. Individuals who choose to smoke are expected to be at least 25 feet from the building so as not to allow smoke to travel back into the building.

3. Individuals who choose to smoke are expected to dispose of cigarettes and their packaging in proper trash receptacles.
4. Smokeless tobacco is not permitted in classrooms, the Library, or other public buildings.
5. Smokeless tobacco is not to be spit or disposed of on AIC grounds.

X. Student 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 American International College with regard to drugs (see also the “Code of Conduct Violations” section of the Student Handbook for a comprehensive list of drug-related policies and violations)).

- 6.01 Possession, or intent to possess or purchase illegal drugs, including unauthorized possession of prescription drugs.
- 6.02 Use of illegal drugs, including being under the influence of illegal drugs and the unauthorized use of prescription drugs.
- 6.03 Sale and/or distribution, or intent to sell and/or distribute drugs, including unauthorized sale and/or distribution of prescription drugs or marijuana.
- 6.04 Knowingly being in the presence of illegal drugs.
- 6.05 Knowingly being in the presence of the odor of Marijuana.
- 6.06 The use of drugs to render another person physically or emotionally incapacitated.
- 6.07 Possession, use, sale or distribution of drug paraphernalia. Drug paraphernalia is defined as any equipment, product or material that is modified for making, using or concealing illegal or prohibited drugs such as bongs and hookah pipes.
- 6.08 Intentional misuse or abuse of legal drugs. Legal drugs are defined as over the counter medication and/or authorized prescription medication not used as directed by the prescribing authority.
- 6.09 Possession, or intent to possess or purchase prohibited drugs, including unauthorized possession of marijuana.
- 6.10 Use of prohibited drugs, including being under the influence of prohibited drugs and the use of marijuana.
- 6.11 Knowingly being in the presence of prohibited drugs, including marijuana.

As required by federal law, students are required to notify the College’s Director of Financial Aid, or designee, within 5 days of being convicted of violating a criminal drug statute.

American International College does not distinguish between civil and criminal penalties associated with possession of marijuana. Possession of marijuana, regardless of the amount, is strictly prohibited on campus property or at campus sponsored events.

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, overcrowding, 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 detailed inspection of the room for the express purpose of uncovering hidden items or substances.

The presence of drugs will be considered as evidence that such drugs are for use, sale, or dispensing.

- a. 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 when probable cause is present. Full room searches will not be conducted by resident advisors except when accompanied by administrative officials.

- b. 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.
- c. 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.
- d. Any student reported by college personnel will be referred the College's Conduct System.

XI. Medical Amnesty Policy

In cases of a drug or alcohol emergency, the primary concern is the health and safety of the individual(s) involved. Students are strongly encouraged to call for medical assistance (413-205-3333) or contact a member of Residence Life for themselves or for another student who they observe to be, or feel is dangerously intoxicated/under the influence of alcohol or drugs.

No student seeking medical assistance for an alcohol or other drug-related emergency will be subject to College disciplinary action for the violation of possession or consumption of alcohol or drugs. This policy shall extend to the referring student who sought medical assistance as well. The student requiring medical assistance, and possibly the referring student(s), will be required to contact the Dexter Health and Counseling Services within two weeks of written notification to schedule a meeting and develop follow-up plans. As long as the student complies with all directives, there will be no disciplinary action taken related to the violation of possession or consumption of alcohol or drugs.

Note: Although disciplinary action will not be taken, an educational project/program may be required.

This policy applies only to those students who seek emergency medical assistance in connection with an alcohol or drug-related medical emergency and does not apply to individuals experiencing an alcohol or drug-related medical emergency who are found by College officials (e.g., AIC police, faculty, administrative staff, or residence hall staff).

The Medical Amnesty Policy is not intended to shield or protect those students that repeatedly violate the Student Code of Conduct. In cases where repeated violations of the Student Code of Conduct occur, the College reserves the right to take disciplinary action on a case-by-case basis regardless of the manner in which the incident was reported.

Medical amnesty applies only to alcohol or other drug-related emergencies; it does not apply to other conduct violations such as assault, property damage, or distribution of illicit substances. If other violations occur, a student will face disciplinary action for those violations. The use/or abuse of alcohol or drugs is never considered a mitigating circumstance for any other violations of the Student Code of Conduct.

Medical amnesty applies only to the College's response to a medical emergency. Criminal and/or police action may still occur separately from the Dean of Students Office.

XII. Health Risks Associated with Alcohol and other Drug Abuse

The risks associated with the use of illicit drugs and the abuse of alcohol are numerous and include physical and mental impairment, emotional and psychological deterioration and devastating effects on family and friends. There are obvious risks such as suffering a hangover, being charged with driving under the influence or while intoxicated, and sustaining or causing personal injury. There are several less obvious risks associated with alcohol and other drug abuse that students might not realize, including:

- Poor academic performance
- Poor job performance
- Poor social interactions
- Unwanted and inappropriate sexual activity
- Sexually transmitted diseases
- Jeopardizing future career prospects (e.g., admission to advanced schooling and employment)

In addition, alcohol and other drug abuse puts the user at considerable health risk, which can include nausea, vomiting, cancer, liver damage, elevated blood pressure, psychotic episodes, hallucinations and, in some cases, death. In addition to the risk to the abuser of illicit drugs and alcohol are the risks to fellow classmates, the public and to unborn children.

XIII. Effects of Alcohol

Alcohol consumption causes several marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including sexual and physical assaults.

Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

XIV. Selected Drugs and Their Effects

Depressants [barbiturates, sedatives, and tranquilizers]

In addition to alcohol, barbiturates, tranquilizers, and sedatives are considered depressants. These drugs depress the central nervous system by mimicking either the brain's natural sedating chemicals or by diminishing the brain's natural ability to produce stimulating chemicals.

- Short-term effects: Alcohol consumption causes a number of marked changes in behavior; even low doses significantly impair judgment and coordination. Moderate to high doses cause significant impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses can cause respiratory depression and death. The effects of other depressants are similar to those of alcohol: large doses can cause slurred speech, poor motor coordination, altered perception, psychosis, hallucinations and paranoid delusions, coma, or death.
- Long-term effects: Long-term effects of using alcohol include addiction, depression, accidents as a result of impaired ability, ulcers, gastritis, pancreatitis, fatty liver, alcoholic hepatitis, chronic active hepatitis, and cirrhosis. Long-term use of other depressants can also lead to addiction, including both physical and psychological dependence. Regular use over time may result in a tolerance to the drug. Withdrawal symptoms may range from restlessness, insomnia, and anxiety, to convulsions and death.

Nicotine

Nicotine, one of more than 4,000 chemicals found in the smoke from tobacco products, is the primary component in tobacco that acts on the brain. Nicotine is absorbed through the skin and mucosal lining of the mouth and nose or by inhalation in the lungs. Nicotine increases the levels of dopamine in the brain. The acute effects of nicotine dissipate in a few minutes, causing the smoker to continue dosing frequently throughout the day to maintain the drug's pleasurable effects and prevent withdrawal.

- Effects: Select effects include addiction, high blood pressure, emphysema, heart and lung disease, and cancer.

Marijuana

THC [delta-9-tetrahydrocannabinol] stores itself in the fatty tissue of the brain, reproductive organs, liver, lungs, and spleen, where it causes tissue damage and hinders normal body function. In the brain, THC widens the gaps between nerve cells causing decreased transmission of impulses.

- Effects: Use can result in speech problems, memory and learning problems, physical impairment, and can interfere with judgment, and cause difficulty thinking and solving problems. Use can also elevate anxiety and cause a panic reaction. Long-term use can cause permanent memory problems. There is also an increased risk of developing respiratory problems including, but not limited to, cancer.

Stimulants [Cocaine, Amphetamines, "speed," "uppers"]

Cocaine use interferes with reabsorption of dopamine causing euphoria, which constricts blood vessels, dilates pupils, and increases heart rate and blood pressure.

- Effects: Acute cardiovascular or cerebrovascular emergencies such as heart attack or stroke can result from use, regardless of frequency. Cocaethylene, created by the liver when cocaine and alcohol are used, increases the chance of sudden death. Addiction, lung damage, depression, paranoia, and toxic psychosis are also possible. Similar risks are presented by the use of speed and uppers.

Ecstasy [MDMA, Molly]

Ecstasy is a synthetic drug, and is similar to both methamphetamine and mescaline, which is a hallucinogenic.

- Effects: The drug mainly affects the body by affecting neurons that use the chemical serotonin, which can greatly affect mood, aggression, sexual activity, sleep, and sensitivity to pain. In high doses, MDMA can interfere with the body's ability to regulate temperature, which can lead to a sharp increase in body temperature [hyperthermia], resulting in liver, kidney, and cardiovascular system failure.

Hallucinogens [LSD, PCP]

PCP is a white crystalline powder that is readily soluble in water or alcohol. LSD [lysergic acid diethylamide] is manufactured from lysergic acid, which is found in ergot, a fungus that grows on rye and other grains. The effects of these substances are unpredictable, and depend on the amount taken, the user's personality and mood, and the surroundings in which the drug is used.

- Short-term effects: These drugs alter users' perception of time and space by changing the way the brain interprets stimulus. They also increase heart rate and blood pressure, which can lead to coma, or heart and lung failure. High doses can cause symptoms that mimic schizophrenia, such as delusions, hallucinations, paranoia, disordered thinking, a sensation of distance from one's environment, and catatonia. Speech is often sparse and garbled. PCP can be addictive.
- Long-term effects: Flashbacks can occur days, months, or even years after use. Users can also experience decreased motivation, prolonged depression, increased anxiety, increased delusions and panic, and psychosis such as schizophrenia or severe depression.

Narcotics [Opium, morphine, codeine, heroin]

Narcotics include opium, opium derivatives, and semi-synthetic substitutes of opium derivatives.

Narcotic use is associated with a variety of unwanted effects including drowsiness, inability to concentrate, apathy, lessened physical activity, constriction of the pupils, dilation of the subcutaneous blood vessels causing flushing of the face and neck, constipation, nausea and vomiting, and most significantly, respiratory depression. As the dose is increased, the subjective, analgesic [pain relief], and toxic effects become more pronounced.

- Short-term effects: Short term effects include restlessness, irritability, loss of appetite, nausea, tremors, and drug craving.
- Long-term effects: Long term effects include addiction, accidental overdose, risk of hepatitis and AIDS infection from contaminated needles.

Prescription Drug Abuse

The most commonly misused prescription drugs are:

Painkillers [codeine, Oxycotin, Vicodin, Demerol]; CNS depressants [Nembutal, Valium, Xanax]; and stimulants [Ritalin, Dexedrine, Adderall].

- Short-term effects: Stimulants and CNS depressants present risks for irregular heartbeat, greatly reduced heart rate, seizures, dangerously increased body temperature, and can cause aggressive or paranoid behavior.
- Long-term effects: The greatest risk from these drugs is the significant chance for dependence. This can lead to greater doses and increased frequency of use. Attempting to cease use without proper medical help after dependence has been established can be dangerous and even fatal.

Inhalants [gas, aerosols, glue, nitrites, nitrous oxide]

Inhalants are breathable chemical vapors that produce psychoactive effects. A variety of products common in the home and in the workplace contain substances that can be inhaled:

Solvents: paint thinners or removers, degreasers, dry-cleaning fluids, gasoline, and glue.

Art or office supply solvents: correction fluids, felt-tip-marker fluid, and electronic contact cleaners.

Gases [used in household or commercial products]: butane lighters and propane tanks, whipped cream aerosols [whippets], and refrigerant gases.

Household aerosol propellants: contained in items such as spray paints, hair or deodorant sprays, fabric protector sprays, and aerosol computer cleaning products.

Medical anesthetic gases: ether, chloroform, halothane, and nitrous oxide

Nitrites: volatiles including cyclohexyl, butyl, and amyl nitrites, and are commonly known as “poppers.”

Volatile nitrites are often sold in small brown bottles and labeled as “video head cleaner,” “room odorizer,” “leather cleaner,” or “liquid aroma.”

- Short-term effects: These chemicals slow down the body’s functions, and can cause momentary intoxication which, if continued, can lead to stimulation, reduced inhibition, and ultimately loss of consciousness. Using solvents or aerosol sprays can induce heart failure and death, known as “sudden sniffing death.” This effect is mostly associated with butane, propane, and chemicals in aerosols.
- Long-term effects: These chemicals can cause severe damage to the brain, liver, and kidneys. Specifically, they can cause hearing loss, peripheral neuropathies [limb spasms], central nervous system damage, and even bone marrow damage.

GHB

GHB [gamma hydroxybutyrate] is a central nervous system depressant. It is made from gamma butyrolactone and sodium or potassium hydroxide, which means that it is essentially degreasing solvent or floor stripper combined with drain cleaner. In liquid form it is usually clear and looks like water. GHB and two of its precursors, gamma butyrolactone [GBL] and 1, 4 butanediol [BD] have been characterized as predatory drugs used to commit acts of sexual violence.

- Effects: Abuse of GHB can cause amnesia, coma and/or seizures, inability to move, or impaired speech. There is also a risk of death, especially when combined with alcohol or other drugs.
Source: <https://www.drugabuse.gov/drugs-abuse/commonly-used-drugs-charts>

XV. Federal, State, and Local Sanctions for Violation of Alcohol and Other Drug Laws

Legal penalties for violation of applicable local, state, or federal laws range from probation and forfeiture of property to fines and imprisonment. For example, the sanctions against an individual for distribution of, or possession with intent to distribute, controlled substances can be from a minimum of 10 years' imprisonment to a maximum of life imprisonment, with fines up to \$4 million. Sanctions can increase for repeat offenders or for offenses resulting in death or serious bodily harm and can be doubled for each of the following occurrences: distribution to persons under 21 years of age, distribution within 1,000 feet of a college or university or employing someone under 18 in the distribution. Attempt or conspiracy to commit a crime can be treated as severely as the intended offense. As of Sept. 1, 1989, conviction for violation of any state or federal drug law can lead to ineligibility for any federal benefit (including grants and loans).

For additional details regarding sanctions under federal law, see:
https://www.dea.gov/sites/default/files/drug_of_abuse.pdf

For additional details regarding sanctions under Massachusetts law, see:
M.G.L. Chapter 90, Section 24: Driving While Under Influence of Intoxicating Liquor
<https://malegislature.gov/laws/generallaws/parti/titlexiv/chapter90/section24>
<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXV/Chapter94C>

M.G.L. Chapter 138: Alcoholic Liquors
<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXX/Chapter138>

XVI. Notice of Federal Student Financial Aid Penalties for Drug Law Violations

A student who has been convicted of possession or sale of illegal drugs while receiving federal Title IV financial aid loses eligibility for federal and state government financial aid (including Title IV, HEA grant, loan, or work-study assistance) for a period specified in the law (HEA Sec. 484(r)(1)); (20 U.S.C. 1091(r)(1)). The period of ineligibility depends on whether the conviction was for possession or sale of (including conspiring to sell) illegal drugs. For further information, please visit the College's Financial Aid Office.

XVII. Drug and Alcohol Assistance

Help concerning drug and alcohol-related problems are available from several sources. Individuals needing personal assistance, individuals who know of someone who needs help or individuals with questions concerning alcohol and drug abuse may contact any of the following:

On Campus

Dexter Health and Counseling Services	413.205.3428
Campus Ministry	413.205.3190

Community Resources

Alcoholics Anonymous 24 -our Hotline	413.532.2111
Al-Anon and Alateen of Greater Springfield	413.782.3406
(Support groups for anyone affected by a problem drinker)	
Drughelp National Hotline	1.800.662.HELP
Narcotics Anonymous	413.538.7479
Nar-Anon	413.737.2712
(Support group for anyone affected by a drug user)	

XVIII. Biennial Review

In compliance with the Drug Free Schools and Communities Act, American International College will conduct a biennial review of the College's alcohol and other drug programs, which will be coordinated by the Chief Human Resources Officer. According to the Act, the biennial review is due by October 1st of every even numbered year.

XIX. Sanctions for Student Violations

Students in violation of alcohol and drug laws of the federal government, Commonwealth of Massachusetts, or policies of American International College will be subject to disciplinary action as outlined in the Student Code of Conduct determined upon the nature of the incident.

XX. Additional Fines and Holds

Failure to complete sanctions on time or disregarding College requirements may result in the College imposing an additional fine as well as placing an academic hold on a student's account. This hold may impact a student's ability to register or obtain certain academic records.

XXI. Sanctions for Student Organizations

The College's response to student organizations found in violation of alcohol and drug laws of the federal government, Commonwealth of Massachusetts, or policies of American International College will be determined based upon the nature of the incident but could hold ramifications for both the organization as well as the individual students.

SECTION 8 - HAZING POLICY

Hazing is a serious offense. The College requires students to report such offenses promptly. Hazing is prohibited by both Commonwealth of Massachusetts and American International College and will not be tolerated. All reported cases of suspected hazing will be seriously investigated.

Massachusetts Law Against Hazing

Chapter 269: Section 17. Hazing; organizing or participating; hazing defined.

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars 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 eighteen and nineteen, 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 the 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.

Chapter 269: Section 18. Failure to report hazing

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen 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 not more than one thousand dollars.

Chapter 269: Section 19. Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report

Section 19. Each institution of secondary education and each public and private institution of post-secondary 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 seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen 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 organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen 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 seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary 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 institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board 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 seventeen and eighteen 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 communicating the institution's policies to its students. The board of higher education 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.

Examples of Conduct that Constitute Hazing

Such conduct shall include, but is not limited to, whipping, paddling, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, or other substance, or any 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, involuntary servitude, extended isolation, wearing humiliating clothing, subjection to degrading comments, forced/non-consensual sexual acts, nudity, or requests to perform illegal acts.

Some ways to tell if an activity is hazing:

- A selected group is singled out for ritual
- The activity results in behavior or pictures that you would not share with your family, coach, professors or athletic director

- The activity is humiliating, demeaning, intimidating, and exhausting, and/or results in physical or emotional discomfort, involves harassment or ridicule, or which endangers the health or safety of any person whether on or off campus.

Remember: what may seem like harmless "fun" to you may be deeply humiliating to another person.

Conduct Sanctions for Hazing

In addition to facing criminal penalties including but not limited to those described above, students who engage in hazing may be subject to conduct sanctions from the College, up to and including the penalty of suspension or expulsion, depending upon the severity of the offense. See Code of Conduct, Section 2; Conduct System, Section 3.

SECTION 9- GAMBLING POLICY

American International College students must abide laws and ordinances of the United States of America, Commonwealth of Massachusetts, City of Springfield, and the rules and regulations of American International College prohibiting illegal gambling. Prohibited activity includes, but is not limited to:

- Betting on, wagering on, or selling pools on any event.
- Possessing on one's person or premises (e.g. room, car, etc.) any card, book, or other device for registering bets.
- Knowingly permitting the use of one's premises or one's telephone or other electronic communication device for illegal gambling.
- Knowingly receiving or delivering a letter, package, or parcel related to illegal gambling.
- Offering, soliciting, or accepting a bribe to influence the outcome of an event.
- Involvement in bookmaking or wagering pools with respect to events.
- Playing cards for money.
- Unauthorized raffles.

College-approved non-cash legal gambling activities such as casino nights with prizes must be approved by the Dean of Students, or designee. The sponsoring organization must obtain appropriate licenses and complete required reports for legal gambling activities.

Students who experience difficulties with gambling are urged to call Gambler's Anonymous Line at 617-899-7943 or Massachusetts Council on Compulsive Gambling at 617-338-6020.

SECTION 10 - TECHNOLOGY USE POLICY

I. Definition of Terms

- Account: Any ID and password combination issued by American International College for access to electronic communication systems or computer resources.
- User: Any person who uses the American International College 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.

II. 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 status. American International College respects the intellectual labor and creativity of others and seeks to protect the free and peaceful expression of ideas. All members of American International College share responsibility for maintaining an environment within which actions are guided by mutual respect, integrity, and reason. American International College expects all members of its community to use network systems with proper regard for the rights of others and American International College. American International College expects all members of its community to maintain their own copies of personal files, documents and data. Abuse of these privileges will be subject to disciplinary action, as established by the operating policies and procedures of the College. American International College reserves the right to limit access in response to evidence of violations of American International College policy or federal, state, or local laws. All members of the American International College 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.

III. Who is Covered by This Policy?

All users of American International College electronic communications systems are subject to the provisions of this policy and IT policies referenced herein, 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 college 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.

IV. 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.

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 American International College to function as an institution of higher learning. Given the diverse cultural backgrounds of users, American International College cannot protect individuals against exposure to materials that they may consider offensive. Nevertheless, American International College reserves the right to take restrictive actions in response to complaints that posted material creates a hostile environment for individuals or classes of individuals. American International College also has the responsibility to take restrictive action when a user violates college policy or federal, state, or local laws.

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.

V. Individual Responsibilities

Users of American International College's network systems accept responsibilities that include but are not limited to the following specific examples:

- **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 they should take precautions against others obtaining unauthorized access to their personal account. If the user allows another individual access to their account, the user assumes full responsibility for the actions of this individual while logged into their account. American International College's electronic communication systems are to be used for the furtherance of American International College's mission and not for personal benefit.
- **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 they have not received explicit permission to access.
- **Respect for Shared Nature of Resources:** Users will not encroach on others' use of American International College's computers and network facilities. No user should attempt to modify American International College's 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 American International College computing facilities, equipment, software, or computer files. File storage is a limited commodity which should not be abused. Employees and students are urged to review space usage periodically to remove any files that are no longer needed. Institutional computer labs do not retain any data saved on them, the system automatically removes them when rebooted. All data in computer labs must be stored elsewhere.
- **Respect for Rights of Others:** American International College 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 American International College 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.
- **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.

- 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 American International College. Abuse of networks or computers at other sites using American International College resources will be treated as an abuse of computing privileges at American International College. Users are prohibited from attempting to circumvent or subvert any system's security measures.
- Additional Information: When attaching personal computers and mobile devices to AIC's network, users are responsible for making sure their devices are properly updated with security patches and current virus protection. Game Consoles and Smart TVs need to be registered with IT. See instructions on the myAIC portal.
- Compliance with IT policies posted in the portal and listed on the web site. IT policies, specifically the written information security program (WISP) which outline state and federal regulations associated with the protection of data.

VI. Reporting Violations

If a user believes that a violation of this policy or criminal act has occurred, the user should contact computing services. American International College officials will take appropriate action in accordance with established American International College procedures. Infractions that may be violations of federal, state, or local laws will be reported by American International College officials to the appropriate authorities. If a situation occurs in which a user feels that their personal health or safety is in jeopardy or that of another person (e.g., death threat, physically threatening message, or suicide threat), the police should be contacted by dialing 911.

If a user has violated any policies above, they 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.

VII. 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 to 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 American International College or elsewhere; and to protect American International College 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 American International College 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 their job responsibilities, or during the course of a criminal investigation by authorized legal authorities. American International College 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.

AIC's email services are handled in the Cloud by the Microsoft Office 365 platform. AIC no longer maintains email servers locally and has entered into a Terms of Use agreement with Microsoft regarding email services. For additional information concerning this agreement, please visit http://www.microsoft.com/online/legal/v2/en-us/mos_legal_home.htm User accounts may be suspended or discontinued based on violations of Microsoft's Terms of Use Section 2.a.iii. or this policy

VIII. 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 American International College 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 American International College. 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 American International College. (That is, if you abuse the networks to which the College belongs or the computers at other sites connected to those networks, American International College will treat this matter as an abuse of your college 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 they have 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 their permission.

7. The user shall not use American International College'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 their own data and for making back-ups of such data.
10. The user shall not encroach on others' use of college computers (e.g., disrupting others' computer use by excessive game playing or 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 American International College computer; damaging or vandalizing college computing facilities, equipment, software, or computer files.
11. Students must receive prior approval before sending out e-mail communications to a large number (50+ people receiving the same message content) of recipients, even for academic purposes. The Office of Marketing & Communications maintains guidelines to assist with effective distribution of mass e-mail communications.
12. The user should report any abuse of the above to the appropriate dean, director, instructor, supervisor, system administrator, or other American International College authority.

IV. Activities that Violate the AIC Technology Use Policy

1. 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.
2. The use of any type of wireless network equipment including but not limited to wireless switches, wireless routers and wireless enabled printers on the college network are strictly prohibited. All printers must have wireless disabled and be directly connected for printing. Only wireless access points installed and managed by AIC Information Services division will be allowed in use on the college's network. Information Services will maintain a current list of wireless access points available on the network.
3. Ethernet Network: Network services and wiring may not be modified or extended by users for any reason. This applies to all network wiring, hardware, and data jacks.
4. Use of P2P (Peer-to-Peer) and Torrent file sharing programs such as bitTorrent, uTorrent, FrostWire, or Morpheus for downloading and sharing copyright protected music and video files is prohibited.
5. 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.)
6. Modifying College owned technology in offices, labs, or classrooms without the express permission of the Office of Information Technology. Examples include but are not limited to:
 - a) Alteration of any kind to assigned IP address or related settings
 - b) Using an unauthorized IP address or masking your true IP address
 - c) Printing directly to a printer by use of IP address to circumvent print page accounting d. Use of any domain name other than those authorized by AIC
 - d) The use of network monitors/sniffers or network scanners
 - e) MAC address spoofing.
 - f) Any action that impairs and/or alters network services, equipment, wiring, or jacks
 - g) Connecting a network appliance (hub, switch, router, or DHCP server), a wireless device, or private network to the AIC network, without prior written approval from Information Technology
 - h) Setting up a server (i.e. a computer that provides files or services to others) and/or Network Operating System on the network without prior written approval from

Information Technology. In those cases where network users have obtained written permission to setup personal computers as servers, they are responsible for the security of those servers and must accept full responsibility for any inappropriate setup or activities on that server or approved private network attached to them

- i) Performing any action that denies another user access to network and/or computing resources
 - j) The storage of personal music, videos, pictures, or files on the network storage system
 - k) Attempts to circumvent system security, such as allowing another to use your account or guessing another's password, or in any way gaining unauthorized access to local or network resource
7. Distribution of e-mail viruses or intentionally creating resource consuming programs that force denial of service.
 8. Sharing your account or password with anyone.
 9. Copying software, documents, or other intellectual property in violation of federal or state laws.
 10. Attempting to gain access to other individual's accounts, private files, or e-mail.
 11. Using e-mail, chat, or other technology resources in a harassing manner.
 12. Revealing or disclosing confidential information about another person in a way that constitutes an invasion of their personal privacy.
 13. Distribution of materials that are abusive, profane, or obscene via e-mail, web pages, or any other network transport mechanism.
 14. Using technical resources for commercial or revenue generating activities not related to college business.
 15. Distributing chain letters or other media via e-mail, such as solicitations that are not related to college business.
 16. 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.

SECTION 11 - CAMPUS POLICE AUTHORITY, CRIME REPORTING, EMERGENCY RESPONSE, CLERY ACT

The American International College Campus Police Department has primary responsibility for ensuring the security and safety of the Campus and its environment. Along with upholding campus policy, officers enforce Federal, State, and local laws throughout the campus. AIC Police work closely with the entire college community to ensure that programs and services are systematically coordinated to promote and enhance a safe environment.

Campus Police Officers are sworn Springfield Special Police Officers (SPO) that have successfully completed training and graduated from a Police Academy. As an SPO, they are granted the authority to conduct investigations and to arrest individuals if warranted. Furthermore, the Department has multiple Officers and Supervisors with specialized trainings such as: RAD, Crisis intervention, Sexual Assault Investigators, and CPR/First responder. In addition, Campus Police Officers and Protection Officers regularly patrol the campus, buildings and residence halls responding to both emergency and non-emergency calls on a 24-hour basis throughout the calendar year.

All members of the American International College 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.

The best security is the security that you provide yourself and your friends. AIC Campus Police request that you assist them by:

- Having your Student ID with you at all times.
- Keeping your residence hall rooms and car doors locked.
- Never walking alone in the evening or through poorly lit areas.

The Campus Police Office is located in the lobby of Hines Hall. Campus Police business hours (ID's, Parking Permits, etc.) are from 8:30 a.m. to 5:30 p.m., Monday through Friday. Campus Police dispatch is open 24 hours per day to assist with any emergency or non-emergency issues. 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:

Campus Police 24-hour emergency line	413.205.3333
Business/administrative line	413.205.3208
Parking Administration	413.205.3208
Complaints/concerns	413.205.3208

I. 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:	Dispatch Window in Hines Hall

II. 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 American International College Campus Police provide timely warnings to faculty, staff, and students as required. These warnings are disseminated through the AIC Alert 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, e-mail, and recorded landline messages. It is the fastest and most reliable way to reach the campus community. More information on American International College alerts can be found on the college website.

III. Clery Act Compliance

The American International College Campus Police maintain a daily log for all security activities including reported crimes as a standing operating procedure. The daily log is open to inspection during normal business hours as required by state and federal law.

Crime statistics are compiled, maintained, and reported in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (“Clery Act”), as amended by the Violence Against Women Reauthorization Act of 2013 (“VAWA”) 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 American International College webpage at www.aic.edu/safety or in printed form from Campus Police Office.

IV. 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 are monitored by an alarm reporting company that contacts both American International College 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.

American International College police and residence life staff conduct fire drills in every residential building at least once a semester. During a drill, the staff ensures that:

- Fire systems function properly.
- The building is evacuated in a timely and reasonable fashion.
- Residents are educated about emergency procedures.

Students who fail to vacate a building during an alarm of any nature are referred to the student conduct system through the Dean of Students Office.

V. Missing Student Notification Policy and Procedures

In accordance with the Higher Education Opportunity Act, the following provisions are in place in the event that a student is deemed to be 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 Office of Residence Life.

Please note that for students who are under the age of 18, the institution is required to notify a parent or guardian.

SECTION 12 - DEMONSTRATION POLICY

The following policies are in place for the safety and protection of the College Community.

I. Time

A demonstration or protest can occur at any point during business hours.

NOTE: See "Amplified Sound" for additional restrictions

II. Manner

- Registration: All demonstrations must be approved in writing by the Dean of Students Office at least 24 hours in advance.
- Signage: Banners and signs are generally allowed but cannot become dangerous or impede the typical function of the College. If the use of such signage becomes dangerous, College officials can mandate the removal the material. Signage may not compromise the rights/protected privacy of other members of the College community or contain names of any individual when protected by federal or Commonwealth law.
- Voice: Speech may not compromise the rights/protected privacy of other members of the College community or contain names of any individual when protected by federal or Commonwealth law.

- Amplified Sound: Amplified sound may be used during any demonstration and requested 24 hours in advance. If amplified sound is used, the event is limited to "C-hour" times.

III. Place

Sanctioned demonstrations must be held in a grass area of the quadrangle except for the grass section adjacent to Pouch Hall. No walkway or thoroughfare may be blocked. The Schwartz Campus Center deck may also be used barring no building egress or walkway is blocked.

IV. Safety Statement

American International College affords students the privilege to hold a demonstration or protest in the spirit of freedom of speech. However, the demonstration cannot create, directly or indirectly, a scenario where it becomes unsafe for participants, students, administration, passersby, or other members of the College community.

NOTE: The College reserves the right to modify the time, manner, and/or place to prevent a potential threat. The College will provide organizers appropriate advisors, resources, and guidance to conduct a safe demonstration. Campus Police will be present to ensure safety.

V. Organizers

Organizers must be recognized members of the AIC community. Organizers must meet with a designated college official to review demonstration guidelines and safety protocols. Organizers must

educate participants on demonstration guidelines. Failure to adhere to these guidelines established for the safety of all will result in dispersal of participants.

SECTION 13 – Residence Life Housing Policies

I. GENERAL RESIDENCE POLICY

- a) Room and roommate assignments are made without regard to race, creed, religion, national origin, political beliefs, sexual orientation, disability, veteran status, age, or any other categories protected by the Commonwealth of Massachusetts and by federal law.
- b) The resident will abide by the regulations of the College outlined in the current edition of the Student Handbook, the regulations outlined in this Student Housing Agreement, and the regulations established by the Residence Life staff of the building in which the resident resides. This includes provisions discussed during student floor and building meetings.
- c) 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 warning to permanent dismissal from the College (See Student Handbook section 3).
- d) 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 their 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 the entire student body.

II. ELIGIBILITY

1. Only registered and currently enrolled American International College students and students from community colleges with which AIC has a signed memorandum of understanding are eligible to reside in college housing. Unclassified students may be considered for housing at the discretion of the Associate Dean of Students upon written appeal. No family housing is available.

2. Full-time undergraduate students under the age of 23 are required to live in campus housing (with exceptions noted below).
 - a) If a student meets the requirements for an exception - the Off-Campus Residency Application must be submitted to the Department of Residence Life by the first day of classes in the semester in which the student matriculates. In addition, applicants must complete the Off-Campus Residency Education Program to be released from housing. Students that meet the requirements for an exception who move off campus without authorization, and without completing the Off-Campus Residency Education Program by 14 days after the last day of the add/drop period of each semester, will be assessed a non-refundable non-compliance fine of \$300. A Dean of Students Hold will be applied to any non-compliant student's record in the event the Off-Campus Residency Education Program is not completed 14 days after fining.
 - b) If a student DOES NOT meet the requirements for an exception and moves off campus without authorization, they will be assessed a \$5000 Residency Requirement Non-Compliance Fee. This fee will be applied to each semester the student is not in compliance with the residency requirement.
3. Students will be considered eligible to live off-campus if the following conditions apply:

Students enrolled before Fall 2018:

- a) The student is a junior by credits as of the first day of classes in the Fall Semester and has completed the Off-Campus Residency Application and Education Program; OR
- b) The student is 23 years of age or older as of the first day of classes in the Fall Semester and has completed the Off-Campus Residency Application and Education Program. However, if the student signs the housing agreement, it is binding unless a waiver is approved by Residence Life or the Waiver and Accommodations Committee; OR
- c) The student is a freshman or sophomore by credits as of the first day of classes in the Fall Semester, and at least one of the following criteria apply:
 - o The student lives in the parent/guardian(s) home that is within a 30-mile radius of AIC.
 - o The student is the legally responsible party for dependent children or other family member(s).
 - o The student is living with their spouse.
 - o The student has an extenuating circumstance and receives a waiver approved by the Waiver Approval Committee.
 - o The student has received a written accommodation from AIC's Accessibility Services Coordinator indicating a need for housing that the institution cannot accommodate.

Students enrolled starting Fall 2018:

- a) The student is a senior by credits as of the first day of classes in the Fall Semester and has completed the Off-Campus Residency Application and Education Program; OR
- b) The student is 23 years of age or older as of the first day of classes in the Fall Semester and has completed the Off-Campus Residency Application and Education Program. However, if the student signs the housing agreement, it is binding unless a waiver is approved by Residence Life or the Waiver and Accommodations Committee; OR
- c) The student is a freshman, sophomore, or junior by credits as of the first day

of classes in the Fall Semester and at least one of the following criteria apply:

- The student lives in the parent/guardian(s) home that is within a 30-mile radius of AIC.
- The student is the legally responsible party for dependent children or other family member(s).
- The student is living with their spouse.
- The student has an extenuating circumstance and receives a waiver approved by the Waiver Approval Committee.
- The student has received a written accommodation from AIC's Accessibility Services Coordinator indicating a need for housing that the institution cannot accommodate.

Students who meet the criteria of 3c must fill out an Off-Campus Residency Application but will not be required to complete the Off-Campus Residency Education Program.

4. In recognition that there may be unique circumstances not addressed by one of the qualifying exceptions, the Waiver Approval Committee may grant an exception to the policy after consideration of a written appeal by the student.

III. FINANCIAL AID POLICY

1. The College considers a student's housing status when calculating financial aid awards. Any student living on campus who elects to live off campus 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 based on the individual circumstances of the student applicant. Similar scrutiny will also be applied to the aid awards of returning students who file for financial aid after May 1st.

IV. ASSIGNMENT OF HOUSING/APPLICATION PROCESS

1. Applications must be made directly to the Department of Residence Life by submitting a student housing application and accepting the terms of the Student Housing Agreement through the MyHousing web portal (www.aic.edu/myhousing). If the student has not applied in this manner, the student will not be considered for housing. No other department or person on campus can assign housing other than designees of the Department of Residence Life. All students must apply online in this manner.
2. The College reserves the right to change room assignments and to reassign students to different rooms at any time as deemed necessary.
3. Room assignments for new students to AIC will typically be posted to the MyHousing portal in July for the Fall Semester and in early January for new Spring Semester residents.

V. HOUSING RATES

1. The resident agrees to pay the College in advance, on a semester basis, the rent established for the room that is assigned.
2. The semester rates per resident are (subject to Board of Trustees approval):

RESIDENCEHALL	SINGLE BY DESIGN	SINGLE BUYOUT	TRADITIONAL DOUBLE	TRIPLE BY DESIGN	SINGLE DUE TO VACANCY**
Acorn Graduate Apartments	\$6,315	N/A	N/A	N/A	N/A
Acorn Undergraduate Apartments	N/A	\$7,115***	\$5,270	N/A	\$790
Graduate Annex	\$6,315	N/A	\$5,270	N/A	\$790
Broadhurst Hall	\$5,345	\$6,015***	\$4,455	N/A	\$670
Edgewood Hall	\$5,585	\$6,258***	\$4,655	\$4,085	\$700
Hines Hall*	\$4,900	\$5,515	\$4,085	N/A	\$615
Magna Hall*	N/A	\$5,515	\$4,085	\$4,085	\$615
Pouch Hall*	\$4,900	\$5,515	\$4,085	N/A	\$615
Street Hall*	\$4,900	\$5,515	\$4,085	N/A	\$615

* These buildings are all traditional buildings.

** See section on Single due to Vacancy

*** Only available on a limited basis- availability determined by the Department of Residence Life

3. Residents are required, unless qualifying conditions are met, to pay additional fees for housing during Thanksgiving, winter, spring, and summer breaks. See exceptions below:

	Cost	Cost Waivers Offered To:
Thanksgiving Break	\$45 Per Night	<ul style="list-style-type: none"> In-season athletes participating in conditioning/practice/competition. Campus employees actively working during the break. Students with a permanent address that is 350+ miles away from AIC. Students taking a required course or internship that meet during the break. Residence Life Staff
Winter Break	\$45 Per Night	<ul style="list-style-type: none"> In-season athletes participating in conditioning/practice/competition. Campus employees actively working during the break. Students taking a required course or internship that meet during the break. Residence Life Staff
Spring Break	\$45 per night	<ul style="list-style-type: none"> In-season athletes participating in conditioning/practice/competition. Campus employees actively working during the break. Students with a permanent address that is 350+ miles away from AIC. Students taking a required course or internship that meet during the break. Residence Life Staff

Summer Break	\$45 per night -OR- \$125 per week for a double room -OR- \$175 per week for a single room	<ul style="list-style-type: none"> • Student employees working in a position on campus that comes with an approved summer housing waiver (must be requested by the employer and be approved by the Saremi Career Development Center). • Students taking a required class/internship (waiver only applies while classes are in session).
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4. 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. (Also see Section VII: Vacancies)

VI. AGREEMENT PERIOD

1. The terms of this agreement are for both the fall and spring semesters until one of the following conditions are applicable:

Student's Voluntary Withdrawal from the College	Once the Department of Residence Life is notified of a student's withdrawal from the College, the student must completely vacate their housing and return their key(s) within 48 hours.
Student's Involuntary Withdrawal from the College	Once the Department of Residence Life is notified of a student's withdrawal from the College, the student must completely vacate their housing and return their key(s) within 24 hours.
Student Has Completed Their Last Final Exam for The Term	The student must completely vacate their housing and return their key(s) within 24 hours, OR at 10:00 am on the day after the last scheduled day of final exams (whichever occurs first) for non-graduating students and graduating students not participating in Commencement.
Student Has Participated in Commencement.	The student must completely vacate their housing assignment and return their key(s) by 4:00 pm on the day of Commencement in May.
Student Has Not Registered for Classes	The student must be registered by July 1 st to keep their housing assignment. Students not registered by July 1 st will lose their housing assignment and be placed on the waiting list. Students will be held to the three-year housing requirement.

2. The policies in this agreement extend into summer months and break periods for those who apply for summer or break residency.
3. The Housing Agreement covers an entire academic year (fall and spring semesters) and cannot be broken mid-year. A student will only be released from the agreement with permission from the Waiver Approval Committee or the Dean of Students.
4. Refund/Forfeiture Policies: If the student withdraws from the College during the semester, refunds of the room rent, and dining charges will be determined by the Student Accounts Office as follows:

WEEKS/DAYS	PERCENTAGE OF REFUND FOR HOUSING AND MEAL PLAN COSTS
Before the first day of classes	100%
During the Open Add/Drop Period	100%
After the Add/Drop Period ends to the 15 th day of the semester	80%
Week 3 (Days 15-21)	60%
Week 4 (Days 22-28)	40%
Week 5 (Days 29-35)	20%
Week 6 and after	No Refund

No rent or dining refunds will be given to any person required to withdraw by the College because of a failure to meet obligations under the housing agreement, or who are removed permanently or temporarily from residence for conduct reasons.

5. Cancellation Policy: Living on campus is an important part of the American International College experience. See section 2 of the housing agreement “Eligibility” for detailed information about the residency requirement. Students removed from housing due to conduct sanctions will forfeit any refund and will be responsible for paying any applicable fees. Students seeking to cancel their housing agreement must notify the Department of Residence Life in writing and the following fees will be assessed:

Cancellation Fees for Students ELIGIBLE to live off campus (See part II of this housing agreement foreligibility information):

STUDENTS THAT APPLY FOR AND/OR LIVE ON CAMPUS STARTING IN THE FALL SEMESTER

DATE STUDENT MAKES REQUEST TO CANCEL HOUSING:	HOUSING CANCELLATION OUTCOME:
Before the first day of Fall Term class registration	<ul style="list-style-type: none"> • Housing and Dining can be canceled. • If the student has been charged for housing and dining, a refund will be issued. • Student will be charged a \$100 Cancellation Fee.
After the first day of Fall Term Registration -TO- The Last Day of the Add/Drop Period	<ul style="list-style-type: none"> • Housing and Dining can be canceled. • If the student has moved in, they will need to vacate their housing assignment and return their key(s) within 48 hours. • If the student has been charged for housing and dining, a refund will be issued. • If cancellation is approved after move-in day, a pro-rated charge for housing and dining will remain on the student’s account. • The student will be charged a \$500 Cancellation Fee.

<p>The day after the Fall Term Add/Drop Period Ends</p> <p>-TO-</p> <p>The Midpoint of the Fall Term</p>	<ul style="list-style-type: none"> Housing and Dining can be canceled. If the student has moved in, they will need to vacate their housing assignment and return their key(s) within 48 hours. If the student has been charged for housing and dining, a refund will be issued. If cancellation is approved after move-in day, a pro-rated charge for housing and dining will remain on the student's account. The student will be charged a \$1000 Cancellation Fee.
<p>After the Midpoint of the Fall Term: October 13, 2023</p>	<ul style="list-style-type: none"> Housing and Dining can be canceled with NO refund of the fall or spring housing and dining charges, no additional cancellation fee will be assessed. Housing Cancellation Application must be completed on the MyHousing Portal. To request a refund of Housing and/or Dining Charges due to extenuating circumstances a Housing & Dining Cancellation Waiver Form must be submitted by the student, and then reviewed by the AIC Waivers and Accommodations Committee for approval or denial, otherwise fall and spring charges will remain as outlined. If student has moved in, they will need to vacate housing and return their key(s) within 48 hours of their approved cancellation.

For specific dates, please review the AIC Academic Calendar or contact the Department of Residence Life: residence.life@aic.edu

STUDENTS THAT APPLY FOR AND/OR LIVE ON CAMPUS

STARTING IN THE SPRING SEMESTER (DID NOT LIVE ON CAMPUS IN THE FALL TERM)

DATE STUDENT MAKES REQUEST TO CANCEL HOUSING:	HOUSING CANCELLATION OUTCOME:
<p>Before the first day of Spring Term class registration</p>	<ul style="list-style-type: none"> Housing and Dining can be canceled. If the student has been charged for housing and dining, a refund will be issued. Student will be charged a \$100 Cancellation Fee
<p>After the first day of Spring Term Registration</p> <p>-TO-</p> <p>The Last Day of the Spring Term Add/Drop Period</p>	<ul style="list-style-type: none"> Housing and Dining can be canceled. If the student has moved in, they will need to vacate their housing assignment and return their key(s) within 48 hours. If the student has been charged for housing and dining, a refund will be issued. If cancellation is approved after the formalized move-in period, a pro-rated charge for housing and dining will remain on the student's account. The student will be charged a \$500 Cancellation Fee.
<p>The day after the Spring Term Add/Drop Period Ends</p> <p>-TO-</p> <p>The Midpoint of the Spring Term</p>	<ul style="list-style-type: none"> Housing and Dining can be canceled. If the student has moved in, they will need to vacate their housing assignment and return their key(s) within 48 hours. If the student has been charged for housing and dining, a refund will be issued. If cancellation is approved after the formalized move-in period, a pro-rated charge for housing and dining will remain on the student's account. The student will be charged a \$1000 Cancellation Fee.

<p>After the Midpoint of the Spring Term: March 1, 2024</p>	<ul style="list-style-type: none"> • Housing and Dining can be canceled with NO refund of spring housing and dining charges, no additional cancellation fee will be assessed. Housing Cancellation Application must be completed on the MyHousing Portal. • To request a refund of housing and/or dining charges due to extenuating circumstances, a Housing & Dining Cancellation Waiver Form must be submitted by the student, and then reviewed by the AIC Waivers and Accommodations Committee for approval or denial, otherwise fall and spring charges will remain as outlined. • If student has moved in, they will need to vacate their housing assignment and return their key(s) within 48 hours of their approved cancellation.
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For specific dates, please review the AIC Academic Calendar or contact the Department of Residence Life: residence.life@aic.edu.

NOTE: The Residence Life cancellation policy does not apply to students seeking to withdraw from the institution. Please contact the Student Accounts Office for information about the tuition and fee refund policy.

6. Students with a field placement, related to the Occupational Therapy program or the Physical Therapy program, that is greater than 30 miles from AIC’s campus, occurring in the spring semester, are eligible to cancel their spring housing at no charge, with supporting documentation from their academic program.

VII. VACANCIES

1. The Department of Residence Life reserves the right to fill all vacancies at any time.
2. If a space becomes available in a room because a roommate moves out or does not arrive, the Department of Residence Life reserves the right to fill the vacancy without notice if the resident is not paying the single room rate. If another student is assigned to be the resident’s new roommate, that assignment is final – the current resident cannot veto this decision. In most cases, the Department of Residence Life will attempt to give a 24-hour notice before the roommate moves into the room. This period allows time for the current resident to prepare to receive the new roommate positively; it is not an opportunity to consider or reject the assignment.
 - a. If the room is not purchased as a single buyout, the room must remain in move-in-ready condition for another student to move in. This means that beds must remain separated and other furniture must not be used by the current resident. A conduct fine will be assessed if this is not followed.
3. Students with vacancies at any time may request to purchase the room as a single buyout with the Department of Residence Life. The Department of Residence Life will consult with the Student Accounts Office and if approved, such space will be taken off the vacancy list and the student will be billed the appropriate cost for the single assignment. If the student does not pay for a single room, the student will be required to go through the room consolidation process as outlined below.

4. Room Consolidation Process:

The following options are available to students who have vacancies as of the first day of classes for the Fall Semester:

- a. Pull another student of their choice into their room which will result in a consolidation.
- b. Move to another student’s room of their choice which will result in consolidation.
- c. Purchase the room as a “Single Buyout.” This option is based on overall room availability on campus for current and incoming students.
- d. If the student does not fill their vacant space, move to another room, or purchase the

room as a single buyout, the student will automatically be charged for the single buyout rate, and the other bed will be taken offline. The student may later reverse this decision for a prorated cost, depending on when the student makes the request.

The following options are available to students who have vacancies as of the first day of classes for the Spring Semester:

- a. Pull another student of their choice into their room which will result in consolidation.
- b. Move to another student’s room of their choice which will result in consolidation.
- c. Purchase the room as a “Single due to Vacancy” for an upcharge of 15% added to the semester room rate. This option is based on overall room availability on campus for current and incoming students. This option is only available for students that meet the criteria for a Single Due to Vacancy as defined below.

A Single Due to Vacancy is as follows:

- a. A student living in a double room, who had a roommate living with them for the majority of the Fall Semester and currently has a vacancy in their room.
 - b. The “Single Due to Vacancy” reduction cannot be made retroactive at semester break for any student who purchased a full-rate single buyout at the time of housing application/selection or during the Fall Semester.
 - c. If the student does not fill their vacant space, move to another room, or purchase the room as a single due to vacancy, the student will automatically be charged for the single buyout rate, and the other bed will be taken offline. The student may later reverse this decision for a prorated cost, depending on when the student makes the request.
5. 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 assignment process, will be subject to conduct action and mandatory billing for a single. Residents not removing belongings from half of the room during the consolidation process or after receiving notification of a new roommate from the Department of Residence Life is considered an act of intimidation.

VIII. BOARD REQUIREMENT

1. All first-year undergraduate students must carry an all-access meal plan. Sophomores to Seniors may purchase other meal plans if they are eligible. Graduate students may purchase any meal plan; those living in apartment-style housing may waive their meal plan.
2. Meal Plan Rates

Meal Plan	Rate per semester	First Year Students	Undergraduate Students (Sophomore – Senior)	Graduate & Doctoral Students
7 Day, Unlimited + \$300 Dining Dollars	\$4,045	Minimum requirement for first-year students living anywhere on campus.	May purchase.	May purchase.
14 Meals Per Week + \$200 Dining Dollars	\$3,305	Not eligible.	Minimum meal plan for non-first-year undergraduate students living anywhere on campus except the Acorn complex.	May purchase.
125 Meals Per Semester + \$200 Dining Dollars	\$2,085	Not eligible.	Optional meal plan for undergraduate students living in the Acorn Complex.	May purchase.

75 Meals per semester +\$100 Dining Dollars	\$1,250	Not eligible	Minimum requirement for undergraduate students living in the Acorn Complex.	Minimum requirement for graduate and doctoral students living in any residence hall except the Acorn Complex.
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3. Consideration for waiving the meal plan requirement is rare. The following general conditions are the only considerations for which a waiver is granted:

- a. Food allergy or medical condition that meets Americans with Disabilities Act (ADA) standards, supported by full diagnostic results from a qualified physician, along with the inability of our food service provider to meet such dietary needs. This must be reviewed and approved by the [AIC Center for Accessibility Services and Academic Accommodations](#).
- b. Extreme, and unforeseen financial hardship as endorsed and approved by the Waiver Approval Committee.

Since our food service provider can accommodate the following circumstances, waivers will not be granted for

- Class, sport, or employment schedules
- Religious reasons
- Vegetarian/Vegan/Organic Diets
- Lactose intolerance
- Gluten-free diets
- Food preferences, likes or dislikes.

4. Applications for a meal plan waiver must be submitted on or before the first day of class for any term to receive a full credit for the cost of the meal plan.

IX. PERSONAL PROPERTY AND INSURANCE FOR FIRE/THEFT/DAMAGE

1. 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 each student obtain personal property insurance. Students may apply directly for insurance from www.nssi.com or another vendor of their choosing.

X. CHECKING INTO A ROOM:

1. Room Key: Each resident will receive a room key(s) and a front door access code. Residents will agree on their room condition report (RCR) indicating they have obtained their key(s). Residents may not change or add locks (including chain locks, deadbolts, etc.).
2. Room Condition Reports: When a student moves into a residence hall, they must verify the accuracy of the check-in portion of the room condition report and accept or contest the RCR within 72 hours. Any damage or missing items must be noted in the comment section and verified by a Residence Life staff member to prevent a charge at check-out. The resident will review the RCR and acknowledge that the RCR represents that the conditions recorded at check-in are accurate. Failure to complete the online RCR will result in the condition being accepted as stated on the RCR. The RCR can be found by going to www.aic.edu/myhousing.
3. 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 from the international student advisor. No other residents are typically permitted to arrive before the official posted opening date. If an early arrival is deemed necessary and approved, the early arrival will be charged the daily housing rate

(\$45 per day) in addition to semester room charges.

4. Late Check-In: Spaces will be held until 4:00 p.m. on the first day of classes of each semester, unless prior written notification of late arrival is received by the Department of Residence Life. Failure to arrive by this time will result in forfeiture of space.
5. 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). Residents will receive two (2) free lockouts per year and will be charged \$10 per lockout after the second. A lockout is defined as a resident missing their ID and/or key to enter the building/apartment and/or bedroom. Residents will only be admitted to their assigned rooms. If Campus Police is called for a lockout, there will be a \$30 emergency lockout charge assessed to the student's account.
6. Lost Keys: If a key is lost, a lock change will be initiated, and a \$75 charge will be assessed to the resident's account. Residents of Broadhurst, Edgewood, and Acorn: If both keys are lost at the same time, both locks will be changed and a \$100 charge will be assessed.
7. Housing Freeze: Starting 14 days (about 2 weeks) before move-in of the fall and spring semester, until the end of the open add/drop period, a housing freeze is in effect. During the housing freeze, room changes are not granted unless an emergency presents itself and the Department of Residence Life and/or AIC Campus Police is required to intervene. The Department of Residence Life will start receiving and reviewing requests to move starting the day the open add/drop period ends.

XI. CHECKING OUT OF A ROOM:

1. This procedure applies to all residents checking out of any room, at any time, for any reason. Reasons can include but are not limited to voluntary or involuntary withdrawal from the College, moving to a new room assignment on campus, or moving off campus.
2. Standard Check Out (Best Option)

Step 1: Schedule a time with the RA on the resident's assigned floor to perform a room check-out based on when all personal belongings will be removed from the room.

Step 2: Remove all personal belongings. All rooms must be swept and cleared of all debris, or a cleaning fee will be assessed to the student's account.

Step 3: Have an RA conduct room check-out and sign the "check-out" portion of the RCR. The Department of Residence Life assumes that the resident agrees to the room condition as stated in the RCR if the resident checks out improperly and the resident will also forfeit their right to appeal damage charges if they check out improperly.

Step 4: Return the key to the Residence Life staff member. Failure to turn in the key during check-out will result in a fee (see section 10f. for specific fees).

3. Express Check Out*

*NOTE: Using this option forfeits the student's right to appeal any damage charges.

Step 1: Obtain an express check-out envelope from a Residence Life Staff member.

Step 2: Remove all personal belongings. All rooms must be swept and cleared of all debris, or a cleaning fee will be assessed to the student's account.

Step 3: Fill out express check-out envelope, place key in envelope, and leave in designated location.

4. Improper check out: An improper check out occurs when a student does not complete either check out procedure (11b or 11c). When an improper check out occurs, the student will be assessed a \$50 Improper Check Out Fee and will not be able to appeal any damage charges.
5. Abandoned Property: After a student is expected to vacate their housing assignment, be it at the end of the semester, academic year, or within 24-48 hours of a withdrawal or dismissal from the College, the student is to remove all personal property from the residence hall and dispose of all trash and recycling properly.

If it's found that the student does not remove their personal property within the time allotted, AIC Facilities Maintenance Staff will remove it for a non-refundable fee from \$25 to \$200, depending on the amount of property left in the residence hall. The property will then be securely stored for a non-refundable fee of \$25 per day for up to 14 calendar days. If the student does not make any arrangement with the Department of Residence Life to pick up their property within the 14 days it is in storage, the property will be disposed of or donated to a non-profit organization in the Western Massachusetts area on the 15th day.

XII. ROOM CHANGES

1. Residents may not move from one room to another without prior consent from the Department of Residence Life. Violation of the requirement will result in a \$50 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 been posted until after the last day of add/drop at the beginning of each semester.
2. Room change options:
 - a. Room Change Request: A room change request must be initiated by the resident looking to move out of their current assignment. If approved, the resident will be placed in a new assignment of the Department of Residence Life's choosing. To start the Room Change Request process, please come to the Department of Residence Life to pick up a Room Change Request Form.
 - b. Vacancy Pull-In: Initiated by a resident with a vacancy in their room or apartment. If approved, the requested resident will be pulled into the vacancy of the requester. Please email residence.life@aic.edu to request a vacancy pull-in.
3. The movement of first-year students assigned to a first-year area to an upperclassmen residence hall is not permitted except under extenuating circumstances. Permission must be granted by the Assistant Director for Residential and Commuter Student Living. The same policy applies to upperclassmen students requesting a move to a first-year student area.

XIII. ROOM INVENTORIES, DAMAGE/LOSS CHARGES

1. Furnishings/Fixtures: The following is provided to each student in residence: one bed, mattress, dresser, desk, and desk chair. There is at least one closet or wardrobe per student assigned to a room. Edgewood suites are furnished with a coffee table, kitchen table with four chairs, and soft seating to accommodate the maximum occupancy of the suite., Broadhurst suites are furnished with soft seating to accommodate the maximum occupancy of the suite. Acorn Heights apartments are furnished with a coffee table, kitchen table with four chairs, and soft seating to accommodate the maximum occupancy of the suite. Acorn Heights also has a full kitchen with appliances.

*Any student wishing to bunk or loft their bed, must request this through the Department of Residence Life and Student Conduct using the work order system. No student should bunk/loft their bed, all requests will be completed by Maintenance Staff. Unauthorized bunking of beds will result in disciplinary sanctions.

*In every residence hall, furniture that is in the room when the student arrives must stay in that room. Furniture should not be swapped with other residents' furniture within or outside of their residence hall. No outside mattresses, couches, futons, or lounge chairs are permitted within the residence halls.

2. Internet Access: Wireless Internet access is provided to all students living in on-campus residence halls and is the only way to access the internet in the residence halls. Students may not bring in their own routers or contract with a company to provide outside internet.
3. Phone Service: The College does not provide an in-room telephone service.
4. Cable: A limited number of high-definition channels are provided to students in their residence hall rooms. Students will just need to hook up the coax cable to the wall and their TV, set their TV to antenna/satellite, and scan to receive the channels. Extended and premium high-definition cable service is offered in the lounges of each residence hall with lounge facilities, in the Stinger, and in the Fitness Center.
5. Laundry Service: All on-campus residence halls are equipped with washers and dryers for use free of charge. The College is not responsible for damage or theft of clothing and use of laundry equipment is at the resident's own risk.
6. Room Damage/Loss: The resident (and roommate where assigned) is/are responsible for any damage to their 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 one roommate assumes responsibility for damage, cleaning, replacement of furniture, etc., a written statement signed by both roommates must be submitted to the Department of Residence Life. Charges will not be assessed to one roommate based solely on one roommate claiming another is responsible.
 - a. Room Damage Appeals: Any student who is billed for room damages/loss will receive an email from the Department of Residence Life outlining the damage charges. The student will have 14 days from the date of the email to submit a damage/loss appeal. Appeals are submitted online via the Housing Damage Charge Appeal form. Appeals are reviewed by the Assistant Director for Housing Operations and all appeal decisions are final.
7. Common Area Damage/Loss: Students, as part of a larger community, are collectively responsible for the care of common/public areas. 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, all resident(s) will be billed for the repairs unless someone takes responsibility for the damage or other residents can prove who was responsible. Damages may also result in conduct 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 a damage.
8. Removal of College Furniture: Under no circumstances should college furniture be removed from any room without permission from the Assistant Director for Residential and

Commuter Living. Unauthorized removal of furniture will result in moving or replacement costs. 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 conduct action.

XIV. MAINTENANCE, REPAIRS, EXTERMINATION, AND HOUSEKEEPING

1. While the College will be responsible for routine maintenance, the resident will be responsible for reporting maintenance concerns. The College will provide electrical power, heat, and water, and maintain these utilities under controlled conditions.
2. The College shall not be responsible or liable for any damage or loss to a resident's personal property while on the premises caused by the cessation or failure of such utilities, no matter the reason. It is strongly recommended that each student obtain personal property insurance. Students should apply directly for insurance from www.nssi.com or another vendor of their choosing.
3. The College will not be in breach of this agreement if such utility service is suspended for any reason. If the premises are rendered unsafe or unfit for occupancy, the College will offer alternate housing if it is available on campus or provide a prorated refund on the unused portion of the rent if residency must be vacated permanently.
4. Request for repairs can be filed in 2 ways.
 - a. Residents can submit work orders for their rooms via the MyHousing portal. Instructions will be sent out at the start of the academic year.
 - b. Residents can notify a Residence Life staff member who will submit a work order.

If the repair is not made within a reasonable amount of time, a second work request should be submitted directly to the Department of Residence Life by emailing residence.life@aic.edu.

5. Residents must take care in keeping their rooms clean to prevent insect and pest infestation. The College will arrange an exterminator to respond to specific insect and pest problems. This service must be requested through the Residence Life staff. Room conditions that are deemed to be unsanitary could result in the extermination fee being billed back to the residents of the room (if applicable).
6. 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 conduct measures may be levied for excessive trash not placed in receptacles or surrounding the grounds. Residents must abide by the rubric provided by the Department of Residence Life.

XV. ALCOHOL, DRUG, AND SMOKING POLICY

1. Alcohol is not permitted in or around residence halls regardless of whether the resident is of legal drinking age (see Acorn exception in the Student Handbook). Public consumption and presence of alcohol will not be tolerated. Residents will be instructed to dispose of or surrender any alcohol present.
2. All residents agree to comply with federal, state, and municipal laws and ordinances concerning 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.
 - a. Despite the legalization of marijuana in Massachusetts, possession and/or use of

marijuana in any form is prohibited from the AIC campus. Any marijuana or paraphernalia will be confiscated and disposed of if found on campus. More detailed information about the marijuana policy can be found in the Student Handbook.

3. All residence halls at American International College are smoke-free. Smoking of any kind, including electronic smoking devices, is not permitted in student rooms or any other area of college residence halls. "Electronic Smoking Devices" means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, vape or vaporizer pen, or under any other product name or descriptor.

XVI. INSPECTIONS/ROOM ENTRY

- a) The College reserves the right to enter rooms when there are issues concerning the health, safety, and welfare of occupants/hall residents, violations of policies, 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) To secure the buildings, Residence Life staff members will enter and check all resident rooms during the fall, winter, and spring breaks for security and safety purposes. Visible violations of college policy will result in conduct 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, except for the provisions listed above.

XVII. PROHIBITED ITEMS IN THE RESIDENCE HALLS

1. Some examples of items not permitted in any residence hall are listed here. However, this list is not necessarily all-inclusive. Items deemed unsafe or inappropriate for the residence halls by the Department of Residence Life will need to be removed from the hall immediately.

ITEM	PROHIBITED FROM ACORN HEIGHTS and EDGEWOOD HALL	PROHIBITED FROM BROADHURST, MAGNA, HINES, POUCH, and STREET HALLS
ALCOHOL *	X	X
ANIMALS **	X	X
ANTENNAS/SATELLITES	X	X
BREAD MACHINES	PERMITTED	X
CANDLES and INCENSE	X	X
CEILING FANS	X	X
CROCKPOTS	PERMITTED	X
CHAIN LOCKS	X	X
DEADBOLT LOCKS	X	X

DRUGS ***	X	X
DRUG PARAPHERNALIA ****	X	X
COUNTERTOP ELECTRIC GRILLS	PERMITTED	X
EXPLOSIVES AND FIREWORKS OF ANY KIND	X	X
FREEZERS: DEEP or STAND ALONE	X	X
GASOLINE and COMBUSTIBLE SUBSTANCES	X	X
HALOGEN LIGHT BULBS	X	X
OIL LAMPS	X	X
OPEN FLAMES	X	X
OUTSIDE FURNITURE + INCLUDING MATTRESSES, COUCHES, FUTONS, LOUNGE CHAIRS, OR ANYTHING MADE OF WICKER	X	X
POLE/OCTOPUS LAMPS	X	X
SPACE HEATERS	X	X
THERMOSTATICALLY CONTROLLED HOT POTS	PERMITTED	X
TOASTER OVENS	PERMITTED	X
WALLPAPER or PANELING	X	X
WEAPONS ++	X	X
WIRELESS ROUTERS AND WIRELESS PRINTERS +++	X	X
AIR FRYERS, COFFEE MAKERS, and KEURIGS	PERMITTED	X

* ALCOHOL: Alcohol is strictly prohibited from all residence halls regardless of if the person(s) in possession are over 21 years of age or not. Alcohol is permitted in Acorn Heights if all persons present are at least 21 years of age. At no time should alcohol be present in a room/suite/apartment in Acorn Heights if a person either residing or visiting the room is under 21 years of age.

** ANIMALS: Only fish in a tank no larger than 10 gallons is permitted. Service and support animals must be approved through the Center for Accessibility Services and Academic Accommodations.

*** DRUGS: Over the counter and prescribed drugs are permitted in all halls; prescribed drugs are only to be in the possession of the person they are prescribed to. All non-over-the-counter and non-prescribed drugs are strictly prohibited from all residence halls and AIC's campus. This includes recreational cannabis and medically prescribed cannabis, despite its legal status in the Commonwealth of Massachusetts.

**** DRUG PARAPHERNALIA: Any item(s) purchased with the intention of being used to consume illicit drugs or any item(s) that is manipulated or manufactured to do so is strictly prohibited.

+ OUTSIDE FURNITURE: American International College is required to comply with furniture fire code standards of both local city government and the Massachusetts Comprehensive Fire Safety Code (527 CMR 1). All upholstered furniture that is constructed of one-half inch or more thickness padding is subject to these requirements, including mattresses. The minimum fire resistance rating, which can be found on the original manufacturer's tag, for all upholstered furniture located within all student housing owned and/or operated by American International College is required to be labeled with certification of compliance with California Technical Bulletin 129 (CAL129) or Title 16 of the Code of Federal Regulations part 1633 (16 CFR 1633).

Should a student require a mattress to accommodate a medical need, that accommodation must be approved through the Center for Accessibility Services and Academic Accommodations. This will require medical documentation

indicating that mattress pads/toppers are not able to meet the needs of the student and that a mattress is required. The student is required to submit proof of purchase of the mattress and a photo of the original, sewn-in California Technical Bulletin 129 (CAL129) or Title 16 of the Code of Federal Regulations part 1633 (16 CFR 1633) label no less than 5 business days before the mattress's arrival; if this documentation is submitted late, the approval process for the mattress will be delayed. The mattress cannot exceed a standard twin size (38"x75"). The student is responsible for the removal of the mattress upon vacating their housing assignment otherwise they will be assessed a removal and disposal fee. The College will not store personal mattresses between semesters. Should it be found that a student's personal mattress be the source/cause of any pest infestations, the student will be assessed extermination and damage fees. If approved, only the mattress is permitted in the residence halls; personal bed frames and box springs are prohibited. The Department of Residence Life, Facilities Management and Housekeeping, Dexter Health Services, and the Center for Accessibility Services and Academic Accommodations may have the mattress removed and disposed of at any time the mattress is found to be a risk to other student(s) health, safety, or wellbeing.

++ WEAPONS: Includes but is not limited to knives, firearms, bb or pellet guns, paintball guns, and "toy" guns.

+++ WIRELESS ROUTERS and WIRELESS PRINTERS: Wireless routers are strictly prohibited from all residence halls as they prevent other students from being able to connect to the wireless network. Wireless printers are permitted, however, their ability to send a wireless signal must be turned off.

LIMITED ITEMS:

AIR CONDITIONERS	Air conditioners (portable and window units) are prohibited unless a student has an accommodation approved through the Center for Accessibility Services and Academic Accommodations.
MATTRESSES	American International College is required to comply with furniture fire code standards of both local city government and the Massachusetts Comprehensive Fire Safety Code (527 CMR 1). All upholstered furniture that is constructed of one-half inch or more thickness padding is subject to these requirements, including mattresses. The minimum fire resistance rating, which can be found on the original manufacturer's tag, for all upholstered furniture located within all student housing owned and/or operated by American International College is required to be labeled with certification of compliance with California Technical Bulletin 129 (CAL129) or Title 16 of the Code of Federal Regulations part 1633 (16 CFR 1633). Should a student require a mattress to accommodate a medical need, that accommodation must be approved through the Center for Accessibility Services and Academic Accommodations. This will require medical documentation indicating that mattress pads/toppers are not able to meet the needs of the student and that a mattress is required. The student is required to submit proof of purchase of the mattress and a photo of the original, sewn-in California Technical Bulletin 129 (CAL129) or Title 16 of the Code of Federal Regulations part 1633 (16 CFR 1633) label no less than 5 business days before the mattress's arrival; if this documentation is submitted late, the approval process for the mattress will be delayed. The mattress cannot exceed a standard twin size (38"x75"). The student is responsible for the removal of the mattress upon vacating their housing assignment otherwise they will be assessed a removal and disposal fee. The College will not store personal mattresses between semesters. Should it be found that a student's personal mattress be the source/cause of any pest infestations, the student will be assessed extermination and damage fees. If approved, only the mattress is permitted in the residence halls; personal bed frames and box springs are prohibited. The Department of Residence Life, Facilities Management and Housekeeping, Dexter Health Services, and the Center for Accessibility Services and Academic Accommodations may have the mattress removed and disposed of at any time the mattress is found to be a risk to other student(s) health, safety, or wellbeing.
MICROWAVES	No more than 1000 watts per microwave and only one microwave is permitted per unit.
REFRIGERATORS	No larger than four cubic feet and only one refrigerator (regardless of size) per resident.
TAPESTRIES	Cannot exceed 3 feet x 5 feet. No more than 25% of a wall can be covered. Nothing can be hung from the ceiling, lights, or fire safety equipment. Nothing can be hung to obstruct the view from the suite into the main hallway.
WIRELESS PRINTERS	Wireless printers are permitted, however, their ability to send a wireless signal must be turned off. Having this feature turned on will interfere with others' connection to the wireless network.

2. To preserve the health and safety of the residents, only fish in bowls or aquariums (not larger than 10 gallons) are allowed in residence halls. Students needing any type of service or emotional support animal must receive an accommodation from the Accessibility Services Coordinator. Any student with an accommodation for an animal other than a fish must follow the AIC Service Animal Policy.

3. Some college residence halls were designed during a time when there was less reliance on 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.

- Refrigerators – Refrigerators no larger than four cubic feet are permitted in residence hall rooms. No more than one refrigerator per resident.
- Microwave Ovens – Microwave ovens less than 1000 watts are permitted in residence hall rooms. No more than one microwave per unit (standard double room, suite, or apartment).
- Air conditioning units are not permitted without an approved accommodation (see Section 22).
- Stand-alone freezers are not permitted in the residence halls.

XVIII. SEARCHES

1. 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 policies or applicable law unless there is reasonable administrative cause to believe that a resident is using their room for purposes in violation of college policies, or in violation of this agreement.
2. All searches initiated through administrative cause must be approved through consultation with the Student Affairs Administrator on Call. 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.
3. 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.

XIX. PERSONAL SAFETY AND SECURITY

1. Although the College utilizes several security mechanisms and precautions including but not limited to 24-hour Campus Police, Residence Life staff, security cameras, secured doors, and individual room locks, the College cannot guarantee the safety and security of the premises. Residents are responsible for their personal security and should make sure their rooms are secure and that secured exterior and common area doors are not propped or breached. Residents are also responsible for their personal property. 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 each student obtain personal property insurance. Students should apply directly for insurance from www.nssi.com or another vendor of their choosing.
2. Access ID cards, door codes, and locks are provided in the residence halls for the protection of the residents. Exterior doors to the residence halls remain locked with direct access given only to residents and appropriate college staff. Students who breach security by lending or giving out access ID cards or codes, or duplication of keys may be removed from college housing.
3. 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/taping of exterior and other restricted doors.
4. For safety reasons, the roofs, window ledges and mechanical equipment rooms of all college buildings are restricted areas and may not be entered.
5. Individuals observed in the hall who are not residents or approved guests should be reported immediately to a Residence Life staff member or Campus Police.

XX. FIRE SAFETY

1. 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.
2. Electrical circuits, cables, or data wires cannot be altered by occupants, or anyone not authorized by the College.
3. Appliances, lamps, and other electrical equipment with damaged, worn, cracked, or frayed cords and plugs must be replaced.
4. All lighting fixtures must use only light bulbs of type and wattage as recommended by the manufacturer.
5. Electrical cords or other communication cables may not be installed under carpets, hung over nails, or run through doorways and windows.
6. Tampering in any way with firefighting equipment or alarm systems is prohibited and may result in immediate dismissal from housing.
7. The integrity of all ceilings, floors, walls, fire alarm units, and sprinkler systems must remain intact and not be disturbed.
8. Additional wall/ceiling coverings (e.g., wallpaper, paneling, tapestries, etc.) cannot be installed/hung by occupants. No more than 25% of an individual wall may be covered. No single item bigger than 3ft by 5ft can be hung on a wall. Nothing may be hung from the ceiling or obstruct the view into the room from the hallway.
9. See Section 17 of this Housing Agreement for prohibited fire safety items. Note: any confiscated candles, incense, or other open-flame devices will be disposed of immediately and cannot be retrieved by the residents.
10. False alarms caused by residents may result in a fine from the College and could result in a fine of up to \$2500 from the City of Springfield. False alarms include but are not limited to alarms triggered by smoking, cooking, hair styling, going through a fire door when not warranted, or any fire safety activity that is a violation of the Student Housing Agreement. Repeated offenses, regardless of the cause, will result in significant increases in fines and conduct action.

XXI. GUESTS/VISITATION/QUIET HOURS

1. Guests in the Hall: Guests are required to abide by all policies of the College. The resident is responsible for the behavior of their guests, including restitution for damage to college facilities. Guests must provide proper identification (government-issued or college-issued photo ID) upon arrival. It is the host's responsibility to have all guests signed into the building. If a guest arrives before 6:00 PM, the host must bring the guest to the front desk of their residence hall at 6:00 PM to sign them in.
 - a. Underage guest policy: Any resident that wishes to have a guest in the residence halls that is under the age of 18 and does not attend college/university must contact their Residence Director at least 2 business days in advance and have the Residence Director fill out the Underage Guest Policy Form. Failure to do so will result in the guest being unable to visit the residence halls.
2. Guests in the Room: To have guest(s), residents must have the consent of their roommate on each occasion. Extended visits (beyond two consecutive days) are not

permitted, nor is cohabitation (residency with someone other than the resident's officially assigned roommate). Two guests may be signed in per resident of a room at one time. If there is an issue with the guest policy, each resident is responsible for notifying a Residence Life Staff member.

3. Quiet Hours: Quiet hours are established to ensure that students may freely rest or study without interruption. During quiet hours, students should keep their volume down so that it cannot be heard from outside their room/suite/apartment. Quiet hours are 10:00 pm to 8:00 am Sundays-Thursdays, and 12:00 am to 8:00 am Fridays-Saturdays. Staff may enforce 24-hour quiet hours anytime deemed necessary.
4. Courtesy Hours: While courtesy hours are established to ensure that students may freely rest or study without interruption, it is acknowledged that some noise is unavoidable when it's appropriate. This allows students to have "bursts" of noise that are not otherwise sustained (for example, it's understandable that students may cheer for a game with a louder exclamation, but sustained loud music is not acceptable). Courtesy hours are enforced anytime quiet hours are not in effect.

XXII. AIR CONDITIONERS

1. Due to increased power drains in the residence halls, room air conditioners are not permitted unless a medical condition exists that meets Americans with Disabilities Act (ADA) standards, backed up with full diagnostic results from a qualified physician. The College's Accessibility Services Coordinator will review the documentation and approve or deny this request. The Department of Residence Life can assist with this application process.
2. Students must provide their own air conditioning units if they receive approval from the Accessibility Services Coordinator.
3. Room units must be wired for 110-120 volts and should not exceed 6,000 BTUs.
4. Failure to remove unapproved units will result in conduct action.
5. Window unit air conditioners are not permitted in rooms with ground-level security screens. If an accommodation is approved for a student living in one of these rooms, the student has the option to relocate based on availability or will be required to use a portable air conditioner that sits on the floor and vents to the window.
6. Approved air conditioners may only be used from May 1- September 30 unless additional accommodation is obtained.
7. The Department of Residence Life will provide a colored tag to be placed on the outside of the air conditioner.
8. All approved air conditioners must be installed by Facilities.

XXIII. STORAGE

1. 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 regardless of the student's home distance from campus.

XXIV. SUBLETTING

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

XXV. SOLICITATION

1. Sales, solicitation, or advertising, unless authorized by a Residence Life Central Office staff member is prohibited.

XXVI. SIGNAGE AND SYMBOLISM

1. Students are prohibited from using the windows of residence halls to display signage of any type.
2. AIC values the right to free speech and expression for all students. The students living in the residence halls are expected to always express themselves civilly. As such, the College reserves the right to require that any sign, symbol, or item deemed to disrupt the residence hall community be removed.

XXVII. EMERGENCY CONTACT POLICY

1. Emergency contact information must be provided upon completing a housing application for residence or commuter status. Students may not utilize another AIC student as an emergency contact.

SECTION 14 - TAILGATE POLICY

I. Overview

Tailgating has long been a tradition with sporting events, especially on the collegiate level. Nothing is better than gathering with other Yellow Jacket fans, fellow classmates, alumni, friends, or family before home athletic events.

Tailgating is permitted on campus in designated parking lots. Please follow all guidelines related to food/grilling, clean-up and risk management policies. For the purpose of this policy, consumption of alcohol is governed by procedures described in Item 5 of this policy.

II. Respectful Environment

Tailgating is a lively and family-friendly environment. While we want everyone to have an exciting experience, we ask that you be respectful of those surrounding you, being mindful of your choice of language and activity. Groups are personally responsible for making sure their guests act appropriately. Individuals are expected to conduct themselves in a manner respectful of the nature and character of the American International College. Persons acting in a disruptive, disrespectful, or disorderly manner may be asked to leave the premises or be subject to citation. Please keep all music and audio at a volume level that is respectful of your tailgating neighbors. We want the tailgating experience to be enjoyed by all.

III. Tailgating Locations

American International College invites and encourages our fans to enjoy a great tailgate atmosphere prior to each Yellow Jacket home athletic events. Tailgating in designated parking area, which limit other spaces from being occupied by a vehicle, is not permitted. Tailgating in any traffic lanes or pedestrian pathways is not permitted.

1. Locations and Access

- a) AIC fans with proper tailgating permits may park and tailgate in the defined tailgate parking in Lot V located at the intersection of Maynard and Cortland Streets. This is the designated fan tailgate area.
- b) Reserved fan tailgate parking is available for select events; guaranteeing specific tailgate location(s) and access to the lot at any time after the lot opens. There is a premium cost for this benefit.
- c) Visiting team fans with the proper tailgating permits may park in Lot X located off Roosevelt Avenue. This is the designated team fan tailgate area.

2. Opening/Closing

- a) Tailgating areas will be open for individuals to enter the designated areas 3 hours before the game. Area will close one hour after the final play of the athletic event.

3. Tents

- a) Tents with stakes shorter than 12-inches may be set up at any time prior to athletic event start.

IV. General Guidelines that Apply to All Tailgating

Clean-Up

Please keep American International College beautiful by placing all trash and recycling in the proper bins located throughout the tailgate areas and facilities for your convenience. All groups are responsible for making sure their tailgating area is cleaned prior to departing for the game. Immediately at the end of the pregame tailgating (15 minutes prior to the start of the game) tailgaters attending the event must do the following:

All trash/recyclable items must be picked up and sorted into proper receptacles. This includes trash around your assigned area. Trash should be closed in bags or trash containers. While tobacco use is strongly discouraged, all cigarette butts must be picked up. All leftover food/beverages must be placed in proper containers and stored. All clean-up procedures must be completed before entering the athletic event.

Food/Grilling

Groups may bring their own picnic items and food to their tailgate area. Grilling is permitted, but all grills must be elevated. All fires must be contained within grills. Extinguish charcoal fires thoroughly with water before leaving them unattended. Please remove extinguished charcoal from campus for disposal. Do not dump charcoal on the ground or in dumpsters. Please be advised that grilling may be prohibited in a time of drought or extremely dry conditions. Should this be a consideration, proper announcements will be made on College websites and in the local media during the week preceding an affected game date.

1. Consumption and Preparation of Food

- a) No food may be sold, without permission from the appropriate College office.
- b) Propane and charcoal grills are the only permissible sources of heat for cooking. Burned coals and/or residue from cooking may not be permitted to make contact with the paved surface of the parking lot. Hot coals must be completely extinguished with water prior to leaving the tailgating site.

NOTE: Open flame fires, including fire pits, are prohibited.

2. Risk Management

Groups tailgating must follow these risk management policies:

- a) Do not transport individuals in the back of trucks. Nor should persons be allowed to stand in or on the vehicles.
- b) Have food available to avoid the effects of drinking alcohol beverages on an empty stomach.
- c) Provide plenty of non-alcoholic beverages. If alcoholic beverages are present, designate at least one member of the group as the “designated tailgater” so they can monitor those who may overindulge.

NOTE: Educate ALL group members and guests about the tailgate policies. Contact Campus Safety (413-205-3333) for all emergencies.

V. Alcohol Consumption

In accordance with American International College, tailgating with alcohol is only allowed in parking lot (V) located off Maynard & Cortland. Participants in tailgating are expected to follow all relevant laws and

policies, including not serving alcohol to anyone less than 21 years of age, not giving alcoholic beverages to any obviously intoxicated person, and not driving while intoxicated.

Consumption of alcohol outside designated areas and/or time periods constitutes a violation of the American International College Tailgating Policy. Violators are subject to prosecution under the laws of the City of Springfield, Hamden County, and the Commonwealth of Massachusetts. Any participant who consumes alcoholic beverages at such events must be able to produce upon request a valid driver's license or other photo ID that reflects the person's age.

Students are bound by the policy within the AIC Student Handbook.

Alcohol will be permitted in the tailgating area. Groups are responsible for making sure only those who are 21 years of age or older consume alcohol. All alcohol must be in opaque cups.

1. Prohibited Uses:
 - a) Kegs and other common containers are not allowed at any time.
 - b) Glass containers are not allowed except to hold alcohol in its original bottled package in your cooler or closed container.
 - c) Drinking games (included but not limited to beer pong), and the use of devices intended to accelerate the consumption of alcohol (including but not limited to funnels or beer bongs) are prohibited.
 - d) Consumption of alcoholic beverages on any other part of the campus or on public streets that run through or are adjacent to the campus is prohibited.

VI. Sales and Solicitation

- NOTE: No sales activities or solicitation are allowed on the College campus, including any/all tailgating areas, without permission from the appropriate College office.
- NOTE: Only Auxiliary Services or their designated representatives will be allowed to sell merchandise.

SECTION 15 – GENERAL CAMPUS POLICIES

I. Drone Use Policy

For reasons of safety, security and privacy, drones, quadcopters, and other small airborne objects are not permitted to be used on campus of American International College without prior, written authorization from the Dean of Students. Students violating this policy may be subject to a referral to the Dean of Students Office as a potential violation of the Student Code of Conduct.

Any use of a drone by a student, also known as an unmanned aircraft system (UAS), from or over the campus or inside a campus building is strictly prohibited except under the following circumstances:

Educational or Research Use

- The use of drones is permitted only for educational or research purposes.
- If drone use will be unaccompanied by an AIC faculty/staff member, student must obtain prior written approval from the Dean of Students Office at least 48 hours prior to the use of the drone.
- Must provide date/time, purpose, and length of drone operations, as well as the area of the campus where the drone will be used.
- Must comply with all Federal, State and City laws.
- Must have experience in operating the drone and operate them in a responsible manner.
- Must not operate over areas of public assembly or areas of construction.
- Must not photograph, video, or monitor areas where other members of the College community or members of the general public would have a reasonable expectation of privacy.

Any violations of law (trespassing, illegal surveillance, reckless endangerment) or violations of College policies may subject the individual(s) to both criminal and/or disciplinary action. Students of the AIC community who violate this policy will be subject to disciplinary action as stated under the Student Code of Conduct. Damages/injuries occurring to College property or individuals will be the responsibility of the drone operator.

II. Mental Health Hospitalization Re-Entry Policy

Students who seek to resume study after a mental health-related hospitalization deemed necessary by appropriate police or College officials go through the re-entry process before resuming classes or returning to college housing. Once the college confirms that a student is eligible to resume study, the student is sent instructions on how to proceed.

The Concerns Assessment, Referral, & Education (CARE) Team is here to help students in their return to AIC and to assist in navigating the re-entry process. Additional information about the CARE Team is provided in Section 16.

Goals of the Process

The Mental Health Hospitalization Re-Entry Process is designed to:

- Ensure that students are ready to return to classes and/or college housing after an emergency/crisis mental health hospitalization.
- Ensure coordination among separate areas and offices associated with the re-entry process;
- Give students and families a clear set of expectations and requirements for re-entry; and
- Ensure that AIC is adequately prepared to support students as they return to academics and housing.

Process

1. A member of the CARE Team will serve as the main point of contact for students and/or families in the re-entry process. The CARE Team will request that relevant information from outside caregiver(s) be provided.
2. Staff will work with students and families on the following steps in the process:
 - the student is asked to provide a release permitting caregivers outside the College with whom the student has been working to share relevant information with the CARE Team or Counseling Services.
 - the student arranges for relevant information to be provided to the College from at least one or more qualified outside caregivers certifying that the student is ready to return to the College for classes and/or housing and containing plan of care recommendations. Staff may request that the student provide additional relevant information as needed, including relevant information from hospitals.
3. Staff examine the submitted documentation to determine whether they provide enough information to start the re-entry process and consult with Counseling Services.
4. Once documentation and/or received information is deemed sufficient to proceed to the next stages of the re-entry process, staff may contact the student to schedule an on-campus re-entry meeting with members of the CARE Team. Families may be asked to join this meeting.
5. During the re-entry meeting, the CARE Team members will provide:
 - a required plan of care, which may include a Behavioral Agreement; and
 - any other relevant notes that can be shared with the staff working with students/families, including basic explanations as to various recommendations. These explanations are then used for monitoring of the plan of care and follow-up.
6. The CARE Team then notifies the relevant academic dean as to whether the student has been cleared through the re-entry process to return to classes. In cases where timing is pressing, preliminary clearance can allow the student to return to classes and/or housing.

7. If necessary, the Behavioral Agreement is created by the CARE Team and may include:
- check-in meetings with the student to be conducted by assigned check-in staff and frequency/dates for same.
 - a plan of care developed in consultation with the evaluator(s) that the student is informed AIC expects them to follow.
 - expectations for reporting any needs for assistance or problems that the student encounters.
 - expectations for reporting any changes in the student's situation that may impact the terms of the agreement or require changes to be made.
 - signature of the student agreeing to adhere to the expectations in the Behavioral Agreement.

If you need to request a medical leave of absence due to an extended absence from campus, please complete and submit the Medical Leave of Absence Form to the appropriate College official as outlined on the form. The Medical Leave of Absence Form is located on the Registrar's page of the my.aic.edu portal.

Students and families seeking more information about the re-entry process are encouraged to contact Counseling Services, located in Mallory Hall (413-205-3248), the Dean of Students Office located on the 2nd floor of the Schwartz Campus Center (413-205-3264), or the CARE team at care@aic.edu.

SECTION 16 – STUDENT QUICK GUIDE TO SERVICES

I. Vehicle Registration

All students' cars must be registered with Campus Police through <https://aic.thepermitstore.com/> using Google Chrome. Students are required to keep their permit current and to park only in their assigned lot. Fees are assessed per semester. Parking without the proper permit or in unauthorized areas will result in parking fines, booting, 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 an additional form with Campus Police.

II. Campus Store and Bookstore (Follett)

The American International College Campus Store, located in the Sokolowski Tower section of the Schwartz Campus Center. The Campus Store provides textbooks and supplies for students... Students may also purchase course texts directly online at www.aic.edu/bookstore. The bookstore also carries a variety of clothing, school supplies, and gift items.

III. Dining Services (Chartwells)

The Hive – Located in the Schwartz Campus Center

The Hive is American International College's food court. Offerings in the Hive include Yo! Bowl which features succulent Asian noodle and rice bowls, Mondo Sub a high-quality sandwich experience, Sono, a Latin inspired concept, and Pollo, a unique twist to a variety of chicken, burger and other grill favorites.

Dining Commons

The Dining Commons features an all-you-care-to-eat selection of your favorite foods. Selections range from full meals and exhibition stations to your everyday favorites such as salads, pizza, burgers, and sandwiches, along with a variety of healthy choices.

The Stinger – Located in the Dining Commons Basement Floor

The Stinger hosts a variety of activities and late-night food service, as well as wine and beer for students 21 and older on selected evenings. Dining dollars, cash, and credit cards accepted for food and both cash and credit cards accepted for beer and wine.

Starbucks - we proudly brew

Enjoy a latte, specialty coffee, frozen drink or snack at the Starbucks adjacent to the Hive.

IV. Information Technology Help Desk

The American International College Office of Information Technology help desk is available to provide technology support to students, faculty, and staff. Students can access the help desk request system on the myAIC web portal. 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, or email IT.HelpDesk@aic.edu.

V. Lost and Found

All personal belongings, books, and other items found on campus should be turned in immediately to the Campus Police Department. If you have lost any item, please check to see if it has been found and turned in. Unclaimed items will be disposed of at the end of each academic year.

VI. Mailroom

The mailroom is located on the lower level of the Schwartz Campus Center. All resident students will be assigned a mailbox (often shared). Commuter students may request a box if space is available. Packages will be signed for by College staff, and students will be emailed for pick-up. Students will need their American International College ID card to pick up any packages. Stamped, outgoing mail may be brought to the package pick-up window for mailing or mailbox located outside the Schwartz Campus Center on State Street.

To receive a package, address as follows:

First Name, Last Name

American International College

1000 State Street – Campus Box* _____

Springfield, MA 01109

NOTE: Do not refer to as a PO Box or Post Office Box, your mail could be misdirected.

VII. Campus Shuttle

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 2:00 a.m. Monday through Friday, and 10:00 a.m. to 2:00 a.m. Saturday, Sunday, and on holidays in which the campus remains open.

VIII. Student ID Card

An American International College ID card must be shown upon request to any college authority, including but not limited to Campus Police, Residence Life, and Dining Commons staff. The card is required for Residence Hall Building access and Shea Library use. 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 Campus Police Office in Hines Hall for a fee of \$25. Any fraudulent misuse will subject the owner to disciplinary action.

SECTION 17 - IMPORTANT PHONE NUMBERS

EMERGENCY (Campus Police Dispatch)	413.205.3333
Switchboard (will connect you to other extensions)	413.737.7000
Academic Resources	
Undergraduate Admissions	413.205.3201
Graduate Admissions	413.205.3700
The Center for Navigating Educational Success Together (The NEST)	413.654.1441
Accessibility Services	413.205.3810
IT Help Desk	413.205.3402
Esther F. Hansen Registrar's Office	413.205.3212
James Shea, Sr. Memorial Library	413.205.3225
Academic Affairs	413.205.3349
School of Business, Arts, and Sciences	413.205.3216
School of Health Sciences	413.205.3320
School of Education	413.205.3518
Financial Resources	
Financial Aid	413.205.3259
Student Accounts Office	413.205.3254
Campus Life Resources	
Athletic Administration (Butova Gymnasium)	413.205.3540
Campus Police (Business, Non-Emergency)	413.205.3208
Center for Student Engagement	413.205.3573
Dean of Students/Student Affairs Offices	413.205.3264
Dexter Health Center and Counseling	413.205.3248
Falconer Fitness Center	413.654.1442
Residence Life and Housing	413.205.3271
Saremi Center for Career Development	413.205.3237
Auxiliary Services	
Chartwells Dining Services	413.205.3349
Copy Center	413.205.3256
Follett Bookstore	413.205.3353
Mailroom	413.205.3261
Hospitals/Clinics	
Family Clinic	413.783.9114
Medical Emergencies	911
Planned Parenthood	800.258.4448
Baystate Medical Center	413.794.0000
Mercy Hospital	413.748.9000
Holyoke Hospital	413.534.2500
Hotlines (www.aic.edu/care for more information)	
Suicide & Crisis Lifeline	988
RAINN (Rape, Abuse, & Incest National Network)	800.656.HOPE
Center for Women & Community	413.545.0800
The Trevor Project	866.488.7386
YWCA of Western Massachusetts	800.796.8711
Psychiatric Crisis Services	413.733.6661
Safe Passage	413.586.5066

Revised 7/19/23

Note: the college reserves the right to amend, modify and/or make changes to the Student Handbook as it deems necessary. Should any changes be made, notice will be provided via AIC email and changes become effective on the date of the notice unless otherwise specified.

Mass. Commission against Discrimination	413.739.2145
Consumer Product Safety Commission	800.638.2772
Cancer Information Services	800.422.6237
Alcoholics Anonymous	413.532.2111
AIDS Action Committee	800.235.2331
Overeaters Anonymous	413.783.4198

SECTION 18 - ACADEMIC CALENDAR

Academic calendars can be found in the Course Catalog and at <https://www.aic.edu/academics/academic-calendar/>