

AMERICAN
INTERNATIONAL
COLLEGE

ANNUAL
SECURITY
AND FIRE
SAFETY
REPORT
2018

AIC

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REPORT
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PREPARATION OF ANNUAL SECURITY REPORT

The Associate Vice President for Auxiliary Services prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Captain of Campus Police is the keeper of Clery Crime Statistics and furnishes them to be recorded in this report and with the Department of Higher Education. The offices of Student Affairs/Dean of Students, Human Resources, Athletics, Counseling Services, Student Health Center, and the Title IX coordinator provide necessary policies and dates, which are included in this report including reportable crimes, hate crimes, and violations of state and local drug, liquor, and weapons laws occurring within Clery Geography where arrests or referrals for discipline were made. The Associate Vice President for Auxiliary Services also works with the Springfield Police Department for the collection of reports and statistics, for the public property areas as well as identified non-campus properties that Campus Police does not patrol or provide primary law enforcement response.

A COMMITMENT TO SAFETY

Concern about personal safety in today's world makes sense. Too often we hear or read about crime to life and property. Although campuses seem in some ways as secure as a small town, no campus is immune from crime.

Fortunately, American International College (AIC) has a history of enhancing security measures in order to provide a safe environment for its students, faculty and staff, which allows all to enjoy the college experience. The Campus Police officers are dedicated to be ever vigilant in providing a safe campus. That is why we have prepared this booklet to inform students, faculty, staff and parents about our efforts to keep the campus safe.

THE CAMPUS POLICE STAFF AND SERVICES

The AIC Campus Police Department maintains a force that consists of a captain, four (4) sergeants, nine (9) sworn special police officers (SPOs), eleven (11) campus protection officers (CPOs), five (5) dispatchers and nine (9) campus safety officers (CSOs). SPO duties include enforcing laws; preventing and investigating crimes; providing security; and encouraging safety awareness. Officers patrol the campus 24 hours a day, seven (7) days a week. CPOs provide additional security by patrolling parking lots and buildings, assisting motorists, and providing safety escorts. The campus has 24/7 dispatch. Dispatchers monitor cameras, receive calls and dispatch appropriate resources to calls for service and emergencies. The Residence Halls are monitored by Campus Safety Officers (CSOs). Their duties entail identifying and logging visitors to Residence Halls. CSOs work during peak visiting hours of 6 P.M. until 4 A.M. seven days a week.

OFFICERS' JURISDICTION

All AIC Special Police Officers (SPOs) have the power of arrest and the authority to enforce all state laws. Their jurisdiction includes the entire campus. If an offense occurs within the officers' jurisdiction, they can leave this area to pursue the offender.

SPECIALIZED TRAINING

All Campus Police Officers annually receive in-service and specialized training in defensive tactics, first responder, medical emergency, and cardio-pulmonary resuscitation. Officers may also receive training in legal updates, criminal law and procedure.

OPEN LINES OF COMMUNICATION

The department, although it does not have a formal memo of understanding with the Springfield Police, has established open lines of communication with nearby law enforcement agencies and maintains ongoing relationships with them so that information about criminal investigations may be exchanged and assistance may be obtained.

SECURITY OF AND ACCESS TO CAMPUS FACILITIES

While classes are in session at American International College, the campus is open to students, parents, employees, contractors, guests and invitees, with the exception of the residence halls. During normal business hours and into the evening hours for night classes and activities, access to AIC facilities is through unlocked doors or key locks, along with a card access system deployed at AIC, where applicable. After regular hours, which includes when classes and events are completed, Campus Police officers make rounds and secure doors by locking them. Persons wanting to enter a building after-hours must have approved card access and use College-issued access cards. In the case of periods involving extended closing times, the College will admit only those with prior written approval or approval from Campus Police to enter the facilities.

Security cameras are placed in most facilities and parking lots and at other strategic locations around campus. Specific building interior corridor facilities have cameras focused on areas of higher risk. These cameras are actively monitored.

Police officers regularly patrol all campus facilities to maintain security and inspect all doors and locks to ensure they are properly maintained.

All traditional resident housing is controlled with the access card systems on building entrances and security keys for room door locks. These buildings are locked 24 hours a day, seven (7) days a week during the school year. Access cards will not open areas where the cardholder does not have authorization (if a student lives in one residence hall, his or her access card will not open another residence hall). The lending of access cards to individuals not authorized for access into a particular building is strictly prohibited. Visitors and guests must be registered in accordance with the registration and visitation policies that are established by Residence Life.

Door-to-door solicitation, promotions and other similar activities, and distribution of leaflets by individuals or organizations other than AIC Residence Life is prohibited. Delivery vendors are not granted facility access, and students are expected to meet those vendors at the exterior entrances to receive ordered items.

Hosts are responsible for their guests. Violators will be trespassed. Students are advised not to prop doors. To diminish the possibility of unauthorized persons from gaining entry into a student's residence, security measures have been set to protect the students and his or her property. First, there are CSOs assigned during key traffic hours to identify all persons entering a residence hall. Second, there are surveillance cameras located at the entrance of all residence halls. These cameras are actively monitored by campus police dispatchers.

SECURITY CONSIDERATIONS IN THE MAINTENANCE OF CAMPUS FACILITIES

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Campus Police officers regularly patrol the campus and report malfunctioning lights and other unsafe physical conditions to Facilities Management for correction. Other members of the College community are helpful when they report equipment problems to Campus Police or to Facilities Management. The Office of Residence Life works closely with residential buildings to ensure that exterior doors are secure and that any maintenance issues are responded to promptly. Campus Police officers, when in residential spaces, respond to security issues by not propping doors and responding to security-related calls.

OFF-CAMPUS FACILITIES

American International College does not have off-campus organizations or housing, but student organizations may sponsor an event, such as a dance, at an off-campus facility. The local law enforcement agency will be responsible for responding to a crime or incident, but individuals are also encouraged to report any problems to the Campus Police Department.

TIMELY WARNING NOTICES/CAMPUS SAFETY ALERTS

The Captain of Campus Police, or a designee, will develop timely warning notices for the College community to notify members of the community about serious crimes, as prescribed by the Clery Act. Timely Warning Notices (TWAs)/Campus Safety Alerts (CSAs) are sent when crimes against people occur within the core campus boundaries, which includes AIC owned or controlled property and public property that is within or immediately adjacent to the campus, as defined by the Clery Act.

A timely warning notice will be distributed when it is determined that the incident may pose an ongoing or serious threat to members of the AIC community. It should be noted that the knowledge of an incident does not mean an automatic generation of a timely warning. The incident must pose a serious threat to the AIC Community. These warnings will be distributed if the incident is reported either to Campus Police directly, to Campus Police indirectly through a

campus security authority, or to the local police and it is determined that there is an ongoing threat to the campus community.

An example of when a timely warning will not be issued is as follows:

If an assault occurs between two students who have a disagreement, there may be no ongoing threat to other AIC community members and a timely warning notice would not be distributed.

The department typically issues timely warnings for incidents of:

- Murder/Non-Negligent Manslaughter.
- Aggravated assault. (Cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case by case basis to determine if the individual is believed to be an on-going threat to the larger AIC community.)
- Robbery involving force or violence. (Cases including pick pocketing and purse snatching will typically not result in the issuance of a Crime Alert, but will be assessed on a case by case basis.)
- Sexual Assault. (Considered on a case by case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Campus Police Department.)
- Major incidents of arson.
- Other crimes as determined necessary by the Chief of Campus Police, or his or her designee in his or her absence.

A timely warning notice will typically include the following, unless issuing any of this information would risk compromising law enforcement efforts:

- Date and time or timeframe of the incident.
- A brief description of the incident.
- Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips).
- Suspect description(s) when deemed appropriate and if there is sufficient detail (see below*).
- Campus Police agency contact information.
- Other information as deemed appropriate by the Chief or his/her designee.

* The description of subjects in a case will only be included in the alert if there is a sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, a subject description will not be included in the alert.

The Captain of Campus Police, or his or her designee, will draft a message containing the proposed Timely Warning and if time permits may forward it to the Associate Vice President for Auxiliary Services or his/her designee for his/her review and distribution to other administrators. The notification will be made through the Everbridge system, including text and

email or just email. Updates to the AIC community about any particular case resulting in a crime alert may be distributed by the Everbridge system.

The department does not issue Timely Warnings for the above listed crimes if:

1. The department apprehends the subject(s) and the threat of imminent danger for members of the AIC community has been mitigated by the apprehension.
2. If a report was not filed with Campus Police or if Campus Police was not notified of the crime in a manner that would allow the department to post a “timely” warning for the community. In general, a report that is filed more than five days after the date of the alleged incident may not allow Campus police to post a “timely” warning to the community. This type of situation will be evaluated on a case-by-case basis.

CSAs may also be distributed for crimes which are not classified as Clery reportable crimes, (ex., a pattern of larcenies or vandalism cases) that do not rise to the level of causing a serious or continuing threat to the College community. In addition, they may be distributed for other safety concerns (mulch fires, etc.).

All timely warnings and CSAs will expire two weeks after dissemination. If there continues to be an ongoing safety concern to the College community, a renewed warning will be distributed.

The department also maintains a daily crime log which is normally updated each business day and contains all crimes reported to Campus Police. See below for more information.

CLERY REQUIRED DAILY CRIME LOG

Consistent with the Clery Act requirements, the Campus Police maintain a Daily Crime Log. This log lists all reported crimes that occur on campus and is kept in chronological order. It also lists reported crimes in a non-campus building or property owned or operated by the College, reported crimes that occur “in a reasonably contiguous geographic area,” on public property within, adjacent to, or immediately accessible from the campus.

The Daily Crime Log is available for public inspection at the department. The Daily Crime Log includes the nature, date, time and general location of each crime reported to the department, as well as its disposition. The department posts incidents in the Daily Crime Log within two business days of receiving a report of an incident, and, in accordance with the Clery Act requirements, may exclude incidents from the log in certain circumstances, particularly those in which inclusion may compromise the investigation. Limited information may be temporarily withheld if it could jeopardize an ongoing investigation or the safety of an individual; cause a suspect to flee or evade detection; result in the destruction of evidence; if the disclosure is prohibited by law; or if the disclosure would compromise the confidentiality of the victim.

POLICY REGARDING THE INSTITUTION'S EMERGENCY RESPONSE & EVACUATION PROCEDURES

The AIC Emergency Response Plan is designed to provide a resource for American International College faculty, staff, administrators, and students and crisis coordinators in assisting with information and guidelines in planning and responding during a crisis. While the plan does not cover every conceivable contingency situation, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

All campus administrators, especially those whose responsibilities and authority include the operational areas specified in the manual, must adhere to these guidelines. Only those College administrators responsible for directing and/or coordinating emergency operations may approve exceptions to these crisis management procedures as required to fulfill the emergency response. This document contains the procedures to test emergency response and evacuation procedures on an annual basis.

The Associate Vice President for Auxiliary Services will be responsible for the annual review of the emergency response plan and evacuation procedures, with input from the Director of Facilities, Captain of Campus Police and any other administrator they deem appropriate.

The College's Emergency Response Plan contains "best practices" and information about emergency guidelines for the campus community including: college emergency procedures; pre-emergency planning and performance expectations; "shelter-in-place" and evacuation guidelines; and local contingency and continuity planning requirements.

College departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility.

The College conducts at least one emergency response exercise on campus each year, such as table-top exercises and tests of its emergency notification system, called the AIC Alert System. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. A planned test of the Emergency Response Plan was conducted in July 2017. An active shooter scenario was conducted on campus. Participants included Campus Police, and Administration.

When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are Campus Police, Springfield Police, local fire responders and emergency medical services. All departments typically respond and work together to manage the incident. Depending on the nature of the incident, other College departments and local or federal agencies could also be involved in responding to the incident. General information about the emergency response and evacuation procedures for American International College are publicized each year as part of the institution's Clery Act compliance efforts.

WHAT IT MEANS TO SHELTER IN PLACE

Sheltering in place provides protection from external hazards, minimizes the chance of injury and/or provides the time necessary to allow for a safe evacuation. This should be done by selecting a small, interior room, if possible, with as few windows as possible. When authorities issue directives to shelter in place, do not walk outdoors. You should take refuge indoors immediately.

A shelter-in-place order may be issued for several reasons:

- Active shooter
- Severe weather
- Hazardous materials
- Civil unrest
- Hostage situation
- Any situation in which it is best for you to stay where you are to avoid any outside threat.

When this occurs:

- Remain CALM.
- Faculty should encourage students and others not to leave or go outside.
- If you are in residence halls, remain there.
- Select a small interior room with as few windows as possible.
- Close and lock all windows, exterior doors and any other openings that lead to the outside.
- Stay away from all windows and doors.
- Facilities Management personnel or Campus Police should shut down all building ventilation fans and air conditioners, when and if appropriate.
- If you are told there is a danger of explosion, close the window shades, blinds or curtains.
- Select interior room(s) above the ground floor, with the fewest windows or air vents.
- Room(s) should have adequate space for everyone to be able to sit down comfortably.
- Avoid overcrowding by selecting several rooms when necessary.

For severe weather and civil unrest:

- Stay inside and move away from windows.
- Close and lock all exterior doors and offices.
- For extreme weather, relocate to lower levels in the building.

For external chemical, biological or radiological incidents:

- Stay inside and move to an inner corridor or office.
- Facilities Management personnel or Springfield Fire Department may shut down all building ventilation fans and air conditioners, when necessary and appropriate.
- Because many chemical agents are heavier than air and tend to hold close to the ground, move to higher

levels of the building, if possible, to reduce the transfer of contaminated air from the outside to the inside.

- Remain alert for instructions and updates as they become available from emergency personnel and college administrators.

How to evacuate:

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately, proceed to the nearest exit and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit and notify Campus Police at extension 413.205.3333 or call 911.

- Remain CALM.
- Do NOT use elevators. Use the stairs.
- Assist the physically impaired. If he/she is unable to exit without using an elevator, secure a safe location near a stairwell and immediately inform Campus Police or the responding fire department of the individual's location.
- Proceed to a clear area at least 150 feet away from the building. Keep all walkways clear for emergency vehicles.
- Make sure all personnel are out of the building.
- Do not re-enter the building.

MUSTER AND HEAD COUNT

Individuals in leadership positions should attempt to account for students, faculty, staff and visitors who are under their supervision at the time of the evacuation. Those positions may include:

- Faculty or instructors in the classroom
- Office managers
- Supervisors
- Residence Life staff members

Once you have assembled at your designed meeting place, conduct a reasonable accounting of personnel. Inform Campus Police officials if someone is unaccounted for or if you suspect someone did not exit the building, and inform them of the missing person's last known whereabouts.

NOTIFICATION TO THE COMMUNITY ABOUT AN IMMEDIATE THREAT: AIC ALERT

Emergency Notifications are required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring **ON CAMPUS**. An "immediate" threat as used here encompasses an imminent or impending threat such as an approaching fire, as well as a fire currently raging in a campus building.

If a serious crime, a natural disaster or a manmade emergency occurs that poses an immediate threat to the health and safety of the on campus AIC community or a segment of the on campus AIC community, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation. If the institution implements the procedures regarding notification of the AIC community for an immediate threat, the institution is not obligated to implement the timely warning notice procedures. The types of incidents that may cause an immediate threat to the AIC community could include but are not limited to emergencies such as: an active shooter on campus; hostage/barricade situation; a riot; suspicious package with confirmation of a device; a tornado; a fire/explosion; suspicious death; structural damage to an AIC owned or controlled facility; biological threat (anthrax, etc.); significant flooding; a gas leak; hazardous materials spill; and other like situations.

All members of the AIC Community are notified on an annual basis that they are required to notify the AIC Campus Police Department of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. The Campus Police Department has a responsibility to respond to such incidents to determine if the situation does in fact pose an immediate threat to the community.

The AIC Campus Police Supervisor on duty is responsible for immediately notifying the Campus Police Administrator on Call or his or her designee regarding situations that may pose an immediate threat to the AIC community. The Campus Police Administrator on Call will make appropriate notice to AIC administrators of any situation that poses an immediate threat to the community. The Campus Police Administrator on Call, or his/her designee who has been notified, is responsible for immediately preparing an emergency notification message and sending the message via text and email by the Everbridge system.

As per the requirements of the law, the Campus Police Administrator on Call or his/her designee without delay and taking into account the safety of the community, determines the content of the notification and initiates the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: Campus Police, Local PD, and/or Springfield Fire Department and emergency medical services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Campus Police shift supervisor, in his or her discretion, may issue an emergency notification if delaying the issuance of the notification to contact the Campus Police Administrator on Call will compromise the safety of individuals on the campus. An active shooter, armed suspect on campus, or immediate serious weather condition (tornado) are examples of incidents that would warrant immediate notification.

It should be noted that fire alarms serve as emergency notification for a building fire. Everbridge may also be used if determined to be prudent on a case by case basis.

ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

AIC is committed to operating in accordance with the laws of the Commonwealth of Massachusetts with regard to the use, sale, possession and consumption of alcoholic beverages. It is the responsibility of all members of the College community to abide by those laws. American International College is in compliance with section 1213 of the Higher Education Act of 1965 regarding the possession, use and sale of alcoholic beverages and illegal drugs. Any violation of the act or of federal and state laws pertaining to the possession, use and sale of alcoholic beverages and illegal drugs can be dealt with through the criminal justice system and/or through the College conduct system.

Campus police officers regularly patrol campus and respond to residential housing for calls for service. Officers routinely enforce state laws regarding underage drinking and the use, possession and sale of alcoholic beverages at AIC by either referring the student to the appropriate conduct officer, by arrest, or institution of a criminal complaint.

American International College is committed to promoting the health and safety of the campus community through alcohol and drug education programs and the enforcement of policies and state law. Federal law requires AIC to notify faculty, staff and students of its alcohol and drug policy, which can be accessed in the student handbook.

SECURITY AWARENESS, CRIME PREVENTION EDUCATION, AND ON-CAMPUS PROGRAMMING

Crime Prevention Lecture

The Campus Police Department annually presents crime prevention and personal safety lectures during student orientation and academic camp.

CRIME-PREVENTION TIPS

American International College campus is relatively crime free, however, there are some areas that require extra vigilance. The most likely crime sites are the side streets near the campus and parking lots. The following are some safety measures that could keep you from becoming a victim:

When you are driving:

- When you park, lock car doors and trunk, and take your keys.
- Store valuables out of sight in a locked trunk or glove compartment.
- Park in well-lit areas.
- If possible, do not drive alone. There is safety in numbers.
- Do not pick up hitchhikers.
- Check inside and underneath the car before getting in.
- If you see blue lights on the car behind you, slow down but do not pull over until you are in a well-lit, populated area. The police officer will understand your concerns.

If you are walking:

- Do not walk alone.
- Use public, well-lit walkways.
- Avoid dark, isolated areas.
- Look alert and hold your keys in your hand when you are walking to your car.
- Carry only necessary cash and credit cards.

If you are being followed:

- Cross the street.
- Change direction.
- Keep looking back, so the person realizes you are aware of his/her presence.
- Go to a well-lit, populated area.
- Notice as many physical details as possible, so you can describe the person to the police.
- Report the incident to the police as soon as possible.

If you are alone in an office or classroom:

- Keep the door locked.
- Always ask who is knocking before you open the door.
- Never prop open locked exterior building doors.

In AIC residential areas:

- Always keep doors to the apartment and your bedroom door locked.
- Never lend you apartment key to anyone.
- Never hold the exterior doors open for someone.

Preventing theft on campus:

- Keep cash, checks, credit cards and books with you at all times. Never leave them unattended.
- Write your name and student ID number, in pen, inside your textbooks.
- Store computers, lab equipment and audiovisual equipment, when not in use, in a locked office or classroom.
- Engrave personally identifiable information on the inside of the computer (under the battery) and install tracking software.

Keeping the campus safe:

- Report suspicious or criminal activity to the Campus Police.
- Use locks on lockers and bicycles.
- Attend crime-prevention programs.
- Take responsibility to protect yourself and your fellow students.

REPORTING CAMPUS CRIMES AND EMERGENCIES

The AIC Campus Police is open twenty-four (24) hours a day, seven (7) days a week. Someone is always available to answer calls. There are several ways to contact the department for assistance:

- Telephone. If you are on or off campus, dial 413.205.3333.
- Emergency Blue Poles. Emergency Blue Poles are located on the main campus and Edgewood campus. These poles provide direct contact with the department.
- In Person. The Campus Police Department is located in Hines Hall.

Reporting crimes or emergencies is voluntary. All crimes and emergencies should be promptly and accurately reported to the Campus Police at 413.205.3333 and other police agencies as appropriate (Springfield Police or Massachusetts State Police). All crimes should be reported to the Campus Police Department for the purpose of making a timely warning report and for annual disclosure in the College's crime statistics.

REPORTING TO OTHER CAMPUS SECURITY AUTHORITIES

In addition to Campus Police, crimes and emergencies may be reported to certain college officials who are deemed Campus Security Authorities (CSAs) by Federal Law. These include the Dean of Students, the Title IX Coordinator, student staff in residence life, athletic coaches, and advisors to student organizations. Pursuant to Federal law faculty generally are not considered CSAs. If a crime is reported to any of these individuals, basic information about the type of crime and the location where it occurred will be shared with Campus Police for the purposes of investigation, Timely Warnings and inclusion in the Annual Security Report.

CONFIDENTIAL REPORTING OF CRIMINAL ACTIVITY

According to the 1998 amendments to the 20 U.S.C. Section 1092 (f), campus "professional counselors," when acting as such, are NOT considered to be a campus security authority and are NOT required to report crimes for inclusion into the annual disclosure of crime statistics. However, while in the course of their professional duties as a professional counselor (e.g., in a counseling session, assessment, crisis intervention session or a consultation situation), any counseling and psychological services professional or mental health counselor (e.g., licensed professional counselor, psychologist, social worker, or student intern) who learns from an AIC student that s/he has been a victim of a sexual assault,

- The staff member will provide the student with information on procedures for reporting the crime to the Title IX coordinator.

Counselors are encouraged, if and when they deem it appropriate, to inform persons they are counseling about the ability to report an incident. They also educate their clients about the fact that the staff member will disclose to the student that periodically (at minimum, one time annually) Counseling and Psychological Services counselors may voluntarily report crimes disclosed during confidential counseling sessions to Campus Police. All information reported to

Campus Police will be un-identified and is reported for the purposes of maintaining accurate crime statistics for inclusion in the Jeanne Clery Disclosure of Campus Security Police and Crime Statistics Act annual report.

RESPONSE TO REPORTS OF CRIMES

In response to filing a report with Campus Police, the department forwards incident reports involving students to the Dean of Students Office for review and potential action through the College's conduct system. The officers make arrests when appropriate. Campus Police investigators will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Dean of Students Office for possible conduct violations. Campus Police will contact local law enforcement agencies when further assistance is required to respond to reported incidents.

C.A.R.E. REPORTING

A behavioral reporting system that allows students, faculty and staff to report observed behavior that warrants concern has been implemented. Such behaviors are often referred to as "C.A.R.E" because we know that harmful acts, either suicidal or toward others, rarely occur without raising concern in others in the individual's life. This anonymous reporting is for non-emergencies only. A report can be completed by going to www.aic.edu/CARE.

RESOURCES FOR CRIME VICTIMS

Additionally, crime victims have a number of offices at AIC available to them to support victims and provide information about programs and services available. Some of the offices a student crime victim may contact for information and assistance include:

ON-CAMPUS RESOURCES:

Dexter Counseling Center
413.205.3248

Nicolle Cestero
Sr. VP for Human Resources,
Chief of Staff/Title IX
Coordinator
413.205.3248

AIC Campus Police
413.205.3333

OFF-CAMPUS RESOURCES:

YWCA 24-Hour Crisis Line
800.796.8711 or 413.733.7100

Baystate Medical Emergency Department
759 Chestnut Street-Daly Building
Springfield, MA 01199

CAMPUS SAFETY TIPS

Please note:

- The AIC Alert System is used to issue warnings of extreme weather conditions that includes a text and email message.
- If you receive a severe-weather warning message, be sure to seek shelter immediately.
- Move to the lowest floor of the building you are in, away from glass doors and windows. If you are in a temporary building, go to the lowest floor of the nearest permanent building. If you are driving, park the car and proceed to the nearest permanent building. If the threat of severe weather is imminent (e.g., if a tornado is sighted), people in vehicles. Should seek shelter immediately by pulling over to the side of the road and seeking shelter in a ditch or by lying flat on the ground, away from trees and vehicles.
- Stay in your safe area on campus until notified by an authority that it is safe to leave, typically through an “all-clear” message on Everbridge.

FIRE-ALARM PROCEDURES

- If you hear the fire alarm, leave the building immediately by proceeding calmly to the nearest exit.
- Do not use elevators, as they are unreliable during a fire.
- Do not re-enter the building until you are advised that it is safe to do so.

FIRE SAFETY REPORT AND DAILY LOG

The Campus Police Department maintains a campus housing daily fire log and reports all statistics on fires and related injuries, death and loss in campus housing in conjunction with the Annual Crime Report. The Annual Fire Safety Report for Campus Housing includes information on fire statistics and the fire log; fire safety systems; fire drills; procedures for evacuation of campus housing; policies on portable electrical appliances; smoking and open flames in campus housing; fire safety education and training programs; reporting of fire safety information; and any applicable plans for future improvements in fire safety.

This annual fire safety report for campus housing contains information related to fire safety in campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008. The Campus Police Department creates this report annually, relying on information provided by collaborative partners, including but not limited to the Office of Residence Life. The Campus Police Department maintains the campus housing fire log and reports fire statistics annually in conjunction with the “Annual Security Report” that provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act. The AIC Annual Security Report may be obtained from Campus Police or online.

The Campus Police Department maintains the campus housing fire log and all statistics on fires and related injuries, death, and loss in campus housing as defined by the Higher Education Opportunity Act of 2008 in section 668.49. The Fire Log may be inspected during normal

business hours, which are 8:30 a.m. - 4:30 p.m., Monday—Friday. There were no reportable fires for years 2014, 2015, or 2016.

FIRE SAFETY SYSTEMS

All campus housing facilities are equipped with smoke detectors, audible alarms, strobes, and fire extinguishers. Additionally, Hines Hall, Acorn Heights, and the Edgewood and Broadhurst wings of the Edgewood complex all have full sprinkler systems.

All fire alarm systems are provided by New England Fire.

FIRE DRILLS

Mandatory supervised fire drills are conducted once each semester in the fall and spring semesters, within the first three weeks from the start of classes, and during the hours of 6 p.m. and 10 p.m. when the majority of students will be present.

The Assistant Director for Housing Operations coordinates with the building Residence Directors as well as the local fire department, fire alarm company, and Campus Police to schedule and conduct fire drills. Resident Advisors (RAs) assist with orderly and timely evacuation of the building, and directing students to the designated evacuation site. Students failing to vacate are subject to student conduct disciplinary action.

A post drill review is conducted with all staff present to discuss the success of the drill and additional necessary actions that may be required for future drills.

Fire Drills were conducted on the following dates, times and places:

October 16, 2017

Hines: 9:00pm

Pouch/Magna: 9:30pm

Edgewood Complex: 10:00pm

Acorn: 10:30pm

February 28, 2018

Hines: 8:00pm

Pouch/Magna: 8:30pm

Edgewood Complex: 9:00pm

Acorn: 9:30pm

PROCEDURES FOR EVACUATION OF CAMPUS HOUSING IN CASE OF A FIRE

Upon hearing the sounding of fire alarm horns:

- All residents and guests must immediately evacuate the building.
- At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building.
- If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify Campus Police at (413) 205-3333 or call 911.
- *Remain CALM*
- Do NOT use elevators; use the stairs.
- Assist the physically impaired. If he/she is unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform Campus Police or the responding fire department of the individual's location.
- Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
- Make sure all personnel are out of the building.
- Do not re-enter the building.

Procedures to follow if smoke detector activation occurs in your room only (no other alarms sounding throughout the building):

If an activation occurs and fire, smoke and/or a burning odor is present:

- Leave the room, closing the door behind you.
- Pull the Fire Alarm Pull Box located at the building exits.
- Evacuate the building.
- Call 911 to report the fire, or possible fire. Be prepared to give location, name, and phone number if possible.

If an activation occurs and there is NO evidence of any fire, smoke and/or a burning odor:

- Leave the room and close the door behind you.
- Call Campus Police from a safe location to give a report, and then meet the responding fire department in a safe location outside of your room.
- If you subsequently discover evidence of fire, smoke and/or burning odor, follow above evacuation procedures.

EMERGENCY EVACUATION

When exiting your room and the building:

- If you are not in immediate danger from smoke or fire, make sure that you quickly dress appropriately for weather conditions (e.g., coat, shoes, etc.).
- If you are not in immediate danger from smoke or fire, make sure to close and lock all doors and bring your room key and ID card with you.
- Evacuate the building. If you are unable to evacuate, call 911 and give your name, location and phone number.

Once safely outside the building:

- Move away from the building and immediately report to the designated assembly area to check in with residential life staff.
- Stay clear of all emergency vehicles. Do not stand in roadway/walkway. Do not block emergency vehicles from getting through.
- Do not re-enter the building until you are instructed to do so by an emergency responder or residence life staff.

Report any vandalized or disconnected smoke detectors to the Residence Director immediately.

PROCEDURES STUDENTS AND EMPLOYEES SHOULD FOLLOW IN CASE OF A FIRE

In the event of a fire or other situation requiring evacuation and notification of emergency services personnel, please follow these directions:

- Sound the fire alarm by activating the nearest manual pull station.
- Move swiftly to the nearest emergency exit.
- Call AIC Campus Police at (413) 205-3333 or call 911, once in a safe place to report the emergency.
- DO NOT re-enter the building for any reason until given clearance by Campus Police or emergency responders on the scene.

All employees are encouraged to become familiar with the escape routes for all buildings and floors and the locations of fire extinguishers, hoses and alarms. In the event of a fire or evacuation, every employee should follow the fire safety evacuation route and vacate the premises until the officials in charge declare the premises safe to enter. Exits and areas around fire extinguishers must be kept clear at all times. Periodic fire safety inspections and drills are held to test equipment and procedures.

POLICIES ON PORTABLE ELECTRICAL APPLIANCES, SMOKING AND OPEN FLAMES IN CAMPUS HOUSING

All policies must be reviewed and acknowledged by each student upon registering online for campus housing. All College policies related to campus housing are located in the Student Housing Agreement within the Student Handbook, distributed to each resident upon checking in, and available online at www.aic.edu/student_handbook.

AIC CODE OF CONDUCT RELATED POLICIES INCLUDE:

Smoking

Smoking any substance and the use of tobacco products is prohibited inside all residential facilities.

Fire Safety

Tampering with, vandalizing, or misusing fire safety equipment is prohibited and constitutes reasons for eviction from residential living and possible suspension or expulsion from the College. Fire safety equipment includes, but is not limited to: alarms; extinguishers; smoke detectors; door closures; alarmed doors; and sprinklers. Failure to evacuate during a safety drill will result in disciplinary action. Items that are flammable, such as fuel, may not be stored in a resident's room or apartment. Items that require an open flame to operate or which produce heat (e.g., Bunsen burners, lit candles, alcohol burners, grills) are not allowed in residents' rooms.

Extension Cords and Multiple Plugs

An extension cord must be UL approved, 16 gauge, and not exceed an un-spliced length of 6 feet with a polarized plug and a single outlet. It may not be placed under floor coverings or furnishings and may not be secured by penetrating the insulation.

Flammable Items

Flammable items, such as fuel, may not be stored in residents' rooms or apartments.

Fire Lanes

Emergency lanes are strictly reserved for use by emergency vehicles only. Unauthorized vehicles parked in these areas will be towed at the owner's risk and expense.

Fire Equipment

Equipment is provided to monitor fire safety conditions. Misuse of these items or other emergency equipment *constitutes a danger to the safety of the community and may lead to suspension* from AIC. Familiarize yourself with the location and operation of fire equipment and evacuation routes. Fire equipment is also located throughout the corridors and includes, but is not limited to, alarms, extinguishers, smoke detectors, door closures, alarmed doors, and

sprinklers. Safety drills will be conducted in accordance with state law. Failure to evacuate when alarms sound is grounds for disciplinary action and fines.

Irons

Ironing is permitted, but irons must always be used with ironing boards that have a fire resistant cover. Irons should never be plugged in when not in use, or left unattended. Irons with automatic cutoff mechanisms are required.

Open Flames

Items which require an open flame to operate or which produce heat (e.g., Bunsen burners, lighted candles, alcohol burners) are not allowed in the facilities.

Decorations

Decorative items such as fishnets, parachutes, and other items that are flammable are not permitted in residents' rooms and are prohibited unless they have been fireproofed. Only UL approved lights may be used. Decorations must comply with all fire and facility regulations. Due to fire/facility damage risk, live cut trees are not permitted.

FIRE SAFETY EDUCATION AND TRAINING PROGRAMS

All Residence Life staff members are trained based upon standard College protocols for fire safety, with an additional training session on specific protocols for Resident Advisors (RAs) included below:

RA Protocol for Fire/Sounding Alarm

- Every time a fire alarm sounds, exit the building – always assume there is a fire.
- If a fire is confirmed and alarm is not sounding, activate the closest pull station.
- Immediately notify Campus Police whenever fire alarm is sounding.
- After calling Campus Police, call the RD on Duty.
- RAs should assist with crowd control and orderly evacuation of building (staff should exit with residents, banging on every room/apartment door and loudly stating “GET OUT,” or if confirmed fire, shout “FIRE-GET OUT”). RAs should NEVER put themselves in harm’s way.
- Help keep residents at designated evacuation stations away from buildings. Do not re-enter a building until instructed to do so by Campus Police or the fire department, typically after alarm and strobe lights have been reset.
- Remain alert at all times, paying attention for any information about vandalism or false alarms.

The RAs sponsor multiple fire safety education programs, particularly focusing on the start of each new term, to help educate the students. Special programs are designed for incoming freshmen each fall semester. Every student is required to attend a mandatory opening meeting to review all policies and procedures, including fire safety and evacuation procedures.

While actual fire has not historically been a problem at AIC, fire alarms frequently sound as a result of burned items in microwaves, specifically popcorn. Residents should always stay with the items they are cooking and avoiding burning food. Disciplinary action will be taken for false alarms.

SEXUAL MISCONDUCT POLICY AND PROCEDURES

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 or any kind, including unequal treatment, harassment (including sexual harassment and sexual misconduct), and retaliation.

Sexual misconduct of any form is a serious violation of College and community standards and will not be tolerated at the College. This purpose of this policy is to promote and maintain an environment free of sexual misconduct by educating the community, vigorously investigating reports of sexual misconduct in a prompt and equitable manner, and taking steps to prevent recurrence and correct any discriminatory effects of sexual misconduct.

Sexual misconduct endangers an environment of mutual respect and is considered an act of aggression and coercion, not an expression of sexual intimacy. Sexual intimacy requires effective consent. The College is committed to maintaining an environment free of sexual violence and in which the freedom to make individual choices regarding sexual behavior is respected by all.

Sexual misconduct, as defined by this policy, includes a broad range of behavior including inappropriate physical touching, sexual exploitation, and sexual intercourse without consent, as well as other forms of sexual violence including sexual assault. Sexual misconduct is a form of sex discrimination and may also be a crime. Sexual misconduct by anyone associated with the College is unacceptable and will be addressed in a timely fashion and with serious consequences by the College.

PROHIBITED CONDUCT AND DEFINITIONS

Sexual Misconduct

The College prohibits sexual misconduct. Sexual misconduct is a broad term that includes but is not limited to sexual harassment, sexual violence, sexual exploitation, stalking, and cyber-

stalking The College prohibits retaliation against individuals who report or participate in an investigation regarding allegations of sexual misconduct.

Sexual misconduct can occur between strangers or people already involved in an intimate or sexual relationship. Sexual misconduct can be committed by males or by females, and it can occur between people of the same or opposite sex.

Pursuant to Title IX of the Education Amendments of 1972, American International College is committed to providing a campus environment free of sex discrimination. Sexual misconduct is a form of sex discrimination that violates Title IX. The College's Title IX Coordinator is charged with the intake and investigation of reports regarding sex discrimination (including sexual misconduct and other forms of sexual harassment).

Sexual misconduct of any form is a serious violation of College and community standards and will not be tolerated at the College. This purpose of this policy is to promote and maintain an environment free of sexual misconduct by educating the community, vigorously investigating reports of sexual misconduct in a prompt and equitable manner, and taking steps to prevent recurrence and correct any discriminatory effects of sexual misconduct.

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Prohibited Conduct and Definitions

1. Sexual Misconduct

The College prohibits sexual misconduct. Sexual misconduct is a broad term that includes but is not limited to sexual harassment, sexual violence, sexual exploitation, stalking, and cyber-stalking. The College prohibits retaliation against individuals who report or participate in an investigation regarding allegations of sexual misconduct.

Sexual misconduct can occur between strangers or people already involved in an intimate or sexual relationship. Sexual misconduct can be committed by individuals of any gender, and it can occur between people of the same or opposite sex.

- a. *Sexual harassment* is defined under Massachusetts law as 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 educational 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, comment 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 or student. 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, domestic violence, and sexually motivated stalking.

- b. Sexual violence* consists of physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. This includes rape, sexual assault, battery and sexual coercion. Sexual violence may involve individuals who are known to one another or have an intimate and/or sexual relationship, or may involve individuals not known to one another. Examples include, but are not limited to:

 - Having or attempting to have sexual intercourse with another individual without consent. Sexual intercourse includes vaginal or anal penetration, however slight, with a body part or object, or oral copulation by mouth-to-genital contact.
 - Having or attempting to have sexual contact with another individual without consent. Sexual contact includes deliberately touching the intimate parts of another, deliberately causing the other to touch one's intimate parts, or disrobing of another without permission. Intimate parts may include the breasts, genitals, buttocks, mouth or any other part of the body that is touched in a sexual manner.
- c. Sexual Exploitation* is taking sexual advantage of another person without effective consent and includes, without limitation, causing the incapacitation of another person for a sexual purpose; causing the prostitution of another person; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds or images of another person; allowing third parties to observe sexual acts; engaging in voyeurism; distributing intimate or sexual information about another person; and/or knowingly transmitting a sexually transmitted infection, including HIV, to another person.
- d. Stalking* is a course of conduct involving more than one instance of unwanted attention, harassment, physical or verbal contact, or any other course of conduct directed at an individual that could be reasonably regarded as likely to alarm or place that individual in fear of harm or injury, including physical, emotional, or psychological harm. This includes cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts or other similar devices or forms of contact are used to pursue, harass or make unwelcome contact with another person. Stalking and cyber-stalking may involve individuals who are known to one another or have an intimate or sexual relationship, or may involve individuals not known to one another.
- e. Dating Violence* is violence committed by a person who is or has been in a

social relationship of a romantic or intimate nature with the victim, including but not limited to, sexual or physical abuse or the threat of such abuse.

- f. Domestic violence* is a felony or misdemeanor crime of violence committed: by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic violence laws of the Commonwealth of Massachusetts; or by any other person against a victim who is protected from that person's acts under the domestic violence laws of the Commonwealth of Massachusetts.

2. Effective Consent for Sexual Activity

Students choosing to engage in any form of sexual activity – from touching or kissing to intercourse – must obtain consent from their partner(s) prior to engaging in such activity.

Consent for sexual activity can only be obtained in situations where all people involved have equal power in deciding what will and will not happen during an encounter. Getting consent is an active process that involves clearly communicating intentions and desires. Consent for sexual activity is based on the mutual understanding and respect of all people involved for the desires and wishes of their partner(s). Consent is informed, with all people involved having the information relevant to the sexual activity in question. Consent:

- Must be knowing and voluntary.
- Is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested an understandable agreement between them to do the same thing, in the same way, at the same time and with one another.
- Is not merely the absence of a verbally stated “no”.
- Is time-limited and situation-specific; even if someone obtained consent from a partner(s) in the past, this does not mean that consent is automatically granted again.
- Can only be given by someone who is free from verbal or physical pressure, coercion, intimidation, threat, or force.
- Can only be given by someone who is able to understand what is happening; consent is not valid if the party from whom consent is sought is incapacitated by the use of alcohol or drugs, if the party is asleep, passed out or unconscious.
- May be withdrawn by either party at any time; withdrawal of consent must also be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity.
- Cannot be given by minors under the age of 16.

Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual misconduct and does not excuse one from the responsibility to obtain consent.

3. Incapacitation

One who is incapacitated cannot provide effective consent. Incapacitation is the physical and/or mental inability to make informed, rational judgments due to drug or alcohol consumption, either voluntarily or involuntarily, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. Where alcohol or drugs are involved, incapacitation is a state beyond drunkenness or intoxication, and is defined with respect to how the alcohol or drugs consumed impacts a person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements, lack of awareness of circumstances or surroundings, or the inability to communicate for any reason. An individual may experience a blackout state in which he/she/they appear to be giving consent, but do not actually have conscious awareness or the ability to consent. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person's level of intoxication. The relevant standard that will be applied is whether the Respondent knew, or a sober reasonable person in the same position should have known, that the other party was incapacitated and therefore could not consent to the sexual activity.

Reporting Sexual Misconduct

1. Timing of Report

Reporting sexual misconduct can be difficult, and individuals may experience a multitude of emotions in determining whether to make a formal report to the College and/or local law enforcement. The College encourages all individuals to report incidents of sexual assault immediately to the police with authority over the location of the misconduct. If the misconduct occurred on campus, individuals are encouraged to report it immediately to campus police. Early reporting provides immediate access to medical support, and to information regarding available legal and judicial resources, as well as counseling and support services.

Individuals who notify the police should be aware of the importance of the immediacy of reporting the incident in terms of preserving physical evidence at the assault scene as well as on the person assaulted. The gathering of physical evidence can provide important evidence in support of criminal charges. The College does not, however, limit the timeframe for reporting. Individuals may also choose to report an assault well after the assault occurred, even if the opportunity to collect physical evidence has passed.

Individuals who immediately report an incident of sexual misconduct will be provided with information directing them to an appropriate health care facility to allow for collection of evidence and treatment. If an individual who has experienced a sexual assault chooses to report the incident days, weeks, or even months after the assault, important support systems are still available and can be arranged, but the individual should understand that delay may make it more difficult to collect physical evidence of the sexual assault that could impact an investigation. Reporting an incident of sexual misconduct to Campus Police or other law enforcement *does not require filing criminal charges*.

2. Reporting to Local Law Enforcement

Law local enforcement and emergency authorities can be reached by dialing “911.” In addition, the Springfield Police Department is located at 130 Pearl Street, Springfield MA 01105, and can be reached at 413.787.6302 or 413.787.6359.

3. Confidential Resources and Support Services

The following counseling and medical services are available immediately and confidentially, whether or not an individual feels ready to make any decisions about reporting the misconduct to police or campus judicial resources. These resources hold a statutorily protected confidentiality that prohibits the release of an individual’s information without that individual’s express consent (except under limited circumstances that pose an imminent danger to the individual or to others.)

Renee Rosado, Director
Dexter Counseling Center
413.205.3248
renee.rosado@aic.edu

888.249.0806 or 413.772.0806
Confidential rape crisis hotline accessible to men and women 24 hours a day.

RAINN
Rape, Abuse and Incest National
NetworkNational Sexual Assault Hotline:
1.800.656.HOPE
www.rainn.org
A free, confidential, secure service that provides live help.

Safe Passage
(413) 586-5066
Confidential counseling, safety planning and shelter related to relationship violence for women.

YMCA of Western Massachusetts
Sexual Assault Prevention and Survivor
Program
24 hour hotline which is 800.796.8711 or
413.733.7100
1 Clough St. Springfield, MA 01108

Baystate Medical Emergency Department
759 Chestnut Street - Daly Building
Springfield, MA 01199

Center for Women & Community
413.545.0800
Confidential rape crisis counseling accessible to men and women 24 hours a day.

New England Learning Center for Women in
Transition

4. Anonymous Reporting

- Reports of sexual assault may be filed anonymously online at www.aic.edu/titleix. This will be sent to AIC's Title IX Coordinator and will remain private.
- Reports of sexual assault may also be filed anonymously through an independent third party, Ethics-Point, which 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."

All reports will go to the Title IX Coordinator. Depending on the level of information reported about the incident or the individuals involved, however, the College's ability to respond to an anonymous report may be limited.

5. Response to Other Potential Violations

The College encourages students to seek assistance for those in trouble, including themselves, without concern for possible sanctions. Students are expected to seek appropriate medical aid when they believe that assistance for an intoxicated student is needed. Students that seek such aid, either on their own behalf, or on behalf of other students, will not be subject to disciplinary action with respect to the College's alcohol or drug policy. In keeping with this philosophy and to encourage the reporting of incidents of sexual misconduct, students who: report sexual misconduct, participate in investigations regarding sexual misconduct, or seek assistance for themselves or others who have been the victim of sexual misconduct, will not be subject to disciplinary action for violations of the college's alcohol or drug policy.

Students who are identified as witnesses to an incident of sexual misconduct must cooperate with the College's investigation. Refusal to cooperate is considered a violation of the College's Code of Conduct and will result in sanctions as stated in the College's Conduct Systems Policy, Section 3).

College will not tolerate intentional false reporting of incidents. Such conduct is considered a violation of the College's Code of Conduct and will result in sanctions as stated in the College's Conduct Systems Policy. (See Section 3).

6. Statement Against Retaliation

It is a violation of College policy to retaliate in any way against an individual or a group because the individual or group of individuals reported an allegation of sexual misconduct. The College recognizes that retaliation can take many forms, may be committed by an individual or a group against an individual or a group, and that a Respondent can also be the subject of retaliation by the Complainant or a third party. The College will take immediate and responsive action to any report of retaliation and may pursue disciplinary action as appropriate. An individual reporting

sexual misconduct is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not proven.

Procedures for Addressing Allegations of Sexual Misconduct

The College will address allegations of sexual misconduct that are reported directly or of which it becomes aware in a prompt, equitable and effective manner. Set forth below is the process for addressing alleged sexual misconduct by a student. In addition, depending upon the facts and circumstances known to it, the College, in its discretion and judgment, may determine that the allegations of sexual misconduct will be addressed outside of the procedures described in this policy.

1. Definitions of Participants

Complainant: The student making an allegation of a violation of the Sexual Misconduct Policy.

Respondent: The person accused of violating the Sexual Misconduct Policy.

In addition to the Complainant and Respondent, the College supports and permits the involvement of the following individuals in an allegation of sexual misconduct, with specific responsibilities as indicated below:

Title IX Coordinator: The Senior Vice President for Human Resources, serves as the College's Title IX Coordinator. The Title IX Coordinator oversees and coordinates the College's review, investigation and resolution process for reports of sexual misconduct including oversight and coordination of Case Investigators and Sexual Misconduct Hearing Board Members.

Deputy Title IX Coordinator: The Dean of Students, serves as the College's Deputy Title IX Coordinator. The Deputy Title IX Coordinator assists in coordinating the College's review, investigation and resolution process for reports of sexual misconduct.

Case Investigators: Case Investigators are faculty members or administrators designated and trained to investigate and hear allegations of sexual misconduct in which the alleged violator is a student, in accordance with the College's policies and procedures and Title IX. After a complaint of sexual misconduct is filed, two Case Investigators will be assigned by the Title IX Coordinator to investigate the alleged violation, and may be assisted by a member of the Campus Police staff. Case Investigators will not have a conflict of interest or bias for or against the Complainant or Respondent.

Sexual Misconduct Hearing Board Members: Sexual Misconduct Hearing Board Members ("Hearing Board Members") are faculty members or administrators designated and trained to investigate and hear allegations of sexual misconduct in which the alleged violator is a student, in accordance with the College's policies and procedures and Title IX. After a complaint of

sexual misconduct is filed, three Hearing Board Members will be assigned by the Title IX Coordinator to hear the case as the Sexual Misconduct Hearing Board, with one individual appointed to serve as Chair with principal responsibility for the hearing process. Hearing Board Members will not have a conflict of interest or bias for or against the Complainant or Respondent.

Advisors: An Advisor is any individual who provides the Complainant or Respondent support, guidance, or advice. Complainant and Respondent both have the right to be assisted by an Advisor of their choice at any proceeding. The Advisor is not an advocate for the student and may not direct questions or otherwise address Case Investigators, Hearing Board Members or the Title IX Coordinator; however, the Advisor may consult with the student that he/she is assisting.

2. Filing a Complaint

A student who believes he/she has experienced an incident of sexual misconduct by another student at the College may file a complaint with the individuals noted below or online at www.aic.edu/titleix. The student is asked to provide a concise statement of the alleged violations of the Sexual Misconduct Policy and a detailed statement of the facts supporting the alleged violations. Although there is no specified time limit on the filing of a complaint with the College, the College strongly encourages a prompt filing so that a more satisfactory and complete investigation can be conducted.

Nicolle Cestero, Senior Vice President for
Human Resources, Chief of Staff and
Title IX Coordinator
Lee Hall, Second Floor
nicolle.cestero@aic.edu
413.205.3800

Matthew Scott, Dean of Students and
Deputy Title IX Coordinator
Campus Center, Second Floor
matthew.scott@aic.edu
413.205.3015

Brian O'Shaughnessy, Vice President for
Student Affairs
Campus Center, Second Floor
brian.oshaughnessy@aic.edu
413.205.3808

3. Right To File a Criminal Complaint

A student who believes he/she has experienced an incident of sexual misconduct also has the right to file a criminal complaint with the Springfield Police Department or other law enforcement authorities. The College encourages Complainants to pursue criminal action for incidents of sexual misconduct that may also be crimes under Massachusetts law. In every case of sexual violence, the College or the Campus Police Department, will notify the Springfield Police Department of the allegations. The College will also assist a Complainant in making a

criminal report and will cooperate with law enforcement agencies if a Complainant decides to pursue the criminal process to the extent permitted by law.

A Complainant may seek resolution through the College's complaint process, may pursue criminal action, may choose one but not the other, or may choose both. Neither law enforcement's determination on whether or not to prosecute a Respondent, nor the outcome of any criminal prosecution, are determinative of whether sexual misconduct under this policy has occurred. The filing and processing of a complaint of sexual misconduct under this policy is independent of any criminal complaint investigation or proceeding. The College will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and proceedings outlined herein.

A proceeding under this Policy is defined as any activity related to the non-criminal resolution of a complaint under the College's Sexual Misconduct Policy, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between College officials and Complainants concerning interim measures.

4. Time Frames

All cases referred to the Sexual Misconduct process will be handled as soon as is reasonably practical. Typically, after a complaint is filed with the individuals noted above, cases will be heard within sixty days, recognizing that the period of time may be longer than sixty days depending on the circumstances.

5. Requests For Confidentiality

The College recognizes that a Complainant may desire confidentiality and may request that the College not investigate or pursue resolution of a report. In such cases the Complainant is asked to put the request in writing and the College will maintain confidentiality to the extent permitted by law and other safety considerations. Honoring such a request may limit the ability to respond to the incident, including pursuing disciplinary action against the alleged perpetrator. However, the College may determine that it must investigate and pursue resolution of a report, and take whatever measures it deems necessary in response to a charge of sexual misconduct in order to protect the rights, interests and personal safety of the College community. The College's Title IX coordinator will evaluate requests for confidentiality against the following factors: the seriousness of the alleged sexual misconduct, any potential threats to individual or community safety, use of weapons, the respective ages and positions of the Complainant and the Respondent, whether there have been other harassment complaints against the Respondent, and the Respondent's right to receive information under applicable law.

6. Interim Measures

Upon the filing of a complaint, the Title IX Coordinator or designee will review the allegations and determine the necessity and scope of any interim measures to prevent further acts of harassment, misconduct or retaliation and to provide a safe environment for the Complainant

and the campus community. The range of interim measures may include, but not limited to: modification of living and dining arrangements; modification of academic and extracurricular activities; interim removal from campus pending a hearing or other administrative process; restricting/prohibiting contact with person(s) on campus; counseling services; academic support; and escorts around campus.

7. Notification to the Respondent of the Complaint and Initial Informational Meetings with Complainant and Respondent

The Respondent shall receive written notification of the filing of a complaint. The Title IX Coordinator will meet separately with the Complainant and the Respondent. The purpose of these meetings is to provide both parties with a general understanding of the College's relevant policies and procedures and to identify support or immediate interventions (e.g., referrals to police, hospital, Health Services and Counseling, etc.). The College also may take any further protective action as it deems appropriate concerning the interaction of the parties, the investigation and the student conduct process including, but not limited to interim measures..

8. Investigation

With assistance from the Title IX Coordinator, the Case Investigators will coordinate the gathering of information from the Complainant, Respondent, and other individuals or entities with relevant information regarding the complaint using any of the following processes:

a. Document/Records Review

In addition to reviewing any documents submitted by the Complainant and Respondent, Case Investigators will try to obtain such other physical or medical evidence relevant to the investigation as the Case Investigators determine, in their judgment, to be necessary, including but not limited to documents, police records, electronic or other record of communications between the parties or witnesses, written statements, records or other relevant information.

b. Site Visits

Case Investigators may visit relevant sites or locations and record observations through written or photographic documentation.

c. Complainant and Respondent Interviews

Case Investigators will interview the Complainant and the Respondent separately and may interview one or both more than once as necessary. The Complainant and Respondent may be accompanied by their respective Advisors.

d. Witness Interviews

Case Investigators will make a good faith effort to contact and interview any witnesses identified by the parties or in the documentation. Case Investigator may also interview any

other individual they find to be potentially relevant to the allegations of the complaint. Case Investigators will inform each witness or other individual interviewed that they are prohibited from retaliating against the Complainant and Respondent or other witnesses.

e. Experts

Case Investigators may contact any expert that they determine is necessary to ascertain the facts related to the complaint. An expert witness may be contacted for an informal consult or for a professional opinion regarding information learned from the investigation.

f. Confidentiality

Complainant, Respondent, witnesses, Case Investigators, Hearing Board Members, and any other individuals involved in the investigation are bound by confidentiality; they may not disclose any aspect of the investigatory or hearing process, or any documents or information related to it, unless to the Title IX Coordinator, or as required by law.

9. Investigative Report

a. Contents

Case Investigators will prepare an Investigative Report summarizing and analyzing the relevant facts determined through the investigation, referencing any supporting documentation or statements. The Investigative Report may include summaries of interviews with the Complainant, Respondent, third-party witnesses, experts, and any other individuals with relevant information, photographs of relevant sites or physical evidence, electronic records and forensic evidence. Case Investigators may provide a summary of their impressions including context for the evidence, but will not make a determination as to whether a violation occurred, reserving that decision for the Hearing Board.

b. Distribution

Case Investigators will submit the Investigative Report to the Title IX Coordinator, typically within fifteen (15) business days of receiving the case referral. Case Investigators will also present the Investigative Report to the Sexual Misconduct Hearing Board.

Upon request, the Complainant and Respondent may review the Investigative Report prior to the Hearing during business hours with the Chair of the Hearing Board. The Investigative Report is the property of the College.

10. Notice of Formal Conduct Hearing

A notice of hearing will be delivered in writing to the Complainant and the Respondent at least seven (7) days prior to the Hearing. The notice of hearing will be delivered electronically, by mail, or in person and will identify the date, time and place of the Hearing, and the names of the individuals serving on the Hearing Board for the case.

11. Sexual Misconduct Hearing Procedures

a. Preliminary Matters and Pre-Hearing Procedures

(1) Request to Reschedule Hearing

Either party may request to reschedule the hearing based on legitimate reasons, including for example, a conflict due to class schedule or inability to attend due to illness. Requests to reschedule must come directly from the Complainant or Respondent, must be submitted to the Title IX Coordinator at least two (2) days prior to hearing, unless impracticable, and must specify the reasons for the request. The Title IX Coordinator will decide whether to grant such request.

(2) Request to Remove Hearing Board Member

Either party may submit a written request to the Title IX Coordinator asking that a member of the Hearing Board be removed if there are reasonable articulable grounds to suspect bias, conflict of interest or an inability to be fair and impartial. The written request must identify the grounds for the removal and be received by the Title IX Coordinator within 3 days following delivery of the Notice of Hearing. The Title IX Coordinator will decide whether to grant such request and, if so, designate appropriate substitutes to serve for the duration of the pending case. Removal of a Hearing Board Member may require that the hearing be rescheduled.

(3) Witness Lists

If the Complainant or Respondent wishes to call witnesses at the hearing, each must submit a list of witnesses to the Hearing Board Chair. Generally, neither party will be permitted to call character witnesses nor any person who was not interviewed by the Case Investigators. The witness list must be submitted at least three (3) days prior to the Hearing. For any witness not interviewed by the Case Investigators, the following information is required at the time the witness list is submitted:

- Names of witnesses the party intends to call
- A written statement and/or description of what each witness observed
- A summary of why the witness' presence is relevant to making a decision on the complaint
- The reason(s) why the witness was not interviewed by the Case Investigators.

The Hearing Board Chair will determine if there is sufficient justification for permitting a witness who was not interviewed by the Case Investigators to testify. The approved witness list will be shared with the parties and the Hearing Board prior to the hearing. The Hearing Board may call any witness it deems to have relevant information.

(4) Documentation and Evidence Not Provided to Case Investigators

If the Complainant or Respondent wishes to present documentation or other evidence at the Hearing that was not provided to the Case Investigators, each must submit a list of such documents or other evidence to the Hearing Board Chair at least three (3) days prior to the Hearing. The list of documents or other evidence must contain the following information:

- Identification and description of the document or other evidence the party intends to present.
- A summary of why the document or other evidence is relevant to making a decision on the complaint.
- The reason why the document or other evidence was not provided to the Case Investigators.

The Hearing Board Chair will determine if the additional documentation or other evidence is relevant and if there is sufficient justification for permitting its use at the Hearing where it was not provided to the Case Investigators. If the additional documentation or evidence is approved, it will be shared with the parties and the Hearing Board prior to the hearing.

(5) Prior Sexual History, Bad Acts, or Pattern Evidence

In a case where the Respondent raises consent as a defense, any prior consensual relationship between the parties may be deemed relevant, but not necessarily determinative. Generally, the past sexual history or sexual character of the Complainant or Respondent will not be admissible in a Sexual Misconduct hearing. However, if a Respondent was previously found to have violated the Sexual Misconduct Policy, the information related to the past violation may be considered by the Hearing Board if:

- The previous violation was substantially similar to the present complaint; and/or
- The previous violation indicates a pattern of behavior and substantial conformity with that pattern by the Respondent.

(6) Alternative Testimony Options

Alternative testimony options that do not compromise the integrity of the hearing process may be requested by either the Complainant or the Respondent. Options may include, placing a privacy screen in the hearing room, or allowing the Complainant and the

respondent to testify from another room via video, or other options that provide a safe space for participation while not depriving the parties of their rights in the process. Such requests must be communicated to the Title IX Coordinator at least 48 hours prior to the Hearing. The Title IX Coordinator, in consultation with the Hearing Board Chair, determines the appropriateness of these requests and assumes responsibility for these arrangements.

b. Hearing Board Procedures

(1) Overview and Participants

During the hearing, normally only the Complainant, the Respondent, their respective Advisors, Case Investigators, the Hearing Board, witnesses, and the Title IX Coordinator may be present. A hearing may be conducted in the absence of the Complainant or the Respondent, or witnesses, at the discretion of the Hearing Board Chair and/or the Title IX Coordinator. Witnesses shall be present only when sharing information with the Hearing Board, unless noted at the discretion of the Chair.

The Hearing Board Chair is responsible for convening and facilitating the Hearing. The Chair will promote a civil and respectful proceeding, and will remove any individual who impedes the conduct process. A case may be recessed or continued at the Chair's discretion.

(2) Call to Order

The Hearing Board Chair will call the Hearing to order. The Chair will explain the hearing process and provide an opportunity for all parties to ask procedural questions prior to initial statements and the presentation of information. The Chair will ask each individual present to state their name and identify their role during the hearing.

(3) Confidentiality

The Chair will inform parties that the proceedings are confidential as required under the Family Educational Rights and Privacy Act (FERPA) and that information received at the Hearing should not be shared outside the hearing room except as allowed by FERPA or other applicable law.

(4) Case Investigator Presentation

One of the Case Investigators will present to the Hearing Board all pertinent information regarding the incident in question, including but not limited to the Investigative Report, written statements, documents, photographs, oral statements from the parties and witnesses, and any other items or information. The Hearing Board may first ask questions of the Case Investigator, followed by the Complainant and then the Respondent.

(5) Complainant's Presentation

The Complainant may present his or her own account of the events. The Hearing Board may ask Complainant questions, followed by the Respondent. The Respondent may not directly question the Complainant and must direct any questions for the Complainant through the Chair. The Chair and other Board Members will ask the Complainant those questions that are deemed relevant. A similar process will be followed for each witness offered by the Complainant. Once a witness other than a party is done presenting information and answering questions, he/she will be asked to leave the Hearing room.

(6) Respondent's Presentation

The Respondent may present his/her own account of the events. The Hearing Board may ask the Respondent questions, followed by the Complainant. The Complainant may not directly question the Respondent and must direct any questions for the Respondent through the Chair. The Chair and other Board Members will ask the Respondent those questions that are deemed relevant. A similar process will be followed for each witness offered by the Respondent. Once a witness other than a party is done presenting information and answering questions, he/she will be asked to leave the hearing room.

(7) Summary Statements

Upon conclusion of the presentation of information by the Case Investigator, parties and witnesses, the Complainant and the Respondent may make brief summary statements to the Hearing Board. The Complainant will present his/her summary statement first, followed by the Respondent.

(8) Standard of Proof and Deliberation

The Hearing Board will determine the Respondent's responsibility by a preponderance of the evidence standard, which is whether the information provided at the Hearing supports a finding that it is "more likely than not" that the Respondent is responsible for the alleged violation(s). The Title IX Coordinator may participate fully in the Hearing Board's deliberation.

At the conclusion of the Hearing, the Hearing Board must reach a decision on responsibility by majority vote. If the Hearing Board finds responsibility, it will deliberate regarding the appropriate sanction(s) and reach a decision by majority vote. The votes themselves will not be shared with the parties, only the decision on responsibility and any applicable sanction. The Hearing Board may schedule additional meetings to complete deliberations if necessary. The Sanctions are subject to approval by the Title IX Coordinator.

(9) Sanctions

If the Hearing Board finds the Respondent responsible for a violation, the Board will determine the appropriate sanctions to be imposed. In determining the appropriate

sanctions, the Hearing Board may consider a number of factors including: the harm suffered by the Complainant; any ongoing risk to either the Complainant or the community posed by the Respondent; the impact of the violation(s) on the community, its members, or its property; any previous conduct violations; and any mitigating or aggravating circumstances.

Sanctions may include remedies for the Complainant and others, continuation of interim measures, providing an on campus escort to Complainant, providing counseling to the Complainant, ensuring the Complainant and Respondent do not share classes or activities, and moving Respondent or Complainant to different residence halls. Sanctions for the Respondent may include counseling, community service, loss of housing, loss of visitation privileges to residence halls, removal from participation in co-curricular activities, including participation in intercollegiate athletics, suspension and/or expulsion.

(10) Notice of Outcome – Result

Within three (3) days of the conclusion of the Hearing Board’s deliberations, the Chair will simultaneously notify the Complainant and Respondent, in writing, of the result of the Hearing, including any sanctions to the Respondent, as well as the rationale for the result and any sanctions.

(11) Recording Proceedings

All information shared at the Hearing will be audio-taped for the Hearing Board’s review. The Hearing Board’s deliberations will not be audio-taped or otherwise recorded. The record is the property of the College. It will ordinarily be preserved until the conclusion of the student conduct hearing process, including the appeal period. Participants are prohibited from making their own recording. Upon written request, a Respondent or Complainant seeking to file an appeal may have limited access to the audio-recording to listen to it but they may not copy it, transcribe it, or otherwise create another recording.

c. Appeal

Both the Complainant and the Respondent may file an appeal within five (5) business days of the written notification of the decision by the Chair of the Hearing Board. The appeal must be submitted in writing to the Title IX Coordinator and provide a written statement explaining the grounds for the appeal.

The appeal must be based on one or more of the following grounds:

- New and relevant information that was unavailable during the investigation period or during the hearing itself
- Material procedural error that might have affected the decision; or
- The sanction imposed is disproportionate to the violation.

The Title IX Coordinator will forward the appeal to the Sexual Misconduct Appellate Board. ("Appellate Board"). The Appellate Board shall consist of five (5) members of the AIC faculty and administration who have been designated and trained to investigate and hear allegations of sexual misconduct in which the alleged violator is a student, in accordance with the College's policies and procedures and Title IX. The Appellate Board shall require three (3) members to meet quorum and make a decision on an appeal proceeding.

The Appellate Board shall consider the merits of an appeal only on the basis of the three grounds for appeal and supporting information provided in the written appeal, and the record of the original hearing. If the appeal is based on procedures not having been followed in a material manner, and the Appellate Board deems that information to be clear and convincing, the Appellate Board can direct that a new hearing occur before a new Hearing Board. In the case of new and relevant information, the Appellate Board can direct that the case be returned to the original Hearing Board to assess the weight and effect of the new information and render a determination after considering the new facts.

The Appellate Board will communicate the result of the appeal in writing to the Complainant and Respondent, usually within ten (10) business days after receipt of the appeal. This decision is final.

Any action assessed or recommended by the Sexual Misconduct Hearing Board may be enforced pending the outcome of the appeal at the discretion of the College, including an interim removal or suspension.

d. Compliance with VAWA and FERPA

The Sexual Misconduct Hearing Procedures set forth herein comply with the provisions for institutional disciplinary proceedings under the Violence Against Women Reauthorization Act, § 668.46(k). Compliance with these provisions does not constitute a violation of FERPA.

CAMPUS SAVE ACT POLICY REGARDING SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

American International College (the “College”) is committed to providing a safe learning and working environment. In compliance with federal law, specifically the Jeanne Clery Act (the “Clery Act”), as amended by the Violence Against Women Reauthorization Act of 2013 (“VAWA”), and the Campus Sexual Violence Elimination Act (the “SaVE Act”) the College has adopted policies and procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. These guidelines apply to all members of the College community (students, faculty, and staff) as well as third parties such as contractors and visitors.

American International College will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined in this policy, in any form. Such acts of violence are prohibited by this policy, as well as state and federal laws. Individuals who the College determines more likely than not engaged in these types of behaviors are subject to penalties up to and including dismissal or separation from the College, regardless of whether they are also facing criminal or civil charges in a court of law.

I. Definitions

Sexual assault refers to an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation (“FBI”). Rape is a form of sexual assault, which is defined by the FBI as “penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim,” or “where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.”

Domestic violence is a felony or misdemeanor crime of violence committed: by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic violence laws of the Commonwealth of Massachusetts; or by any other person against a victim who is protected from that person’s acts under the domestic violence laws of the Commonwealth of Massachusetts.

Stalking is a course of conduct involving more than one instance of unwanted attention, harassment, physical or verbal contact, or any other course of conduct directed at an individual that could be reasonably regarded as likely to alarm or place that individual in fear of harm or injury, including physical, emotional, or psychological harm. This includes cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts or other similar devices or forms of contact are used to pursue, harass or make unwelcome contact with another person. Stalking and cyber-stalking may involve

individuals who are known to one another or have an intimate or sexual relationship, or may involve individuals not known to one another.

Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, including but not limited to, sexual or physical abuse or the threat of such abuse.

II. Reporting an Incident

American International College encourages any member of the College community who has experienced sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the community who has experienced sexual assault, domestic violence, dating violence, or stalking to report the incident to the College. If a student, faculty or staff member has experienced a sexual assault, domestic violence, dating violence, or stalking, they should immediately report the incident to the College's Campus Police Department at 413.205.3333 or extension 3333 from a campus phone. Individuals who are on campus can also make an in-person report at the Campus Police Office located in Hines Hall. In case of an emergency or ongoing threat, the individual should get to a safe location and call 911. Calling 911 will put you in touch with local police.

The Campus Police will assist all members of the community by assessing the incident, advising the reporting party on how he or she can seek legal protection, and making him or her aware of medical, counseling, and other support services. If a reported incident did not occur on campus, the Campus Police can assist the reporting party in notifying the local police department with jurisdiction over the crime.

Students who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to:

Nicolle Cestero, Senior Vice President for
Human Resources, Chief of Staff and Title
IX Coordinator
Lee Hall, Second Floor
nicolle.cestero@aic.edu
413.205.3800

Brian O'Shaughnessy, Vice President for
Student Affairs
Schwartz Campus Center, Second Floor
brian.oshaughnessy@aic.edu
413.205.3264

Matthew Scott, Dean of Students and
Deputy Title IX Coordinator
Campus Center, Second Floor
matthew.scott@aic.edu
413.205.3015

These offices will provide individuals reporting sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist them in notifying law enforcement, including the local police, if they elect to do so.

There is no requirement to report to area law enforcement in order to receive assistance from or pursue any options within the College. Reporting sexual assault, domestic violence, dating violence, and stalking to the police (including the Campus Police Department) does not commit the reporting party to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate, if the reporting party decides to proceed with criminal charges.

Students reporting incidents under this policy should review the options and procedures for reporting set forth in the College's Sexual Misconduct Policy and Procedures, Section 6(B).

Written Notification of Rights and Options

Any student or employee who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options as provided for under this policy.

These rights and options include the right of a reporting party to:

1. Go to court, and to file a domestic abuse complaint requesting an order restraining your attacker from abusing you, and/or an order directing your attacker to leave your household, building, school, college, or workplace;
2. Seek a criminal complaint for threats, assault and battery, or other related offenses;
3. Seek medical treatment (the police will arrange transportation for you to the nearest hospital or otherwise assist you in obtaining medical treatment if you wish);
4. Request the police remain at the scene until your safety is otherwise ensured;
5. Request that the police assist you by arranging transportation or by taking you to a safe place, such as a shelter or a family or friend's residence; and
6. Obtain a copy of the police incident report at no cost from the police department.
7. File an internal complaint with the Title IX Coordinator as set forth in the College's Sexual Misconduct Policy and Procedures, Section 6(C)(2).

Preservation of Evidence

If an incident of sexual assault, domestic violence, dating violence, or stalking occurs, it is important to preserve evidence so that successful criminal prosecution remains an option.

An individual who has experienced a sexual assault should not wash, shower or bathe, douche, brush teeth, comb hair, or change clothes prior to a medical exam or treatment. If the clothing worn during the assault is removed prior to seeking medical treatment, that clothing should be placed in a brown paper, not plastic, bag and brought to the hospital when treatment is sought. If the individual is still wearing the clothes that he or she was wearing during an assault, he or she should bring a change of clothes with him or her to the hospital so that the clothes containing possible evidence can be preserved and examined for evidence of the crime.

Evidence of violence, such as bruising or other visible injuries, following an incident of sexual assault, or domestic or dating violence, should be documented by taking a photograph.

Evidence of stalking, including any communications such as written notes, e-mail, voice mail, or other electronic communications sent by the stalker, should be saved and not altered in any way.

III. Resources

The College and/or the local community offer other important resources to individuals who have experienced sexual assault, domestic assault, dating violence, or stalking, including medical treatment, counseling services, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims that they may wish to utilize. An individual need not formally report an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or the College in order to access the following on-or off-campus resources:

On-Campus Resources

Title IX Coordinator

Nicolle Cestero, Senior Vice President for Human Resources,
Chief of Staff and Title IX Coordinator Lee Hall, Second Floor
nicolle.cestero@aic.ed
u 413.205.3800

Dean of Students' Office

Matthew Scott, Dean of Students & Deputy Title IX
Coordinator Campus Center, Second Floor
brian.oshaughnessy@aic.ed
u 413.205.3264

Dexter Health Services

Department phone: 413.205.3248
Mary Paquette, MS, RN, FNP
Director of Health Services/Nurse Practitioner
mary.paquette@aic.ed
u 413.205.3416

Barbara Donahue, MS, RN,
FNP Nurse Practitioner
barbara.donahue@aic.edu
413.205.3248

Mildred Velazquez
Office Manager/Medical Assistant
mildred.velazquez@aic.edu
413.205.3248

Located on the first floor of Mallary Hall, which is located on the Wilbraham Road side of campus next door to the Esther F. Hansen Registrar's Office.

Dexter Counseling Services
Renee Rosado, Director Dexter
Counseling Center
413.205.3248
renee.rosado@aic.edu

Located on the second floor of Mallary Hall, which is located on the Wilbraham Road side of campus next door to the Esther F. Hansen Registrar's Office.

Off-Campus Resources

Baystate Medical Emergency Department
759 Chestnut Street - Daly Building
Springfield, MA 01199

YWCA of Western Massachusetts
Domestic Violence/Sexual Assault 24-hour Hotline
Phone: 800.796.8711 or 413.733.7100
1 Clough St. Springfield, MA 01108

Safe Passage
Confidential counseling, safety planning and shelter related to relationship violence for women.
Phone: (413) 586-5066

RAINN
Rape, Abuse and Incest National Network
National Sexual Assault
A free, confidential, secure service that provides live help.
Hotline: 1.800.656.HOPE
www.rainn.org

Community Legal Aid - Springfield
One Monarch Place Suite 400
Springfield, MA 01144
Phone: (413) 781-7814, (800) 639-1109
www.communitylegal.org

Community Legal Aid and its wholly owned subsidiary, the Central-West Justice Center, gives free civil (non-criminal) legal help to low-income and elderly people in central and western Massachusetts

Diocese of Springfield

Office of Immigration Services

65 Elliot Street

Springfield, MA 01105

Phone: (413) 732-3175

<http://diospringfield.org/office-of-immigration-services/>

Services are offered for a nominal fee for all documented immigrants, refugees and asylees. In addition to aiding clients with their U.S. Citizenship and Immigration Services documents, caseworkers can provide referrals to legal services and social services for immigrants regardless of status.

IV. Accommodations and Interim Measures

Regardless of whether a student or employee reports an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or pursues any formal action, if they report such an incident to the College, the College will determine the necessity and scope of any accommodations or interim measures to prevent further acts of violence and to provide a safe learning or working environment for the reporting party and the campus community. The range of accommodations or interim measures may include, but are not limited to: modification of work arrangements; modification of living and dining arrangements; modification of academic and extracurricular activities; interim removal from campus pending a hearing or other administrative process restricting/prohibiting the contact with person(s) on campus (i.e., an institutional “No Contact Order”); counseling services; academic support; and escorts around campus.

The Campus Police will advise reporting parties about how to seek a restraining order from a criminal court that directs the accused to refrain from abuse and to leave the reporting party’s household, building, school, college, or workplace.

The College is committed to ensuring that orders of protection issued by courts are fully upheld on all College-owned, used, and controlled property as well as properties immediately adjacent to the College. Therefore, if any member of the community obtains an order of protection or restraining order, he or she should promptly inform the Campus Police and provide the Campus Police with a copy of that order, so that the College can enforce it. The College is also committed to protecting reporting parties from any further harm, and if the Campus Police determines that an individual’s presence on campus poses a danger to one or more members of the College community, the Campus Police can issue an institutional No Contact or No Trespass Order barring that individual from College property.

V. Confidentiality

The College recognizes the sensitive nature of sexual assault, domestic violence, dating

violence, and stalking incidents. We are committed to protecting the privacy of individuals who report incidents of abuse, to the extent that doing so is permitted by law and consistent with the College's need to protect the safety of the community. Different College officials and personnel are able to offer varying levels of privacy protections to individuals who report of sexual assault, domestic violence, dating violence, and stalking incidents.

The College requires all employees, with the exception of licensed mental health counselors and licensed medical professionals, to share with the College's Title IX Coordinator information they learn concerning a report of sexual assault, or an incident of domestic or dating violence, or stalking, so that the Title IX Coordinator can investigate the incidents, track trends (including possible multiple reports involving the same assailant) and determine whether steps are needed to ensure the safety of the community. It is the reporting party's choice whether he or she wishes to participate in the investigation; however, the College may proceed with an investigation without the reporting party's participation if there is a concern for the safety of other members of the community.

Reports made to Campus Police will be shared with the Title IX Coordinator in all cases, and may also be made public (maintaining the reporting party's anonymity) and shared with the accused in cases where criminal prosecution is pursued. Reports received by the College concerning the abuse of a minor or juvenile must be reported to state officials in compliance with state law requiring mandatory reporting of child abuse. *All members of the College community are required by College policy to report any instances of known child abuse or neglect to the Campus Police, and the Campus Police will in turn report such information to the appropriate state authorities.*

Reports and information received by the College's medical professionals and licensed mental health counselors are considered legally protected or 'privileged' under Massachusetts law. Thus, those individuals will not share information they learn from reporting parties with others within the institution (including the College's Title IX Coordinator) or with any third party except in cases of imminent danger to the reporting party or third party. Absent such circumstances of imminent danger, the only information that these employees will report to the College concerning incidents is statistical information, which does not identify the reporting party, so that the incident can be included in the College's crime reporting statistics that are reported in the College's annual Clery Reports. Such crime reporting statistics are also included in a Title IX trend report maintained by the College.

Reports of sexual assault, domestic or dating violence, or stalking, which are shared with the Title IX Coordinator or other College officials, will be treated with the greatest degree of respect and privacy possible while still fulfilling the College's obligation to investigate and effectively respond to the report. Every effort will be made to limit the scope of information shared to keep it to a minimum of detail, and only when absolutely necessary. It is the reporting party's choice whether to participate in the investigation; however, the College may proceed with the

investigation without the reporting party's participation if there is a potential threat to other members of the community.

The College expects employees to treat information they learn concerning incidents of reported sexual assault, domestic violence, dating violence, and stalking with as much respect and as much privacy as possible. College employees must share such information only with those College officials who must be informed of the information pursuant to College policy. Failure by a College employee to maintain privacy in accordance with policy will be grounds for discipline.

While federal law requires the College to include certain reported incidents of sexual assault, domestic violence, dating violence, and stalking among its annual campus crime statistics, such information will be reported in a manner that does not permit identification of victims.

VI. Procedures for Addressing Allegations of Sexual Assault, Domestic Violence, Dating Violence and Stalking

The Title IX Coordinator will oversee all investigations of allegations of sexual assault, domestic violence, dating violence, and stalking. Allegations brought against a student will be handled utilizing the process and procedures set forth under the College's Sexual Misconduct Policy and Procedures, Section 6. Allegations brought against an employee or faculty member will be handled utilizing the processes and procedures set forth in the Employee Handbook.

Employees who are found responsible for having committed such a violation could face termination of employment, and students who are found responsible for having committed such a violation may face disciplinary sanctions up to and including suspension, probation, suspension or dismissal from College housing, suspension or dismissal from the College. In addition, the College may issue No Contact Orders and No Trespass Orders to those found responsible.

VII. Awareness and Prevention Programs

American International College is committed to increasing the awareness of and prevention of violence. The College makes continued efforts to provide students and employees with education programming, and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking before they occur.

The College offers practical guidance for risk reduction and bystander intervention through preliminary and ongoing prevention programs and awareness campaigns.

1. VAWA Definitions

Primary prevention: The term primary prevention refers to programming, initiatives and strategies intended to stop domestic violence, dating violence, sexual assault, or stalking before it occurs to prevent initial perpetration or victimization through the promotion of positive and healthy behaviors and beliefs. Efforts to change behavior and social norms, and promote healthy relationships, healthy sexuality and egalitarian gender roles, or efforts to understand

risk factors and protective factors for bystander inaction and change social norms around bystander inaction are all examples of primary prevention.

Awareness programs: The term awareness programs refers to programs, campaigns, or initiatives that increase audience knowledge of the issues of sexual assault, domestic violence, dating violence and stalking and share information and resources to prevent interpersonal violence, promote safety, and reduce perpetration. These efforts can include campus communitywide mobilizations as well as targeted audience-specific programming (including both students and employees). Awareness month campaigns, “Speak Outs,” rallies or marches, informational poster campaigns or resource websites, and educational programming that focus on sharing resources and information about these issues are examples of awareness programs.

Bystander intervention: The term bystander intervention refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the individual. Effective bystander intervention training prepares participants to recognize situations of potential harm, overcome barriers to intervening, identify safe and effective intervention options, and take action.

Risk reduction: The term risk reduction refers to approaches that seek to mitigate risk factors that may increase the likelihood of perpetration, victimization, or bystander inaction. Risk reduction focuses on helping individuals and communities address the institutional structures or cultural conditions that facilitate SV, DV & stalking to increase safety. Examples of risk reduction may include but are not limited to general crime prevention education, campus escort programs, programs that educate on how to create individual and community safety plans and strategies, and bystander intervention programs that educate the campus on how to recognize and interrupt situations of harm, or implementing a communications system that can notify the entire campus community of immediate threats to security.

Ongoing awareness and prevention campaigns: The term ongoing awareness and prevention campaigns refers to campaigns that are sustained over time focusing on increasing awareness or understanding of topics relevant to SA, DV and stalking prevention. These programs will occur at different levels throughout the institution (i.e., faculty, athletics and incoming students) and will utilize a range of strategies. Ongoing awareness and prevention campaigns may include information about what constitutes sexual assault, dating violence/intimate partner abuse, and stalking, changing social norms, promoting recognition of perpetrator tactics, enhancing understanding of consent, and advancing prosocial behaviors of individuals and communities. Effective ongoing awareness and prevention campaigns will include developmentally appropriate content for the specific audience and their knowledge and awareness level and provide positive and concrete ways for individuals to get involved.

2. Awareness and Prevention Programs at AIC

New Student Orientation: New Student orientation programs addressing active bystander awareness, support services, medical amnesty, wellness, and personal safety are delivered by members of Student Life and the Campus Police Department to first year and transfer students.

Safety Escorts: The Campus Police Department provides safety escorts twenty-four hours a day, seven days a week. This service provides students, faculty, and staff with walking or motor vehicle escort between locations on campus.

Crime Bulletins and Alerts: The Campus Police periodically distributes crime bulletins or alerts to inform members of the College community about incidents of crime in the areas surrounding the College that may pose an imminent threat of harm to members of the community. Bulletins and alerts are also circulated at times, not in response to a specific incidents, but as general reminders to community members about measures that members of the community can take to enhance personal and property security.

New Employee Orientation: All new employees receive online training on Sexual Harassment and Title IX through the Office of Human Resources.

Residence Hall Programs: These programs are run through the Dean's Office and inform students on a wide variety of topics, such as, alcohol awareness, sexual assault, consent, bystander awareness, personal safety, and fire safety.

Bulletin Board Campaigns: The Dean's Office uses passive programming strategies in the residence halls to provide information on crime prevention and safety issues related to College students on and off campus.

Office of Diversity Education: The staff of the Office of Diversity Education provide educational sessions for staff, faculty, and students focusing on issues related to campus climate, gender issues, power and privilege, conflict resolution, and helping skills. These programs are made available to the College community throughout the year.

Bystander Intervention – Bystanders play a critical role in the prevention of sexual and relationship violence. Bystanders can have a range of involvement in assaults. A person or persons may be aware that a specific assault is happening or will happen, they may see an assault or potential assault in progress, or they may have knowledge that an assault has already occurred. Regardless of how close to the incident they are, bystanders have the power stop assaults and

to get help for people who have been victimized. Examples of bystander intervention include:

- Confronting people who seclude, hit on and try to make out with, or have sex with people who are incapacitated.
- Speaking up when someone discusses plans to take sexual advantage of another person.
- Calling police when a person is yelling at another and it is not safe for you to interrupt.
- Interjecting yourself into a conversation where another person seems unsafe.

- Refusing to leave the area (or call police) if a person is trying to get you to leave so they can take advantage of another.
- Speaking up with people use racist, sexist, homophobic, or other harmful language.
- Offering to drive an incapacitated friend home from a party.
- Ensuring friends who are incapacitated do not leave the party or go to secluded places with others.

ASSISTANCE FOR VICTIMS: RIGHTS & OPTIONS

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. In Massachusetts, a victim of domestic violence, dating violence, sexual assault or stalking has rights. The Massachusetts Victim Bill of Rights (M.G.L.c.258B) provides rights and services to crime victims and survivors in order to ensure a meaningful role for them in the criminal justice system. While the Bill of Rights applies to all crimes, victims and survivors of violent crimes are given priority status for services. If you wish to be notified of the status of a pending criminal case, you must provide your victim witness advocate, prosecutor and others in the criminal justice system with a current address and phone number at which you can be reached. For a complete listing of your rights, please refer to the Victim Bill of Rights (M.G.L. c258B).

For a complete guidebook to your rights as a crime victim in the Commonwealth of Massachusetts, visit the Massachusetts Office for Victim Assistance at <http://www.mass.gov/mova/victim-rights-resources/> or access the guidebook here <http://www.mass.gov/mova/docs/aftermath-ofcrime>

The following information is information on the District Attorney's website that may be helpful when trying to get an Abuse Prevention Order (209A) and a Harassment Prevention Order (258E). <http://www.mass.gov/courts/selfhelp/abuse-harassment>

WHAT IS THE DIFFERENCE BETWEEN AN ABUSE PREVENTION ORDER?

(209A) AND A HARASSMENT PREVENTION ORDER (258E)

If you are being abused or harassed, you may be able to request a restraining order. There are two different kinds:

- Abuse Prevention Orders are limited to someone with whom you have a specific type of relationship (family, intimate, residential)
- You may ask for an Abuse Prevention Order from a judge if the person abusing you is:
 1. A person to whom you are or were married to.
 2. Someone with whom you are or were living with.
 3. A family member related by blood or marriage.

4. The parent of your child even if you were never married.
5. Someone with whom you are or have been in a serious dating relationship and you are suffering from abuse because your abuser has harmed or attempted to harm you physically, Caused you to fear that you are likely to be physically hurt at any moment, or forced you to have sex or threatened you into having sex.

Harassment Prevention Orders are not limited to specific types of relationships. You may ask for a Harassment Prevention Order from a judge if you are suffering from harassment because someone has committed three (3) or more acts that were willful and malicious. This means it was done on purpose and was done for cruelty, hostility or revenge and were aimed at you, and were intended to cause you fear, intimidation, abuse or damage to property.

“Abuse” means causing or attempting to cause physical harm, causing fear of imminent serious physical harm and did in fact cause you fear, intimidation, abuse or damage to property; someone has forced you to have sex or threatened you into having sex at least once; or someone has committed one of the following crimes against you at least once:

- Indecent assault and battery
- Rape
- Statutory rape
- Assault with intent to rape
- Enticement of a child
- Criminal stalking
- Criminal harassment or
- Drugging for sexual intercourse

SEX OFFENDERS

The federal "Campus Sex Crimes Prevention Act" (P.L. 106-386, Sec. 1601) (the "CSCPA"), enacted on October 28, 2000, became effective on October 28, 2002. This law requires institutions of higher education to advise the members of their campus communities of the location where someone can obtain information concerning individuals employed by, enrolled in, and/or serving at the institution who are registered sex offenders. Under the provisions of the same law, individuals who are required to register with the appropriate state office as sex offenders must inform the state office in which they are registered whenever they enroll in, become employed by, or undertake a vocation at an institution of higher education. The CSCPA requires the state Sex Offender Registry offices to notify an institution of higher education whenever a sex offender on its registry provides notice that he or she is enrolled in, employed by, or has undertaken a vocation at that institution and to provide information concerning that individual. The CSCPA does not require institutions of higher education to request information from state sex offender registries.

Sex Offender Registry inquiries and information can be accessed by visiting Commonwealth of Massachusetts Sex Offender Registry Board at: <http://www.mass.gov/sorb/index.htm>

Sex offender inquiries can also be directed to the Springfield Police Department, located at 130 Pearl Street, Springfield MA. Tel. 413-787-6322.

MISSING PERSONS POLICY

Suspected missing students should promptly be reported to Campus Police. A student is determined to be missing when Campus Police has verified that reported information is credible and circumstances warrant declaring the person is missing. Should the Campus Police investigate and determine that a residential student is a missing person, the Associate Dean of Students or designee will be immediately notified to verify the appropriate missing person contact information. Contact will then be made to the missing person's emergency contact within twenty-four (24) hours of the determination that the student is missing by the Dean of Student or his designee. The Campus Police will provide the Associate Dean of Students or designee timely and continuous notification of the status of the investigation until the case is closed. Campus Police will notify local law enforcement agencies within twenty-four (24) hours after determining the student is missing.

Students residing in campus housing will be informed annually that each student has the option to identify a person designated as a confidential missing person contact to be notified by American International College no later than 24 hours after the time the student is determined to be missing by the officials authorized to make that determination, specifically the Campus Police. The confidential contact may be a person designated by the student in addition to the declared emergency contact. Should the student not formally declare a separate missing person contact, the emergency contact on record will be notified. The Office of Residence Life advises students that their contact information will be registered confidentially, and that this information will be accessible only to authorized campus officials and law enforcement and that it may not be disclosed outside of a missing person investigation.

Notification of this policy will be made directly to all students residing in campus housing annually and be available in conjunction with the "Annual Crime Report" that provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act. All students attempting to register for campus housing will also be notified of this policy at the time of completing housing-related documents. During the housing application process, specific campus housing emergency-related contact information will be captured, and the student will have the opportunity to provide a separate missing person contact online. All information submitted online during the housing registration process will remain on file and be considered accurate until the student voluntarily provides different information.

Students have the opportunity to submit revised missing person contact information at any time by notifying the Office of Residence Life. Email sent to residence.life@aic.edu is the required method of submission and must include the following: student's full legal name; AIC identification number; where the student resides in campus housing; the student's cell phone number (or best contact phone number); the name and relationship of the person(s) whom the

student desires to be contacted; a home and cell phone number for that person(s); an email address for that person(s); and a home address for that person(s).

For persons under 18 years of age and not emancipated, the institution will still allow a separate person to be designated for missing person notification; however, a legal parent or guardian will also be notified within 24 hours of the determination that the student is missing.

ALCOHOL AND OTHER DRUG POLICIES

Student Alcohol Policy directly from the student handbook

American International College complies with all federal and state laws and local 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:

- 5.1 Violation of any alcohol or alcohol-related federal, state or local law or ordinance
- 5.2 Being a student under the age of 21 not engaged in an employment or other permissive activity, in the presence of alcohol (See Acorn exception.)
- 5.3 Possession or use of alcohol by a student, under the age of 21
- 5.4 Purchase, sale, or distribution of alcohol to a student or guest who is under the age of 21
- 5.5 Possession or use of a false identification card, wristband, or other age or identity verification form
- 5.6 Sale or distribution of a false identification card, wristband, or other age or identity verification form
- 5.7 Use of an alcohol container as room decoration, vase or storage item
- 5.8 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
- 5.9 Possession by a student, age 21 or older, or possession by the guest of a student, age 21 or older, of any amount of alcohol without prior approval from Associate Dean of Students (in a residence hall) or the designated college official sponsoring, hosting, or in charge of a campus event (See Acorn exception.)
- 5.10 Public intoxication

NOTE: Intoxicated students and their guests will not be permitted entrance to College-sponsored activities. Intoxicated students or intoxicated guests in need of medical attention may be transported to the hospital for emergency care. Intoxicated students or intoxicated guests may be placed into protective custody by AIC Campus Police and transported to the Springfield Police Department. Student transported or placed in protective custody will result in a meeting with

a college official regarding the student's well-being and decision-making. All costs will be charged back to the student or student hosting the intoxicated guest.

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

NOTE: Student drivers may be required to take sobriety tests. A student driver who fails a sobriety test may have his/her car towed to a storage facility for pick-up when the student is sober enough to drive. All towing costs are the responsibility of the student driver.

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

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 of 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.
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.
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.

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 you're Residence Director- RD). Students must be in compliance with campus guest and quiet-hour policies and may not disrupt the learning or living activities of others.

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/AC.

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

At this time such gatherings are not routinely permissible.

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.

Approval of Student Programs with Alcohol

- The Dean of Students, or designee, has primary responsibility for determining the circumstances and whether or not alcoholic beverages will be served at student programs held on or off campus. Examples of such programs include the Stinger, Senior Week activities, and certain college-sponsored off-campus events.
- Students, age 21 or older, must present 2 forms of ID to enter the alcohol service area. Massachusetts residents must present a current AIC ID card and a valid Massachusetts driver's license or valid Massachusetts Liquor ID card. Out-of-state residents must present a current AIC ID card and a valid driver's license (not a duplicate) that confirms the student's date of birth documented in College records.
- Guests, age 21 or older, must present a valid driver's license (not a duplicate) and a valid guest pass (when required) and must be accompanied by their host at all times. In order to enter the alcohol service area, guests, age 21 or older, must be accompanied by their host, who must be age 21 or older. Up to two guests per current student will be allowed.
- Students and their guests may not attempt to or bring alcohol into student programs or attempt to or remove alcohol from the service area or student programs.

- Underage students and their guests, regardless of age, may not attempt to enter the alcohol service area.
- 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.
- Students may be refused admission to a student program if the validity of their identification is questionable or if students are intoxicated or disruptive.
- 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.
- Student organizations may not use student fees to purchase alcoholic beverages for student use.
- Alcoholic beverages may not be offered free of charge to any participant at a student program.
- 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.
- Alcoholic beverages may not be provided as awards.
- 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. 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.

Student Smoking and Tobacco Policy

- Smoking of any kind, including electronic smoking devices, is prohibited in all campus buildings and facilities including all of the 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.
- Smoking is prohibited in all campus buildings and facilities including all of the student residence halls.
- 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.

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

Student Drug Policy

In the interest of removing any possibility of misunderstanding on the part of the student body, possessing, using, and/or distributing illegal substances or drugs is strictly prohibited (see the “Code of Conduct Violations” section of the Student Handbook for a comprehensive list of drug-related policies and violations). 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.

6.1 Possession, or intent to possess or purchase illegal or prohibited drugs, including unauthorized possession of prescription drugs or medical marijuana

6.2 Use of illegal or prohibited drugs, including being under the influence of illegal or prohibited drugs and the unauthorized use of prescription drugs or medical marijuana

6.3 Sale and/or distribution, or intent to sell and/or distribute illegal or prohibited drugs, including unauthorized sale and/or distribution of prescription drugs

6.6 The use of drugs to render another person physically or emotionally incapacitated

6.7 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.

The College reserves the right to inspect its buildings and, with reasonable justification, to search a student’s room.

- “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.
- “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.
 - 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. Searches will not be conducted by resident advisors except when accompanied by administrative officials.

- 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.
- 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.
- Any student reported by RA's or other college personnel will be referred the College's Conduct System.

Any student who has been using drugs, and now recognizes he or she has a problem for which he or she needs help, may approach the Office of the Dean of Students or the Dexter Counseling Center. No penalty will be involved and no disciplinary action will result. A helping program will be established. In some cases, it will be necessary for a student to bear part of the expense involved.

- The student will be advised of details of the program, which is designed to assist the student in overcoming his or her drug dependency and to improve his or her academic, physical, and psychological status. All aspects of the program will be clearly described.
- A choice will then be made by the student to seek involvement in the program or not.
- Actual acceptance into the helping program will be decided by a professional committee. Should the student be accepted into the program or not, there is still no penalty. However, the contact will serve as a warning and subsequent use of drugs will be grounds for dismissal.

Any student who is concerned about another student's use of drugs may report such student to the Office of the Dean of Students or the counseling center without penalty to the reported student.

- The student will be contacted and the helping program described.
- The student will make the choice of seeking involvement. The committee will make the final intake decision.
- Should the student choose not to involve him or herself, or should the committee refuse admission to the program, there is still no penalty. The contact will be clearly specified as a warning, and subsequent use of drugs will be grounds for dismissal.

Effects of Alcohol

Alcohol consumption causes a number of 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.

Effects of Drugs

Cocaine or crack use may be fatal, depending upon the cardiovascular response of the user. This drug is highly addictive and withdrawal results in severe depression. Tranquilizers and sedatives are also highly addictive, even in low doses. Use of these drugs in conjunction with alcohol is extremely dangerous and may result in the user becoming comatose.

The intravenous use of drugs carries the additional risk of infection due to shared needles. HIV and hepatitis are transmitted in this way. Marijuana has properties of both depressants and stimulants and is considered a psychoactive drug. Marijuana contains more tar than tobacco and causes lung and bronchial disease, a chronic dry cough and respiratory irritation. Continued marijuana use has also been connected with memory loss and a motivational syndrome. Tobacco smoke contains carbon monoxide and may cause cancer and bronchial disease, a chronic cough and respiratory irritation. Smoking by pregnant women may result in fetal injury, premature birth and low birth weight. Chewing of tobacco may cause cancer.

Additional 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:

Dexter Health and Counseling Services
413.205.3248

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 Vice President for Human Resources. According to the Act, the biennial review is due by October 1 of every even numbered year.

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 outline in the Student Code of Conduct determined upon the nature of the incident.

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.

AIC CRIME STATISTICS

The Campus Police will disclose any crime report made directly to any local law enforcement agency or by a member of the campus community. Annual statistics are also collected from the Campus Police and security authorities on campus and distributed by October 1 of each year in the Annual Security Report publication.

DEFINITIONS OF REPORTABLE CRIMES IN THE CAMPUS SECURITY ACT

Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

Robbery: The taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Domestic Violence: The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction. For the purposes of complying with the requirements of this section, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Massachusetts’s Criminal Law also defines Domestic Violence Under the statute contained in Ch. 209A §1 Domestic Violence Definitions Section 1.

“Abuse”—the occurrence of one or more of the following acts between family or household members:

- a. attempting to cause or causing physical harm;
- b. placing another in fear of imminent serious physical harm;
- c. causing another to engage involuntarily in sexual relations by force, threat, or duress.

“Court”—the superior, probate and family, district or Boston municipal court departments of the trial court, except when the petitioner is in a dating relationship when “Court” shall mean district, probate, or Boston municipal courts.

“Family or household members”—persons who:

- are or were married to one another;
- are or were residing together in the same household;
- are or were related by blood or marriage;
- having a child in common regardless of whether they have ever married or lived together; or
- are or have been in a substantive dating or engagement relationship, which shall be adjudged by district, probate or Boston municipal courts consideration of the following factors:
 1. the length of time of the relationship;
 2. the type of relationship;
 3. the frequency of interaction between the parties; and
 4. if the relationship has been terminated by either person, the length of time elapsed since the termination of the relationship.

“Law officer”—any officer authorized to serve criminal process.

“Protection order issued by another jurisdiction”—any injunction or other order issued by a court of another state, territory or possession of the United States, the Commonwealth of Puerto Rico, or the District of Columbia, or tribal court that is issued for the purpose of preventing violent or threatening acts or harassment against, or contact or communication with or physical proximity to another person, including temporary and final orders issued by civil and criminal courts filed by or on behalf of a person seeking protection.

“Vacate order”—court order to leave and remain away from a premises and surrendering forthwith any keys to said premises to the plaintiff. The defendant shall not damage any of the plaintiff’s belongings or those of any other occupant and shall not shut off or cause to be shut off any utilities or mail delivery to the plaintiff. In the case where the premises designated in the vacate order is a residence, so long as the plaintiff is living at said residence, the defendant shall not interfere in any way with the plaintiff’s right to possess such residence, except by order or judgment of a court of competent jurisdiction pursuant to appropriate civil eviction proceedings, a petition to partition real estate, or a proceeding to divide marital property. A vacate order may include in its scope a household, a multiple family dwelling and the plaintiff’s workplace. When issuing an order to vacate the plaintiff’s workplace, the presiding justice must consider whether the plaintiff and defendant work in the same location or for the same employer.

Dating Violence: The term “dating violence” is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with the consideration of the length of the relationship, the type of relationship, and the frequency of the interaction between the persons involved in the relationship.

For the purposes of this definition:

- Dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

Dating violence is not defined specifically in Massachusetts’s State criminal law.

Stalking: The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

For the purposes of this definition:

- **Course of Conduct** means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or

means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

- **Reasonable person** means a reasonable person under similar circumstances and with a similar identity to the victim.
- **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

For the purposes of complying with the requirements of this section any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Massachusetts's Criminal Law also defines Stalking under the statute contained in Ch. 265 § 43: Stalking

a) Whoever (1) willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and (2) makes a threat with the intent to place the person in imminent fear of death or bodily injury, shall be guilty of the crime of stalking and shall be punished by imprisonment in the state prison for not more than 5 years or by a fine of not more than \$1,000, or imprisonment in the house of correction for not more than 2 ½ years or by both such fine and imprisonment. The conduct, acts or threats described in this subsection shall include, but not be limited to, conduct, acts or threats conducted by mail or by use of a telephonic or telecommunication device or electronic communication device including, but not limited to, any device that transfers signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Whoever commits the crime of stalking in violation of a temporary or permanent vacate, restraining, or no-contact order or judgment issued pursuant to sections eighteen, thirty-four B, or thirty-four C of chapter two hundred and eight; or section thirty-two of chapter two hundred and nine; or sections three, four, or five of chapter two hundred and nine A; or sections fifteen or twenty of chapter two hundred and nine C or a protection order issued by another jurisdiction; or a temporary restraining order or preliminary or permanent injunction issued by the superior court, shall be punished by imprisonment in a jail or the state prison for not less than one year and not more than five years. No sentence imposed under the provisions of this subsection shall be less than a mandatory minimum term of imprisonment of one year. A prosecution commenced hereunder shall not be placed on file or continued without a finding, and the sentence imposed upon a person convicted of violating any provision of this subsection shall not be reduced to less than the mandatory minimum term of imprisonment as established herein, nor shall said sentence of imprisonment imposed upon any person be suspended or reduced until such person shall have served said mandatory term of imprisonment.

A person convicted of violating any provision of this subsection shall not, until he shall have served the mandatory minimum term of imprisonment established herein, be eligible for

probation, parole, furlough, work release or receive any deduction from his sentence for good conduct under sections one hundred and twenty-nine, one hundred and twenty-nine and one hundred and twenty-nine D of chapter one hundred and twenty-seven; provided, however, that the commissioner of correction may, on the recommendation of the warden, superintendent, or other person in charge of a correctional institution, grant to said offender a temporary release in the custody of an officer of such institution for the following purposes only: to attend the funeral of next of kin or spouse; to visit a critically ill close relative or spouse; or to obtain emergency medical services unavailable at said institution.

The provisions of section eighty-seven of chapter two hundred and seventy-six relating to the power of the court to place certain offenders on probation shall not apply to any person seventeen years of age or over charged with a violation of this subsection.

The provisions of section thirty-one of chapter two hundred and seventy-nine shall not apply to any person convicted of violating any provision of this subsection.

Whoever, after having been convicted of the crime of stalking, commits a second or subsequent such crime shall be punished by imprisonment in a jail or the state prison for not less than two years and not more than ten years. No sentence imposed under the provisions of this subsection shall be less than a mandatory minimum term of imprisonment of two years. A prosecution commenced hereunder shall not be placed on file or continued without a finding, and the sentence imposed upon a person convicted of violating any provision of this subsection shall not be reduced to less than the mandatory minimum term of imprisonment as established herein, nor shall said sentence of imprisonment imposed upon any person be suspended or reduced until such person shall have served said mandatory term of imprisonment. A person convicted of violating any provision of this subsection shall not, until he shall have served the mandatory minimum term of imprisonment established herein, be eligible for probation, parole, furlough, work release or receive any deduction from his sentence for good conduct under sections one hundred and twenty-nine, one hundred and twenty-nine C and one hundred and twenty-nine D of chapter one hundred and twenty-seven; provided, however, that the commissioner of correction may, on the recommendation of the warden, superintendent, or other person in charge of a correctional institution, grant to said offender a temporary release in the custody of an officer of such institution for the following purposes only: to attend the funeral of next of kin or spouse; to visit a critically ill close relative or spouse; or to obtain emergency medical services unavailable at said institution. The provisions of section eighty-seven of chapter two hundred and seventy-six relating to the power of the court to place certain offenders on probation shall not apply to any person seventeen years of age or over charged with a violation of this subsection. The provisions of section thirty-one of chapter two hundred and seventy-nine shall not apply to any person convicted of violating any provision of this section.

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying

deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Firearms and Chemical Weapons: You should be aware that the Commonwealth of Massachusetts has enacted very strict laws regulating the possession of firearms. Possession of any kind of firearm without possession of a valid Firearms Identification card or License to Carry Firearms (whichever is applicable) is a felonious offense, carrying with it upon conviction a minimum prison sentence of one year, without possibility of parole or other lessening of the sentence for any reason until the full 12-month minimum has been served.

“Firearm”— a pistol, revolver, or other weapon of any description, loaded or unloaded, from which a shot or bullet can be discharged and of which the length of the barrel or barrels is less than 16 inches, or 18 inches in the case of a shotgun, as originally manufactured.

“Weapon”— any rifle, shotgun, or firearm. Any homemade device designed to launch projectiles of any kind, to include any weapon with an attached pressurized canister. A Firearms Identification (FID) card must be obtained in order to lawfully possess a rifle or shotgun, and to carry it, unloaded, upon the public ways (public roads, streets, and highways) of the Commonwealth. An FID card must also be obtained in order to lawfully keep a handgun in one’s home or place of business. However, possession of only an FID never permits one to carry a handgun, whether loaded or not, out of one’s home or place of business. An FID card is also required for the purchase and possession of Chemical Mace, pepper spray, or similar incapacitating gases or powders. A License to Carry Firearms card must also be obtained in order to lawfully carry any handgun, loaded or unloaded, outside of one’s home or place of business. The issuing authority for both the FID card and the License to Carry Firearms is the chief of police of the city or town in which an individual resides.

Firearms Banned on Massachusetts Campuses: Massachusetts law prohibits the possession of firearms on any college campus in Massachusetts by any person except police officers and military personnel.
M.G.L. Chapter 269, Section 10.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone’s); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

NOTE: The above listed crime definitions are from the *Uniform Crime Reporting Handbook 2004 (Summary Reporting Statistics)*.

SEX OFFENSES

Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent. In Massachusetts the age of consent is 16 years old.

Massachusetts's Criminal Law also defines Sexual Assault under the statute contained in Ch. 265 § 22:
Rape (Section 22):

Whoever has sexual intercourse or unnatural sexual intercourse with a person, and compels such person to submit by threat of bodily injury, shall be punished by imprisonment in the state prison for not more than twenty years; and whoever commits a second or subsequent such offense shall be punished by imprisonment in the state prison for life or for any term or years.

Whoever commits any offense described in this section while being armed with a firearm, rifle, shotgun, machine-gun or assault weapon, shall be punished by imprisonment in the state prison for not less than ten years. Whoever commits a second or subsequent such offense shall be punished by imprisonment in the state prison for life or for any term of years, but not less than 15 years.

No person serving a sentence for a second or subsequent such offense shall be eligible for furlough, temporary release, or education, training or employment programs established outside a correctional facility until such person shall have served two-thirds of such minimum sentence or if such person has two or more sentences to be served otherwise than concurrently, two-thirds of the aggregate of the minimum terms of such several sentences.

Whoever has sexual intercourse or unnatural sexual intercourse with a person and compels such person to submit by force and against his will, or compels such person to submit by threat

of bodily injury, shall be punished by imprisonment in the state prison for not more than twenty years; and whoever commits a second or subsequent such offense shall be punished by imprisonment in the state prison for life or for any term or years.

Whoever commits any offense described in this section while being armed with a firearm, rifle, shotgun, machine-gun or assault weapon, shall be punished by imprisonment in the state prison for not less than ten years. Whoever commits a second or subsequent such offense shall be punished by imprisonment in the state prison for life or for any term of years, but not less than 15 years. No person serving a sentence for a second or subsequent such offense shall be eligible for furlough, temporary release, or education, training or employment programs established outside a correctional facility until such person shall have served two-thirds of such minimum sentence or if such person has two or more sentences to be served otherwise than concurrently, two-thirds of the aggregate of the minimum terms of such several sentences.

HATE CRIMES

American International College is also required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson (see definitions above) and larceny, vandalism, intimidation, and simple assault (see definitions below). There were no hate crimes reported for, 2014, 2015 or 2016.

Larceny: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

AIC EDGEWOOD CAMPUS
PARKING LOT SPACES

AIC EDGEWOOD GARDENS PARKING SUMMARY 332 Spaces	
LOT A	10
LOT B	10
LOT C	10
LOT D	10
LOT E	10
LOT F	10
LOT G	10
LOT H	10
LOT I	10
LOT J	10
LOT K	10
LOT L	10
LOT M	10
LOT N	10
LOT O	10
LOT P	10
LOT Q	10
LOT R	10
LOT S	10
LOT T	10
LOT U	10
LOT V	10
LOT W	10
LOT X	10
LOT Y	10
LOT Z	10
LOT AA	10
LOT AB	10
LOT AC	10
LOT AD	10
LOT AE	10
LOT AF	10
LOT AG	10
LOT AH	10
LOT AI	10
LOT AJ	10
LOT AK	10
LOT AL	10
LOT AM	10
LOT AN	10
LOT AO	10
LOT AP	10
LOT AQ	10
LOT AR	10
LOT AS	10
LOT AT	10
LOT AU	10
LOT AV	10
LOT AW	10
LOT AX	10
LOT AY	10
LOT AZ	10
LOT BA	10
LOT BB	10
LOT BC	10
LOT BD	10
LOT BE	10
LOT BF	10
LOT BG	10
LOT BH	10
LOT BI	10
LOT BJ	10
LOT BK	10
LOT BL	10
LOT BM	10
LOT BN	10
LOT BO	10
LOT BP	10
LOT BQ	10
LOT BR	10
LOT BS	10
LOT BT	10
LOT BU	10
LOT BV	10
LOT BW	10
LOT BX	10
LOT BY	10
LOT BZ	10
LOT CA	10
LOT CB	10
LOT CC	10
LOT CD	10
LOT CE	10
LOT CF	10
LOT CG	10
LOT CH	10
LOT CI	10
LOT CJ	10
LOT CK	10
LOT CL	10
LOT CM	10
LOT CN	10
LOT CO	10
LOT CP	10
LOT CQ	10
LOT CR	10
LOT CS	10
LOT CT	10
LOT CU	10
LOT CV	10
LOT CW	10
LOT CX	10
LOT CY	10
LOT CZ	10
LOT DA	10
LOT DB	10
LOT DC	10
LOT DD	10
LOT DE	10
LOT DF	10
LOT DG	10
LOT DH	10
LOT DI	10
LOT DJ	10
LOT DK	10
LOT DL	10
LOT DM	10
LOT DN	10
LOT DO	10
LOT DP	10
LOT DQ	10
LOT DR	10
LOT DS	10
LOT DT	10
LOT DU	10
LOT DV	10
LOT DW	10
LOT DX	10
LOT DY	10
LOT DZ	10
LOT EA	10
LOT EB	10
LOT EC	10
LOT ED	10
LOT EE	10
LOT EF	10
LOT EG	10
LOT EH	10
LOT EI	10
LOT EJ	10
LOT EK	10
LOT EL	10
LOT EM	10
LOT EN	10
LOT EO	10
LOT EP	10
LOT EQ	10
LOT ER	10
LOT ES	10
LOT ET	10
LOT EU	10
LOT EV	10
LOT EW	10
LOT EX	10
LOT EY	10
LOT EZ	10
LOT FA	10
LOT FB	10
LOT FC	10
LOT FD	10
LOT FE	10
LOT FF	10
LOT FG	10
LOT FH	10
LOT FI	10
LOT FJ	10
LOT FK	10
LOT FL	10
LOT FM	10
LOT FN	10
LOT FO	10

Criminal Offenses Reporting Table

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
RAPE	2015	1	1	0	0
	2016	0	0	0	0
	2017	0	0	0	0
FONDLING	2015	2	3	0	0
	2016	1	1	0	0
	2017	0	0	0	0
INCEST	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
STATUTORY RAPE	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0
ROBBERY	2015	2	1	0	2
	2016	1	1	0	0
	2017	1	1	0	0
AGGRAVATED ASSAULT	2015	2	1	0	1
	2016	3	3	0	4
	2017	0	0	0	0
BURGLARY	2015	21	17	0	0
	2016	17	11	0	0
	2017	2	2	0	0
MOTOR VEHICLE THEFT	2015	0	0	0	0
	2016	0	0	0	0
	2017	1	0	0	0
ARSON	2015	0	0	0	0
	2016	0	0	0	0
	2017	0	0	0	0

VAWA Offenses Reporting Table						
OFFENSE	YEAR	GEOGRAPHIC LOCATION				
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY	
DOMESTIC VIOLENCE	2015	1	1	1	0	
	2016	0	0	0	0	
	2017	0	0	0	0	
DATING VIOLENCE	2015	1	1	0	0	
	2016	2	2	0	0	
	2017	2	2	0	0	
STALKING	2015	4	1	1	0	
	2016	3	2	0	0	
	2017	0	0	0	0	

Arrests and Disciplinary Referrals Reporting Table							
	OFFENSE	YEAR	GEOGRAPHIC LOCATION				
			ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY	
	ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2015	0	0	0	0	
		2016	0	0	0	1	
		2017	0	0	0	0	
	DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2015	0	0	0	0	
		2016	1	1	0	0	
		2017	5	5	0	0	
	ARRESTS: DRUG ABUSE VIOLATIONS	2015	0	0	0	0	
		2016	0	0	0	0	
		2017	0	0	0	0	
	DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2015	7	7	0	0	
		2016	9	9	0	0	
		2017	1	1	0	0	
	ARRESTS: LIQUOR LAW VIOLATIONS	2015	5	5	0	0	
		2016	0	0	0	0	
		2017	0	0	0	0	
	DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2015	188	188	0	0	
		2016	240	240	0	0	
		2017	139	139	0	0	

It should be noted that in the Commonwealth of Massachusetts possession of less than one ounce of marijuana is not a crime and not Clery reportable although it is a policy violation.¹

¹ See The Handbook for Campus Safety and Security Reporting 2016 Edition sections: 3-42;3-48