

2018-2019 STUDENT HANDBOOK

Published by the Division of Student Affairs



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INTERNATIONAL
COLLEGE

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INTRODUCTION

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

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

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

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

Matthew Scott
Dean of Students | Deputy Title IX Coordinator

Official Communication

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

Statement on Bullying and Violence

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

Section 2, Clause 2 – Community Standards Code

SECTION 1 - LEGAL NOTICES

I. Notice of Non-Discrimination

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

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

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

Nicolle Cestero
Senior Vice President for Human Resources, Title IX Coordinator, and Chief of Staff
Title IX Coordinator
American International College, Box HR
Adams Hall
Springfield, MA 01109
413.205.3800
nicolle.cestero@aic.edu

Brian J. O’Shaughnessy
Vice President for Student Affairs
American International College, Box 3A
Schwartz Campus Center
Springfield, MA 01109
413.205.3264
brian.oshaughnessy@aic.edu

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

II. Student Records and FERPA

Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. “Education record” is defined as those records that contain

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information directly related to a student and which are maintained by an educational institution or party acting for the institution. These rights include:

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

A student should submit to the registrar, dean, head of the academic department, or other appropriate school official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

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

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

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

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

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

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

Student Education Records Disclosure Notice

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

Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations require

the institution to record the disclosure. Eligible students have a right to inspect and review the record of such disclosures.

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

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

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

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

- To authorized representatives of the U. S. comptroller general, the U. S. attorney general, the U.S. secretary of education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the College's state-supported education programs. Disclosures under this provision may be made in connection with an audit or evaluation of federal or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies for, or on behalf of the College, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible student if the student is a dependent for IRS tax purposes.

- To comply with a judicial order or lawfully issued subpoena, provided that reasonable notice is given to the student prior to compliance.
- To appropriate officials in connection with a health or safety emergency, subject to §99.36.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding, if the College determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the College's rules or policies with respect to the allegation made against him or her.
- To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the College, governing the use or possession of alcohol or a controlled substance if the College determines the student committed a disciplinary violation and the student is under the age of 21.
- Information the College has designated as "directory information," which includes:
For currently enrolled students, directory information includes the student's name; addresses; telephone numbers; college, curriculum, and major field of study; class level; date of birth; dates of attendance; eligibility for membership in registered College honoraries; degrees; honors; certificates received or anticipated; weight and height if she/ he is an athletic team member; participation in officially recognized activities and sports; and, institutions previously attended.

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

FERPA Health and Safety Exemption

The Disclosure of Student Information Related to Emergencies and Disasters

The purpose of this statement is to indicate that in situations related to a disaster or other health or safety emergencies, American International College will disclose non-directory information to appropriate parties in connection with an emergency, if knowledge of that information is necessary to protect the health or safety of the student or other individuals. The guidelines set forth by the exception to FERPA's general consent requirement will be followed. The release of health and safety information is only temporary and lasts the duration of the incident that necessitated the waiver. A copy of this policy may be obtained in the Course Catalog.

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

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

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

Additionally, American International College complies with all requirements under the Violence Against Women Act and Title IX of the Education Amendments of 1972 as outlined in sections 6 and 7 of this handbook.

IV. Drug Free Schools and Communities Act

American International College, in accordance with federal legislation and College policy, is committed to providing a drug-free, healthy and safe environment for all students, faculty and staff. The unlawful use, possession, manufacturing, distribution or dispensation of a controlled substance and the illegal use or possession of alcoholic beverages on campus or at College sponsored activities is prohibited. If it is determined that a violation of this policy has occurred, disciplinary action up to and including the dismissal of students and referral for prosecution may result. Applicable legal sanctions for the unlawful use, possession or distribution of alcohol and other drugs are summarized in section 8 of this handbook. In addition to this policy, other College policies remain in effect. Please see separate document titled "Statement on Drugs and Alcohol".

V. Summary of Alcohol and Other Drug Laws

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

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

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

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

The Higher Education Act of 1965 as amended suspends aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid. For more information contact AIC's Financial Aid Office or the Federal Student Aid Information Center at 1-800-4-FED-AID (1- 800-433-3243). Please see separate document titled "Statement on Drugs and Alcohol" and Section 8.

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

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

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(including conspiring to sell) illegal drugs. For further information, please visit the College's Financial Aid Office.

VII. Equity in Athletics Disclosure Act (EADA)

In compliance with the Equity in Athletics Disclosure Act, an annual report containing data concerning gender equity in our intercollegiate athletic programs is available upon request. The report, which is submitted annually to the Department of Education, contains participation rates, financial support, and other information on men's and women's intercollegiate athletic programs and is intended to help student-athletes make decisions about their potential or continued enrollment in a postsecondary institution. The report is available through the Human Resources Department. Please contact Nicolle Cestero at (413) 205-3800 to obtain a free copy.

VIII. Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act is a federal law that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus. Members of the campus community may obtain information concerning Massachusetts registered sex offenders on line at www.state.ma.us/sorb or by contacting any the following:

Sex Offenders Registry Board
Commonwealth of Massachusetts
P.O. Box 4547
Salem, MA 01970

IX. Massachusetts Law Against Hazing

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

X. Massachusetts Laws Concerning Carrying Concealed Firearms on Campus

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

XI. Massachusetts Voter Registration Information

How can I register to vote?

- By Mail: The Massachusetts Mail-In Voter Registration Form can be used to register to vote in Massachusetts, to update registration information due to a change of name, make a change of address, or to register with a political party. You can request a form be mailed to you by calling 617-727-2828 or 1-800-462-VOTE or download at www.sec.state.ma.us/ele/eleifv/howreg.htm
Note: After filling out this form, you must print it, sign it and send it to your local election official. Mail the completed form to your local city or town hall. You should receive a confirmation notice in 2 to 3 weeks. If you do not receive a confirmation notice, or wish to confirm your voter registration status, please contact your local [City or Town Clerk](#) to verify your voting status.

- In Person: Go to any registration location and complete an affidavit of registration, which must be answered truthfully under the penalty of perjury. The questions on the affidavit will include your name, residence and date of birth.
- At the Registry of Motor Vehicles: Keep your motor voter receipt until you receive confirmation from your local election official. If you do not receive any confirmation, please contact your local election office to verify your voting status.

Who may register?

Only a person who is:

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

When and where may I register?

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

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

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

Can I register to vote before I turn eighteen?

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

Are there deadlines for registration?

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

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

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

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

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

XII. Massachusetts Jury Duty Obligation

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

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

XIII. Demonstrations

Demonstrations must be registered twenty-four (24) hours in advance and must be approved in writing by the Dean of Students, or designee. All demonstrations must be peaceful and orderly. Demonstrations may be organized and led only by members of the American International College community. Demonstrations or other forms of expression may not compromise the rights of other members of the College community, nor interfere with the general operation of the College.

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

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

XIV. Solicitation

No student or person representing any company is permitted to offer any product or service for purchase on the American International College Campus without prior approval from the Dean of Students. In addition, students may not operate a business on campus or from their residence hall room without the express written consent of the Vice President for Student Affairs or designee.

XV. Delivery of Services

American International College assumes no liability for the delay or failure in providing educational or other services or facilities due to causes beyond its reasonable control. Causes include, but are not limited to power failure, fire, strikes by College employees or others, damage by natural elements, and acts of public

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authorities. The College will, however, exert reasonable efforts, when it judges them to be appropriate, to provide comparable services, facilities, or performance; but its inability or failure to do so shall not subject the College to liability.

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

XVI. Student Personal Property Insurance

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

XVII. College Communications Notice

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

XVIII. Student Use of American International College Directories

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

SECTION 2 - STUDENT CODE OF CONDUCT

I. Student Code of Conduct

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

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

II. Community Standards Code

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

1. Respect for Others and Sensitivity within a Diverse Community

The College values and celebrates the diverse backgrounds, life circumstances, birth origins, and cultural beliefs among the groups and individuals who comprise the greater college community. As such, we come together as a community with sensitivity to persons who may or may not share the same age, cultural tradition, ethnicity, gender identity and expression, geographic origin, life circumstance, physical or intellectual ability, political orientation, race, religion, sexual orientation, socio-economic, or veteran status. The College is committed to graduate alumni who honor human dignity, and seek to protect the integrity and rights of all people through independent, tolerant, and critical thinking. We strive to do so through creating a college experience, both in and out of the classroom that is characterized by a diverse, safe, positive, and supportive environment.

2. Bias Incidents

American International College is committed to providing a diverse and inclusive academic community in which the dignity and worth of each of its members is respected. We recognize that an environment in which bias, hate, and disrespect for persons in our community disrupt the

institutional mission. The College, therefore, is determined to confront and discourage conduct and attitudes that exhibit bias and that harass or discriminate against any of our community members on the basis of perceived or actual characteristics such as race, sex, gender identity and expression, age, marital status, sexual orientation, religion, color, disability, national or ethnic origin or other personal characteristics. Any action that threatens, endangers or subjects another person to physical harm, incites a person by provocation, excludes a person from participation in or denies a person the benefits of College programs, or otherwise subjects a person to discrimination based on the above characteristics will be subjected to disciplinary action.

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

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

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

4. Violence Prevention Policy

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

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

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

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

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

Examples of violence include, but are not limited to:

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

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

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

5. Anti-Bullying Statement

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

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

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

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

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

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

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

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

6. Cooperation with College Investigations

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

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

III. Resolution of Complaints and/or Grievances

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

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

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

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

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

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

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

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

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

In reviewing incidents of alleged misconduct, including written report(s), oral statement(s) and/or audio or video recordings, the appropriate administrative officer or hearing board will base its conclusions on what it is reasonable to believe occurred at a certain time (i.e., what more likely than not transpired during the

situation in question). This approach to decision-making is particularly relevant when information is being disputed and an agreement or consensus cannot be reached during the hearing.

V. Off-Campus Conduct and Authorities

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

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

The College and/or AIC Campus Police will refer matters to and cooperate with federal, state, and local authorities for prosecution when appropriate. Official reports from any off-campus authority may be obtained by the College and/or admitted as information presented at any administrative or conduct board proceeding. If such reports are not available at the time of the scheduled hearing, an agent of the College (such as a campus police officer) may present a summary report based on his/her access to this information. Access includes, but is not limited to, a conversation with the individual(s) who prepared the report/s and/or the opportunity to read the actual report(s). Furthermore, if the report(s) is/are part of information presented at the hearing, clarification and/or supplemental information may be presented by the agent of the College during the hearing.

SECTION 3 - CONDUCT SYSTEM

The function of a student conduct system is to safeguard student rights and provide adequate appellate processes. Students who are found responsible for violating established rules, practices, and procedures, or those whose conduct is contrary to the best interest of other students or the College will be held accountable. Students are expected to abide by Commonwealth laws, city ordinances, and College regulations both on and off campus. Civil authorities may be called to the campus if college officials deem such action necessary. Students are reminded that they are expected at all times to conduct themselves, on and off campus, in a manner appropriate to an American International College student and in accord with the mission and philosophy of the College. Students are individuals and are individually accountable for their actions and conduct. Any behavior that violates the code of conduct, whether on campus, adjacent to campus, or off campus, is subject to conduct charges. Should a floor or group of students (e.g., club or athletic team) be found in violation of policy, the floor or group of students will all be held responsible.

I. Conduct Officers

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

II. Formal Hearing Board

- a. The purpose of the Formal Hearing Board shall be
 - i. To hear cases of possible student misconduct and serve as the primary hearing board in cases where a student was placed on an Order of Temporary Suspension or as deemed necessary by the Dean of Students.
- b. The Formal Hearing Board shall consist of a minimum of three members
- c. Formal Hearing Board Appointment
 - i. The members of the formal hearing board shall be appointed by the Dean of Students
- d. The Formal Hearing Board shall have the authority
 - i. To determine responsibility in a conduct case based on a preponderance of evidence (“more likely than not”)
 - ii. To assign appropriate sanctions based on the findings of the case

III. Conduct Appellate Board

- a. The purpose of the Conduct Appellate Board shall be
 - i. To hear and serve as the final board of appeal on decisions resulting in a sanction of suspension or expulsion from the College that have been decided on by conduct officers and to hear all appeals decided on by a Formal Hearing Board.
- b. The Appellate Board shall consist of five members of the AIC Faculty and Staff, with a three-member quorum required to review a case.
- c. Conduct Appellate Board Appointment

This Handbook is subject to revision by posting or otherwise published notice during the academic year.
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- i. The chair of the Conduct Appellate Board shall be appointed by the Dean of Students.
 - ii. Faculty and staff members shall be appointed by the chair
 - iii. Appointment shall be reviewed annually by August 15
- d. The Conduct Appellate Board shall have the authority
 - i. To acquit the appellant (find student “Not Responsible” for some or all violations)
 - ii. To sustain the decision of the Formal Hearing board or conduct officer
 - iii. To modify (but in no way increase) the sanctions imposed

IV. Due Process and Safety

- i. All students of the College community facing conduct action are entitled to due process. However, in the interest of campus safety, the Dean of Students or designee may invoke an Order of Temporary Suspension until facts of the cases (on or off campus) involving suspension or expulsion can be investigated and heard. Under such a circumstance, the student will be removed from classes and campus until the conclusion of the conduct process. An Order of Temporary Suspension will not normally exceed two weeks (14 days) when classes are in session. When classes are out of session, the timeline may be extended based on the availability of conduct officers
- ii. Students issued an Order of Temporary Suspension are required to leave campus immediately and are no longer permitted to attend class in person or online unless explicit permission is granted by the official invoking the order. Any penalties (if applicable) concerning absence from class or missed academic work are at the discretion of each individual faculty member for each enrolled course
- iii. Under extenuating circumstances, AIC Campus Police, at their discretion, may shelter a student at the Campus Police Station in voluntary custody for up to six hours until arrangements can be made to vacate campus.

V. Initial Screening of Conduct Infractions

- a. Based on the complainant’s report, the Dean of Students or designee will determine whether further action should be taken. In making this determination, the Dean of Students or designee will consider the totality of the circumstances surrounding each case. To aid in directing each case to the appropriate forum, he/she may consider, but is not limited to, any of the following:
 - i. Nature and gravity of the offense
 - ii. Conduct history
 - iii. Any and all information gathered as a result of a preliminary investigation
- b. The Dean of Students or designee will make a reasonable effort to contact the student to initiate the conduct process. A reasonable effort shall include outreach by one of the following means: notification in writing, including college issued e-mail; or orally, including a message left on, if applicable, the student’s cell phone voicemail. This communication is presumed to have been received by the student. If the student fails to respond or fails to appear, the conduct process shall still occur.

c. When appropriate, the Dean of Students or designee will send a Community Violation letter to the student rather than requiring a formal conduct meeting. The student will have 48 hours to request a conduct meeting with a conduct officer as outlined in the Community Violation Procedures, section VII.1, below. If a student does not request a meeting within 48 hours, the Community Violation stands.

VI. Administrative Review

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

VII. Conduct Procedures

- a. **Community Violation Procedures:** If a Community Violation is issued to a student, a conduct officer will determine whether or not a conduct meeting is warranted based on the “Initial Screening of Conduct Infractions” section of the Code of Conduct. If a student does not agree with the community violation they received, they may appeal using the website provided on the Community Violation letter, which will lead to a Conduct Meeting with a conduct officer to discuss the alleged violation. The outcome of a Community Violation Conduct Meeting is final and there is no further appeal process. In general, Community Violations reset each academic year but Student Code of Conduct violations remain on your student record for your entire academic career.
- b. **Conduct Meeting and Formal Hearing Board Procedures:** The following procedures apply to both Conduct Meetings and Formal Hearing Boards:
- i. **Conduct Meeting:** The respondent will meet with the appointed conduct officer and discuss the alleged violations of the Code of Conduct. Decisions made during a Conduct Meeting will be kept on record with the Dean of Students Office and appropriate sanctions will be assigned. The respondent will be sent a Resolution Letter or have a Resolution Meeting scheduled by the conduct officer.
 - ii. **Formal Hearing Boards:** In cases where an Order of Temporary Suspension was issued to one or more parties involved, or as deemed appropriate during the initial screening phase, a Formal Hearing Board of three College officials will convene to hear the case.
 1. Prior to a Formal Hearing Board, students will have an opportunity to meet with a Designated Conduct Consultant. See the Entitlement to a Designated Conduct Consultant section of the Code of Conduct (Formal Hearing Boards Only).
 - iii. **Written Notice to Respondent:** The respondent will receive written notice in advance of the Conduct Meeting or Formal Hearing. This notification shall include:
 - The administrator(s) conducting the Conduct Meeting or Formal Hearing
 - The name(s) of person(s) asked to attend the hearing by the conduct officer
 - The date, time and location of the hearing
 - The specific violation(s) relating to the alleged misconduct, identifying the section of the Student Code of Conduct that was allegedly violated

- iv. Respondents are Entitled during both Conduct Meetings and Formal Hearings to:
 - Appear in person
 - Present relevant evidence
 - Direct questions to the conduct officer or hearing board chair
 - v. The Hearing of Evidence
 1. The conduct officer or hearing board chair may refuse to hear any evidence that it deems irrelevant or unreliable. The conduct officer or hearing board chair will determine what is reliable and relevant under the circumstances of the case. Rules of evidence used in courts of law are not used in this process.
 2. The conduct officer or hearing board members may question the respondent and witnesses and seek clarification throughout the hearing.
 - vi. Respondents are Responsible during both Conduct Meetings and Formal Hearings for:
 - Cooperating with College officials during the conduct process
 - Notifying the College of any change in residence or address, including phone number and email address to contact him/her
 - Reading any and all materials, including the College's policies, related to the conduct process and seeking clarification in advance of the hearing
 - Attending scheduled meetings and hearings on time
 - Providing a list of witnesses, including the witnesses' knowledge of and/or involvement with the matter, prior to or at the Conduct Meeting or Formal Hearing, and recognizing that: the failure of any such witness to meet with the conduct officer(s), if requested, will not delay the conduct process; and the witnesses provided may not be required to meet with the conduct officer
 - Providing or presenting, if (s)he so chooses, a written statement at the time of the hearing
 - vii. Failure to Appear for a Conduct Meeting or Formal Hearing
 1. If the respondent fails to appear for the first scheduled meeting or does not provide an accurate postal mail address, valid email address and/or current phone number to convey information to him/her after the meeting, the College will proceed with the conduct process.
 2. The respondent's failure to appear for a Formal Hearing or Conduct Meeting will result in a decision being rendered on the basis of reports and witnesses in attendance, thereby forfeiting his/her right to appeal or seek further review of any and all decisions made during the conduct process.
- c. Formal Hearing Board Only Procedures: The following procedures apply only to Formal Hearing Boards and NOT to Conduct Meetings:
- i. Entitlement to an Advisor from the College Community (Formal Hearing Boards Only)
 1. Any student who has allegedly violated one or more of the College's behavioral standards and is involved in a Formal Hearing may seek assistance from an advisor of the student's choice, provided that the advisor is a member of the college community (current student, faculty member, or staff member) and is not legal counsel. Students involved in a Conduct Meeting are NOT entitled to have an advisor present during the meeting.

2. Advisors are permitted to attend hearings, but may not speak or provide input during hearings.
 3. Parents, legal guardians, and/or legal counsel, regardless of their affiliation with complainants, respondents, and/or witnesses, are not entitled or normally permitted to attend any conduct hearing. If a parent or legal guardian believes that (s)he has first-hand information about an incident or situation, (s)he may prepare a written statement that the student may provide to the conduct officer or hearing board chair at the time of the scheduled hearing.
- ii. Entitlement to a Designated Conduct Consultant (Formal Hearing Boards Only)
1. Any student who has allegedly violated one or more of the College's behavioral standards and is involved in a Formal Hearing or a conduct appeal from a Conduct Meeting or a Formal Hearing may contact a Designated Conduct Consultant by going to www.aic.edu/myconduct. Please note that a meeting with a consultant prior to a scheduled Formal Hearing or Appeal Meeting/Hearing is not guaranteed and scheduling is based on amount of prior notice and availability. Designated Conduct Consultants are formally trained in the conduct process but are separate from all conduct proceedings and are not able to serve as a college advisor as outlined in the Entitlement to an Advisor From the College Community section of the Code of Conduct (Formal Hearing Boards Only).
 2. A Designated Conduct Consultant is responsible for reading a redacted version (if applicable) of the pertinent incident reports, explaining alleged violations, and ensuring the student understands the Formal Hearing Board and Appellate Board process.
 3. Students are permitted to bring an Advisor to the meeting with the Designated Conduct Consultant and Advisors are permitted to ask questions.
- iii. Notice of Decision
1. The conduct officer or hearing board chair will notify the respondent of the decision (and sanctions, if any) in person or via AIC e-mail. The decision may be conveyed verbally, if written communication to the student and other relevant documentation cannot be completed, and a written decision letter will be provided thereafter.
 2. All students have the right to appeal Conduct Meeting and Formal Hearing Board decisions in accordance with the policy outlined in the Appeal/Review of Conduct Decisions section of the Code of Conduct.
 3. Students who wish to appeal a conduct decision made during a Formal Hearing Board or a Conduct Meeting, may request to meet with a Designated Conduct Consultant. During this meeting, the Designated Conduct Consultant will review the appeal materials and ensure it meets the criteria for an appeal (as outlined in the Appeal/Review of Conduct Decisions section of the Code of Conduct) and ensure the student understands the appeal process. Students are permitted to bring an Advisor to the meeting with the Designated Conduct Consultant and Advisors are permitted to ask questions. Students are encouraged to ask questions

of a Designated Conduct Consultant if they are unclear as to process or procedures.

VIII. Appeal/Review of Conduct Decisions

1. Appellants are not entitled to a re-hearing of the case. Sanctions become effective immediately regardless of whether the sanction is appealed. Appellants may seek review only on the basis of one or more of the following:
 - a. a procedural error that could reasonably be expected to unfairly and materially affect the outcome of the case;
 - b. the discovery of new evidence that could reasonably be expected to alter the decision and was not available of the time of the hearing; or
 - c. the sanction is inconsistent with the gravity of the offense (recognizing that sanctioning is cumulative and not based solely on an individual case).
2. Appellants must submit an Appeal, within 7 days of the date on the Resolution Letter, online, using the information outlined in the Resolution Letter. The request must state the grounds for appeal. Failure to submit the Appeal within 7 days, forfeits the right to having an appeal reviewed.
3. Requests to appeal decisions that are the result of a Conduct Meeting with findings other than “Suspension or Expulsion from the College”:
 - a. The conduct officer will present the case to the next higher level of authority (e.g. Residence Director to Assistant Director, or Director to Dean), who will serve as the Appellate Officer.
 - b. The Appellate Officer will review a report of the hearing and any additional relevant information provided by the appellant.
 - c. The Appellate Officer will first determine if the student has appropriate grounds for an appeal. If appropriate grounds exist, the Appellate Officer will decide if there is sufficient evidence to overturn the decision and acquit the appellant, sustain the administrative decision, or modify (but in no case increase) the sanction imposed. If appropriate grounds do not exist, the appeal will be denied.
 - d. A decision will be rendered by the Appellate Officer within 30 days of submitting an appeal.
 - e. The decision of the Appellate Officer is final with no further appeals.
4. Requests to appeal decisions with findings of “Suspension or Expulsion from the College” or any decisions made by a Formal Hearing Board:
 - a. The conduct officer or Formal Hearing Board chair will present the case to the Conduct Appellate Board.
 - b. The Conduct Appellate Board will review a report of the hearing and any additional relevant information provided by the appellant.
 - c. The Conduct Appellate Board will first determine if the student has appropriate grounds for an appeal. If appropriate grounds exist, the Conduct Appellate Board will decide if there is sufficient evidence to overturn the decision and acquit the appellant, sustain the administrative decision, or modify (but in no case increase) the sanction imposed. If appropriate grounds do not exist, the appeal will be denied.
 - d. A decision will be rendered by the Conduct Appellate Board within 30 days of submitting an appeal.
 - e. The decision of the Conduct Appellate Board is final with no further appeals.

IX. Code of Conduct Violations

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

1. ACTS OF DISHONESTY

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

2. PERSONAL CONDUCT

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

3. PHYSICAL/EMOTIONAL HEALTH AND MISCONDUCT

- 3.01 Sexual Harassment
- 3.02 Non-Consensual Sexual Intercourse (or attempts to commit the same)
- 3.03 Non-Consensual Sexual Contact (or attempts to commit the same)
- 3.04 The use of drugs or alcohol to render another person physically or psychologically incapacitated as a precursor to or part of sexual activity
- 3.05 Sexual Exploitation (or attempts to commit the same)
- 3.06 Stalking: A course of conduct directed at a specific person that would cause a reasonable person to feel fearful, intimidated, threatened, or causes emotional injury

- 3.07 Dating Violence: The use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual or economic abuse directed towards a partner in a social relationship of a romantic or intimate nature constitutes dating violence
- 3.08 Gender-Based Harassment: Acts of verbal, nonverbal, or physical aggression, intimidation, stalking or hostility, based on gender or gender stereotyping constitute gender-based harassment. Gender-based harassment can occur if students are harassed either for exhibiting what is perceived as a stereotypical characteristic of their sex, or for failing to conform to stereotypical notions of masculinity or femininity
- 3.09 Domestic Violence: Any of the behavior described above in “Dating Violence” directed towards a spouse, a person with whom the individual who may be the victim shares a child in common, a person who is cohabitating with or has cohabitated with the person who may be the victim as a spouse, a person similarly situated to a spouse of the individual who may be the victim under the domestic or family violence laws of Massachusetts, or any person who the perpetrator knows has an outstanding temporary or permanent vacate, restraining or no-contact order or judgment issued pursuant to Massachusetts law in effect against the individual accused at the time the violence occurs
- 3.10 Violation of the College’s Bias Incidents Policy
- 3.11 Violation of the College’s Discrimination Policy
- 3.12 Physical Assault: An attempted or actual intentional, and/or unjustified physical contact with a person that entails some injury and/or harmful touching on or off campus
- 3.13 Physical Contact: An attempted or actual intentional and/or unjustified physical contact with a person that entails annoyance or is offensive in nature
- 3.14 Verbal Abuse: Verbal abuse, bullying, threats, intimidation, harassment, coercion or conduct which threatens or endangers the health or safety of oneself or another person or any action that may subject oneself or another person to emotional injury

4. GENERAL SAFETY AND CONDUCT

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

5. ALCOHOL

- 5.01 Violation of any alcohol or alcohol-related federal, state or local law or ordinance

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- 5.02 Being a student under the age of 21, not engaged in an employment or other permissive activity, knowingly in the presence of alcohol (see Acorn exception)
 - 5.03 Possession or use of alcohol by a student, under the age of 21
 - 5.04 Purchase, sale, or distribution of alcohol to a student or guest who is under the age of 21
 - 5.05 Possession or use of a false identification card, wristband, or other age or identity verification form
 - 5.06 Sale or distribution of a false identification card, wristband, or other age or identity verification form
 - 5.07 Use of an alcohol container as room decoration, vase or storage item
 - 5.08 Possession by a student, age 21 or older, or possession by the guest of a student, age 21 or older, of an open container of alcohol in an area designated as a public area by the College without prior approval from the Dean of Students or the designated college official sponsoring, hosting, or supervising an event in a public area
 - 5.09 Possession or use by a student, age 21 or older, or possession or use by the guest of a student, age 21 or older, of any amount of alcohol without prior approval from Dean of Students or the designated college official sponsoring, hosting, or in charge of a campus event (see Acorn exception)
 - 5.10 Public intoxication
NOTE: Intoxicated students and their guests will not be permitted entrance to College-sponsored activities.
 - 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
 - 5.18 Excessive intoxication
NOTE: 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. Students 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.
6. DRUG
- 6.01 Possession, or intent to possess or purchase illegal or prohibited drugs, including unauthorized possession of prescription drugs or medical marijuana
 - 6.02 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

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

7. PERSONAL IDENTIFICATION AND ACCESS

- 7.01 Failure to carry an AIC identification card
- 7.02 Failure to produce identification upon request of college officials or designated agents
- 7.03 Unauthorized possession, duplication, or use of a "master" key or identification card
- 7.04 Unauthorized possession, duplication, or use of any campus key or identification card (other than a "master" key or card)
- 7.05 Unauthorized use of the AIC name, logo, mascot or other symbol

8. FIRE SAFETY

- 8.01 Creating a fire hazard
- 8.02 False reports of fire or bombs
- 8.03 Arson
- 8.04 Tampering with, covering, damaging or removing fire safety equipment
- 8.05 Failing to evacuate the building during a fire alarm
- 8.06 Exiting through a fire door when not warranted
- 8.07 Smoking legal substances, including electronic smoking devices, in a non-designated area, such as inside any building on campus.
- 8.08 Possession of candles, incense, non-explosive fireworks or other open flame sources
- 8.09 Possession of prohibited fire hazard items such as space heaters, appliances with exposed heating elements and all other items outlined in the Housing Agreement

9. HOUSING VIOLATIONS

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

X. Sanctions

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

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

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

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

9. Restitution: Compensation for loss, damage or injury.
10. Community Restitution Project: Assignment of an appropriate service project that will benefit the College community, responsible student or others.
11. Educational Program/Project: Required attendance at an educational workshop or completion of an educational project that will benefit the College community, responsible student or others.
12. Assessment: Referral to Counseling Services, Health Services or other appropriate office or local agency for consultation or assessment.
13. Disciplinary Probation: A disciplinary status that is imposed when a student has violated College regulations. Disciplinary probation results in immediate loss of privileges, including, but not limited to exclusion from participation in any or all social and co-curricular activities, athletics or study abroad, restriction from all residence halls besides the student's assigned hall (if applicable), and loss of all guest privileges. The maximum term of Disciplinary Probation is one academic year (posted to one of the following dates: October 15; December 31; March 15; May 31. In general, probationary periods are posted to the closest probation end date prior to the date of being placed on probation).
14. Re-Engagement for EXcellence Program (REX): Students who have been placed on Disciplinary Probation may apply for the REX Program. If accepted into the program, upon completion and approval, students will receive an expedited probationary term posted to the probation end date prior to the original end date assigned. Students will also receive the lost privileges, as outlined in their resolution letter, back ahead of the completed probationary term. Students may only complete REX twice during their academic career at AIC.
15. Relocation of Residence: Required assignment to another residence area or room.
16. Deferred Suspension from Residency: In an effort to support students in their development, this is a temporary status that is given to a student who has reached the level of Suspension from Residency. Deferred Suspension from Residency is coupled with a probationary period and loss of privileges. This status is associated with the student's willingness to complete a Student Growth Plan, which will place the Suspension from Residency on hold. If the student is found responsible for violating the Code of Conduct during the Student Growth Plan process, or fails to complete the Student Growth Plan, the student will be immediately removed from the residence halls for a specific period of time after which the student may reapply for housing. Reapplication for housing does not guarantee immediate placement. Conditions for returning to the residence halls may be specified.
Note: Students are only permitted to complete one Student Growth Plan while enrolled at AIC.
17. Suspension from Residency: Separation of the student from the residence halls for a minimum term of one academic semester (posted to end of semester of the term of the suspension – i.e. December 31 or May 31), after which the student may reapply for housing. Reapplication for housing does not guarantee immediate placement. Conditions for returning to the residence halls may be specified.

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

18. Residence Hall Expulsion: Permanent separation of the student from the residence halls.
19. Deferred College Suspension: In an effort to support students in their development, this is a temporary status that is given to a student who has reached the level of College Suspension. Deferred College Suspension is coupled with a probationary period and loss of privileges. This status is associated with the student's willingness to complete a Student Growth Plan, which will place the College Suspension on hold. If the student is found responsible for violating the Code of Conduct during the Student Growth Plan process, or fails to complete the Student Growth Plan, the student will be immediately suspended from the College for a specific period of time after which the student may reapply to the College.
Note: Students are only permitted to complete one Student Growth Plan while enrolled at AIC.
20. College Suspension: Separation of the student from the College for a minimum term of one academic year (posted to end of semester of the term of the suspension – i.e. December 31 or May 31). Students must meet all stated requirements in order to return to the College to officially resume residency and/or coursework. Reapplication for the College does not guarantee immediate admission.
Note: A suspension term can be extended if students are found responsible for subsequent incidents during the original suspension term.
21. College Expulsion: Permanent separation of the student from the College.

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

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

SECTION 4 - STUDENTS WITH DISABILITIES

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

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

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

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

I. Definitions

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

An “individual with a disability” is a person who:

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

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

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

II. Requesting Reasonable Accommodations

Contact: Jennifer Smolinski
Section 504 Coordinator and
Coordinator of Accessibility Services and Academic Accommodations
jennifer.smolinski@aic.edu
413.205.3810

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

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

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

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

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

Documentation Guidelines

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

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

Acceptable forms of documentation include:

Primary Documentation

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

Secondary Documentation

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

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

III. Disability Discrimination Grievance Procedure

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

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

Jennifer Smolinski
Section 504 Coordinator
and Coordinator of Accessibility Services and Academic Accommodations
jennifer.smolinski@aic.edu
413.205.3810

Contact for appeals to established reasonable accommodations:

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

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

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

Appeals

- An appeal of the Section 504 Coordinator's decision may be submitted, in writing, to the Vice President for Student Affairs within fifteen (15) days of the date the decision is received from the Section 504 Coordinator.
- The Vice President for Student Affairs will review all case materials and respond to the appellant within seven (7) days of receipt of the appeal.

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

Retaliation

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

Confidentiality

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

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

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

Facsimile: (617) 289-0150
Email: OCR.Boston@ed.gov

IV. Requests for Medical Marijuana Accommodations

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

SECTION 5 - NON-DISCRIMINATION POLICY

I. Introduction

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

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

II. Discrimination

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

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

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

III. Harassment

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

IV. Sexual Harassment

Sexual harassment, including sexual misconduct, violates the dignity of individuals and is a form of discrimination. A federal law, Title IX of the Education Amendments of 1972 (Title IX), prohibits discrimination on the basis of sex, including sexual harassment, in education programs and activities. The College is committed to providing an educational environment that is free from sexual harassment and

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sexual misconduct. The College works to prevent and address sexual harassment and sexual misconduct through educational programs, training, and complaint resolution.

In Massachusetts, the legal definition for sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

The legal definition of sexual harassment is broad. In addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, or humiliating to male, female, or transgender students may also constitute sexual harassment.

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

- Unwelcome sexual advances - whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, 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. An individual does not have to be the direct recipient of the conduct to be affected by the conduct.

Sexual harassment does not restrict itself to College property. Sexual harassment could occur at any College-sponsored program or activity regardless of location. For example, sexual harassment could occur out of state, such as at a conference, off-site project, or an externship. Sexual harassment includes misconduct that is criminal in nature, such as rape, sexual assault, dating violence, and sexually motivated stalking. (See Prohibited Conduct and Definitions set forth in the College's Sexual Misconduct Policy and Procedure, Section 6, Item I)

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V. Retaliation

Retaliation against an individual who has complained about discrimination or harassment, and retaliation against individuals for cooperating with an investigation of a discrimination or harassment complaint is unlawful and prohibited by the College. Any person who retaliates against an individual for reporting discrimination or harassment, filing a discrimination or harassment complaint, or participating in a discrimination or harassment investigation is subject to disciplinary action up to and including dismissal from the College.

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

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

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

Students with Disabilities / Requests for Accommodation

Students who have a complaint of discrimination based on disability or request for accommodation should contact:

Jennifer A. Smolinski
Section 504 Coordinator
and Coordinator of Accessibility Services and Academic Accommodations
jennifer.smolinski@aic.edu
413.205.3810

Complaints related to disability and requests for accommodations will be resolved by the College's Disability Discrimination Grievance Procedure set forth in Section 4.C.

Complaints Against Employees

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

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

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

Complaints Against Students (Other Than Sexual Misconduct)

Students who have a complaint of discrimination, harassment and/or retaliation by another student(s) that does not involve allegations of Sexual Misconduct (as defined in Section 6.A), should contact:

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

Complaints against students that do not involve allegations of Sexual Misconduct will be resolved by the Student Conduct System set forth in Section 3.

Complaints Against Students Involving Sexual Misconduct

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

Nicolle Cestero, Senior Vice President for HR, Title IX Coordinator, and Chief of Staff
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

Students with complaints of Sexual Misconduct should refer to the College's Sexual Misconduct Policy and Procedures (Section 6 below). Any complaint or inquiry regarding the application of Title IX may be referred to the College's Title IX Coordinator or the Office of Civil Rights (see contact information below). Complaints regarding Sexual Misconduct by students will be resolved by the College's Procedures For Addressing Allegations of Sexual Misconduct set forth in Section 6.C.

- Complaints may also be filed anonymously through an independent third party, Ethics-Point, who provides a confidential venue.
- Over the Phone: To submit a report over the phone, call the toll-free reporting number: 866-ETHICS-P (866-384-4277)

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- Via the Web: To submit a report via the secure web site, go to www.ethicspoint.com and click "File a new report" or "Report Follow Up."

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

VII. Obligation to Report

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

Title IX regulations of the Education Amendments of 1972 require all College employees, other than those designated as confidential sources by policy or statute, to report any incident of sexual harassment and sexual misconduct whether resolved informally or formally through the grievance procedure to the College's Title IX Coordinator.

VIII. Importance of Prompt Reporting

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

IX. Investigations

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

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

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

When the investigation is complete, the College will provide written notice to the complainant and the alleged perpetrator of the outcome of its investigation. The complainant will be informed of any

consequences imposed that directly relate to him/her, such as an order for the harasser to stay away from him/her.

X. Disciplinary Action

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

XI. State and Federal Complaints

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

The United States Equal Employment Opportunity Commission ("EEOC")
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
800.669.4000

The Massachusetts Commission Against Discrimination ("MCAD")
436 Dwight Street, Rm 220
Springfield, MA 01103
(413) 739-2145

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

SECTION 6 - SEXUAL MISCONDUCT POLICY AND PROCEDURES

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.

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.

I. 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 individuals of any gender, and it can occur between people of the same or opposite sex.

1. 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.

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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.

2. 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.

3. 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.
4. 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.
5. 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.
6. 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.

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.

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.

II. 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

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

A free, confidential, secure service that provides live help.
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

RAINN
Rape, Abuse and Incest National Network
National Sexual Assault Hotline: 1.800.656.HOPE
www.rainn.org

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

Center for Women & Community

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413.545.0800

Confidential rape crisis counseling accessible to men and women 24 hours a day.

888.249.0806 or 413.772.0806

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

New England Learning Center for Women in Transition

Safe Passage

(413) 586-5066

Confidential counseling, safety planning and shelter related to relationship violence for women

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

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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.

III. 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 HR, Title IX
Coordinator, and Chief of Staff
Adams Hall, First 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:

i. 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.

ii. Site Visits

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

iii. 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.

iv. 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.

v. 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.

vi. 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

i. 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.

ii. 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

i. 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.

ii. 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.

iii. 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.

iv. 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.

v. 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.

vi. 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

i. 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.

ii. 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.

iii. 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.

- iv. 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.
- v. 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.
- vi. 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.
- vii. 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.
- viii. 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.

ix. 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.

x. 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.

xi. 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.

SECTION 7 - CAMPUS SaVE ACT

POLICY REGARDING SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

I. Procedures for Addressing Allegations of Sexual Misconduct

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.

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 HR, Title IX Coordinator, and Chief of Staff
Adams Hall, First 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.

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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

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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

Dean of Students Office

Matthew Scott, Dean of Students and Deputy Title IX Coordinator
Campus Center, Second Floor
matthew.scott@aic.edu
413.205.3264

Title IX Coordinator

Nicolle Cestero, Senior Vice President for HR, Title IX Coordinator, and Chief of Staff
Adams Hall, First Floor
nicolle.cestero@aic.edu
413.205.3800

Dexter Health Services

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

Located on the first floor of Mallery 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, Interim Director
Dexter Counseling Center
413.205.3248
renee.rosado@aic.edu

Located on the second floor of Mallery 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

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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.

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.

V. Confidentiality

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. 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 probation, suspension or expulsion from College housing, or suspension or expulsion 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.

Department of Student Life: The staff of the Department of Student Life offer 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.

SECTION 8 - ALCOHOL AND OTHER DRUG POLICIES

EFFECTS OF ALCOHOL AND OTHER DRUGS

I. Compliance with the Drug Free Schools and Communities Act

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

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

II. Student Alcohol Policy

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

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

- 5.11 Possession of a drinking game or the use or possession of a board game, table game, ice luge, drinking funnel, beer tap or other device that promotes or encourages abusive drinking or is used in a way that promotes or encourages abusive drinking
- 5.12 Operation of a motor vehicle which contains open alcohol containers
- 5.13 Driving under the influence of alcohol or other drugs
- 5.14 Possession of a full to empty common source of alcohol, regardless of the size(s) or the container(s). A common source of alcohol includes, but is not limited to, a keg, pony keg, beer ball, punch bowl (with or without alcohol), or gelatin shots
- 5.15 Commercial delivery of alcoholic beverages to the residence halls or the College mailroom
- 5.16 Use of alcoholic beverages to render another person physically or emotionally incapacitated
- 5.17 Creation of materials that promote alcohol, tobacco, or other drugs
- 5.18 Excessive intoxication

III. Acorn Heights Alcohol Policy

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

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

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

IV. Entertaining in the Residence Halls Without Alcohol

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

V. Reserving Common Lounges for Social Gatherings Without Alcohol

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

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

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

VII. Violations of Social Gathering Guidelines

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

VIII. Approval of Student Programs with Alcohol

1. The Dean of Students, or designee, has primary responsibility for determining the circumstances and whether or not alcoholic beverages 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.
2. 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.
3. 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. Number of guests per current student will be determined on a per event basis but in general, a maximum of 2 guests per student are allowed.
4. Students and their guests may not attempt to or bring alcohol into student programs or attempt to or remove alcohol from the service area or student programs.
5. Underage students and their guests, regardless of age, may not attempt to enter the alcohol service area.
6. Safeguards must be taken to ensure an orderly function to protect the rights of other members of the community against undue interference, noise and other disturbances.
7. Students may be refused admission to a student program if the validity of their identification is questionable or if students are intoxicated or disruptive.
8. The sponsoring organization shall abide by the established laws of the Commonwealth of Massachusetts, ordinances of the City of Springfield and policies of American International College.
9. Student organizations may not use student fees to purchase alcoholic beverages for student use.
10. Alcoholic beverages may not be offered free of charge to any participant at a student program.
11. When alcoholic beverages are served, food and non-alcoholic beverages must be made available. The

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cost of refreshments must not be prohibitive. Alcoholic beverages may not continue to be served if non-alcoholic beverages run out. When alcoholic beverages are served, the student program must be supportive of alcohol education programs that encourage responsible decisions about the use or non-use of alcoholic beverages.

12. Alcoholic beverages may not be provided as awards.
13. Advertising promoting alcoholic beverages must not encourage any form of alcohol abuse or place any emphasis on quantity or frequency of use. The advertising of alcoholic beverages on campus may not portray drinking as a solution to personal or academic problems or as necessary for social, sexual or academic success. Advertising of alcoholic beverages and other promotional beverages may not associate alcoholic beverage consumption with the performance of tasks that require skilled reactions such as driving or playing sports. All posters must be in accordance with the College's Posting Policy.
14. If a student program is held off-campus, the contracted server/facility must agree in writing that it agrees to assume all responsibility for serving alcoholic beverages. Alcoholic beverages may not be served in common sources when students have direct access to serve themselves.

IX. Student Smoking and Tobacco Policy

1. Smoking of any kind, including electronic smoking devices, is prohibited in all campus buildings and facilities including all 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.
2. Individuals who choose to smoke are expected to be at least 25 feet from the building so as not to allow smoke to travel back into the building.
3. Individuals who choose to smoke are expected to dispose of cigarettes and their packaging in proper trash receptacles.
4. Smokeless tobacco is not permitted in classrooms, the Library/Learning Commons, or other public space.
5. Smokeless tobacco is not to be spit or disposed of on grounds.

X. Student Drug Policy

In the interest of removing any possibility of misunderstanding on the part of the student body, the following is specified as the official policy of American International College with regard to drugs (see also the "Code of Conduct Violations" section of the Student Handbook for a comprehensive list of drug-related policies and violations)).

- 6.01 Possession, or intent to possess or purchase illegal or prohibited drugs, including unauthorized possession of prescription drugs or medical marijuana
- 6.02 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
- 6.03 Sale and/or distribution, or intent to sell and/or distribute illegal or prohibited drugs, including unauthorized sale and/or distribution of prescription drugs or medical marijuana
- 6.04 Knowingly being in the presence of illegal or prohibited drugs
- 6.05 Knowingly being in the presence of the odor of Marijuana
- 6.06 The use of drugs to render another person physically or emotionally incapacitated

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- 6.07 Possession, use, sale or distribution of drug paraphernalia. Drug paraphernalia is defined as any equipment, product or material that is modified for making, using or concealing illegal or prohibited drugs such as bongs and hookah pipes.
- 6.08 Intentional misuse or abuse of legal drugs. Legal drugs are defined as over the counter medication and/or authorized prescription medication not used as directed by the prescribing authority.

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

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

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

- a. "Inspect" is defined as an inspection of a general nature with regard to proper use and function of buildings and rooms. Misuse of furnishings, overcrowding, etc., are included in the concept of "inspection," together with obvious illegal use of the room in terms of drugs, alcohol, or sexual activities.
- b. "Search" is defined as a detailed inspection of the room for the express purpose of uncovering hidden items or substances.

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

- a. Resident advisors, by virtue of their position, have the duty and the authority to act for the college authorities in maintaining proper conditions in residence halls. This includes the right to inspect students' rooms at any time when probable cause is present. Full room searches will not be conducted by resident advisors except when accompanied by administrative officials.
- b. Resident students will be held responsible for the use of their rooms. Students will be held responsible for the behaviors of their guests on college property.
- c. Students in violation of college policy will be subject to disciplinary action, including suspension, expulsion, and/or prosecution within the law, depending on specific circumstances.
- d. Any student reported by RA's or other college personnel will be referred to the College's Conduct System.

XI. Medical Amnesty Policy

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

No student seeking medical assistance for an alcohol or other drug-related emergency will be subject to College disciplinary action for the violation of possession or consumption of alcohol or drugs. This policy shall extend to the referring student who sought medical assistance as well.

The student requiring medical assistance, and possibly the referring student(s), will be required to contact the Dexter Health and Counseling Services within two weeks of written notification to schedule a meeting and develop follow-up plans. As long as the student complies with all directives, there will be no disciplinary action taken related to the violation of possession or consumption of alcohol or drugs.

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

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

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

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

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

XII. Health Risks Associated with Alcohol and other Drug Abuse

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

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

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

XIII. Effects of Alcohol

Alcohol consumption causes 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.

XIV. Selected Drugs and Their Effects

Depressants [barbiturates, sedatives, and tranquilizers]

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

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

Nicotine

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

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

Marijuana

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

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

Stimulants [Cocaine, Amphetamines, “speed”, “uppers”]

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

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

Ecstasy [MDMA, Molly]

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

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

Hallucinogens [LSD, PCP]

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

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

Narcotics [Opium, morphine, codeine, heroin]

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

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

Prescription Drug Abuse

The most commonly misused prescription drugs are:

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

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

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

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

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

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

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

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

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

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

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

- Short-term effects: These chemicals slow down the body’s functions, and can cause momentary intoxication which, if continued, can lead to stimulation, reduced inhibition, and ultimately loss of consciousness. Using solvents or aerosol sprays can induce heart failure and death, known as “sudden sniffing death.” This effect is mostly associated with butane, propane, and chemicals in aerosols.

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- Long-term effects: These chemicals can cause severe damage to the brain, liver, and kidneys. Specifically, they can cause hearing loss, peripheral neuropathies [limb spasms], central nervous system damage, and even bone marrow damage.

GHB

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

- Effects: Abuse of GHB can cause amnesia, coma and/or seizures, inability to move, or impaired speech. There is also a risk of death, especially when combined with alcohol or other drugs.

Source: <https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>

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

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

For additional details regarding sanctions under federal law, see:

<http://www.dea.gov/druginfo/ftp3.shtml>

For additional details regarding sanctions under Massachusetts law, see:

M.G.L. Chapter 90, Section 24: Driving While Under Influence of Intoxicating Liquor

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXIV/Chapter90/Section24>

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXV/Chapter94C>

M.G.L. Chapter 138: Alcoholic Liquors

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXX/Chapter138>

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

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

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XVII. Drug and Alcohol Assistance

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

On Campus

Dexter Health and Counseling Services	413.205.3428
Campus Ministry	413.205.3190

Community Resources

Alcoholics Anonymous 24 -our Hotline	413.532.2111
Al-Anon and Alateen of Greater Springfield (Support groups for anyone affected by a problem drinker)	413.782.3406

Drughelp National Hotline	1.800.662.HELP
Narcotics Anonymous	413.538.7479
Nar-Anon (Support group for anyone affected by a drug user)	413.737.2712

XVIII. Biennial Review

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

XIX. Sanctions for Student Violations

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

XX. Additional Fines and Holds

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

XXI. Sanctions for Student Organizations

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

SECTION 9 - HAZING POLICY

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

Massachusetts Law Against Hazing

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

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

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

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

Chapter 269: Section 18. Failure to report hazing

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

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

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution

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an attested acknowledgment stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen. Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Examples of Conduct that Constitute Hazing

Such conduct shall include, but is not limited to, whipping, paddling, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest, involuntary servitude, extended isolation, wearing humiliating clothing, subjection to degrading comments, forced/non-consensual sexual acts, nudity, or requests to perform illegal acts.

Some ways to tell if an activity is hazing:

- A selected group is singled out for ritual
- The activity results in behavior or pictures that you would not share with your family, coach, professors or athletic director
- The activity is humiliating, demeaning, intimidating, and exhausting, and/or results in physical or emotional discomfort, involves harassment or ridicule, or which endangers the health or safety of any person whether on or off campus.

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

Conduct Sanctions for Hazing

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

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SECTION 10- GAMBLING POLICY

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

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

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

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

SECTION 11 - TECHNOLOGY USE POLICY

I. Definition of Terms

- Account: Any ID and password combination issued by American International College for access to electronic communication systems or computer resources.
- User: Any person who uses the American International College electronic communication system or computer resources.
- Electronic resources: Computer files and software, including but not limited to those that reside on disks and other storage media, individual computers, networked servers, or other electronic communications systems.
- Electronic communications systems: Computers and networks [systems] used in communicating or posting information or material by way of electronic mail, bulletin boards, web pages, or other such electronic resources. Also includes but is not limited to direct connections to the campus network.
- System administrator: A person responsible for managing and operating an electronic communication system for the use of others.

II. General Statement of Principles

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

III. Who is Covered by This Policy?

All users of American International College electronic communications systems are subject to the provisions of this policy and IT policies referenced herein, including those who rely on off-campus access to these systems.

Use of these systems implies consent with this policy, as well as other applicable college policies and local, state, and federal laws. For individuals whose network accounts are primarily for representing units or special projects, further policies may apply as governed by the needs of the unit or project.

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IV. Individual Privileges

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

Free Expression: There shall be no restrictions placed on the fundamental rights to free speech except those necessary to protect the rights of others and to preserve the order necessary for American International College to function as an institution of higher learning. Given the diverse cultural backgrounds of users, American International College cannot protect individuals against exposure to materials that they may consider offensive. Nevertheless, American International College reserves the right to take restrictive actions in response to complaints that posted material creates a hostile environment for individuals or classes of individuals. American International College also has the responsibility to take restrictive action when a user violates college policy or federal, state, or local laws.

Privacy: Users may expect to keep personal electronic mail correspondence reasonably confidential. Users should be sensitive to the inherent limitations of shared network resources in protecting privacy. Some examples of this may include printing personal messages on a shared printer, leaving a message or account open on a computer in an open office space or public area, etc. Specific personal electronic communications and computer files will not be searched deliberately to seek evidence of malfeasance except in an emergency or as part of a formal investigation by an authorized authority.

V. Individual Responsibilities

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

- **Respect for Intended Use of Resources:** Users are responsible for all actions taken on their network account. Individual password security is the responsibility of the user and he/she should take precautions against others obtaining unauthorized access to his/her personal account. If the user allows another individual access to his/her account, the user assumes full responsibility for the actions of this individual while logged into his/her account. American International College's electronic communication systems are to be used for the furtherance of American International College's mission and not for personal benefit.
- **Respect for Privacy of Others:** Users shall not access anyone else's electronic resources, including files and mail, without specific permission from the owner. Permission does not include sharing account information as designated above, but allows for collectively reading e-mail and sharing files using network services. The user shall not take advantage of another's inexperience or negligence to gain access to any computer account, data, software, or file for which he or she has not received explicit permission to access.
- **Respect for Shared Nature of Resources:** Users will not encroach on others' use of American International College's computers and network facilities. No user should attempt to modify American International College's system or network facilities or to crash systems. Users should avoid activities that unreasonably tax systems resources, including but not limited to: sending an excessive number of messages, either locally or over the Internet; participating in

electronic chain letters; frivolously printing multiple copies of documents, files or data; excessive game playing; modifying system facilities, operating systems, or disk partitions; or damaging or vandalizing American International College computing facilities, equipment, software, or computer files. File storage is a limited commodity which should not be abused. Employees and students are urged to review space usage periodically to remove any files that are no longer needed. Institutional computer labs do not retain any data saved on them, the system automatically removes them when rebooted. All data in computer labs must be stored elsewhere.

- **Respect for Rights of Others:** American International College computing resources will not be used to harm or threaten to harm the safety or environmental health of another individual or individuals. The user must comply with American International College policies and federal, state, and local laws regarding discriminatory harassment. Examples of violations include, but are not limited to: harassment; defamation; violation of privacy; intentionally placing a person or persons in reasonable fear of imminent physical harm; giving or causing to be given false reports of fire or other dangerous conditions; or harassment or discrimination based on race, color, religion, sex, sexual orientation, national origin or citizenship status, age, disability, or veteran status.
- **Respect for Intellectual Property:** Respect for intellectual labor and creativity is vital to the academic discourse and enterprise. This principle encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution. Examples of violations include, but are not limited to: copying copyrighted software without express written permission of the copyright owner; failing to obtain necessary licensing for software or to adhere to all licensing provisions (installation, use, copying, number of simultaneous users, term of license, etc.); plagiarism or inadequate attribution of the intellectual property of others; posting of texts, images, or audio works in disregard of copyright restrictions; or unauthorized publication or distribution of another's work or writing.
- **Respect for Integrity of System or Network:** Accounts shall not be used for unauthorized access and/or attempts to access computers, computer software, computer data or information, or networks without proper authorization, regardless of whether the computer, software, data, information, or network in question is owned by American International College. Abuse of networks or computers at other sites using American International College resources will be treated as an abuse of computing privileges at American International College. Users are prohibited from attempting to circumvent or subvert any system's security measures.
- **Additional Information:** When attaching personal computers and mobile devices to AIC's network, users are responsible for making sure their devices are properly updated with security patches and current virus protection. Game Consoles and Smart TVs need to be registered with IT. See instructions on the myAIC portal.
- **Compliance with IT policies** posted in the portal and listed on the web site. IT policies, specifically the written information security program (WISP) which outline state and federal regulations associated with the protection of data.

VI. Reporting Violations

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

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

VII. Administration and Implementation

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

Administrators are not responsible for monitoring user activity or content on any network system. However, when they become aware of violations, either through the normal course of duty or by a complaint, it is their responsibility to refer the matter to the appropriate authority for investigation and possible discipline. To forestall an immediate threat to the security of a system or its users, system administrators may immediately suspend access of the people involved in the violation while the incident is being investigated. They may also take other actions to preserve the state of files and other information relevant to an investigation. Specific personal electronic communications and computer files will not be searched deliberately to seek evidence of malfeasance except when the appropriate authorities feel it is necessary in order to enforce policies regarding harassment and the safety of individuals; to prevent the posting of proprietary software or texts, images, or audio works in disregard of copyright restrictions or contractual obligations; to safeguard the integrity of computers, networks, and data either at American International College or elsewhere; and to protect American International College against seriously damaging consequences. In general, electronic mail is considered the private information between the sender and recipient account holder. There may be exceptional circumstances where American International College may release electronic mail to other parties. These situations may include but are not limited to: the death of the account holder, when an absent or terminated employee has received mail associated with his/her job responsibilities, or during the course of a criminal investigation by authorized legal authorities.

American International College recognizes that all network system users are bound by federal, state, and local laws relating to civil rights, harassment, copyright, pornography, privacy, security, and other statutes relating to electronic media. Nothing in this policy should be interpreted as precluding enforcement of the laws and regulations of the United States of America, State of Massachusetts, or any locality in the Commonwealth of Massachusetts.

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

VIII. Guidelines for Acceptable Use

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

1. The account shall be used only by the person to whom it is issued. You are responsible for the actions of anyone using your account.
2. All passwords issued are to be held privately and securely. Be responsible for all use of your accounts and for protecting each account's password. In other words, do not share computer accounts. If someone else learns your password, you must change it.
3. The account shall be used for academic or administrative purposes pertaining to American International College. You may send and receive electronic mail and maintain personal information (letters, resumes, etc.) as long as you observe the rules of etiquette, including refraining from obscenities and profanity.
4. The account shall not be used for unauthorized access and/or attempts to access computers, computer software, computer data or information, or networks without proper authorization, regardless of whether the computer, software, data, information, or network in question is owned by American International College. (That is, if you abuse the networks to which the College belongs or the computers at other sites connected to those networks, American International College will treat this matter as an abuse of your college computing privileges.)
5. The user shall not take advantage of another's inexperience or negligence to gain access to any computer account, data, software, or file for which he or she has not received explicit permission to access.
6. The user shall not send fraudulent computer mail, break into another user's electronic mailbox, or read someone else's electronic mail without his or her permission.
7. The user shall not use American International College's computing resources to harass or threaten other users.
8. Software, other than freeware/shareware, may NOT be copied without permission of the system administrator.

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9. The user is responsible for maintaining the security of his/her own data and for making back-ups of such data.
10. The user shall not encroach on others' use of college computers (e.g., disrupting others' computer use by excessive game playing or by sending excessive messages, either locally or off-campus [including but not limited to electronic chain letters]; printing excessive copies of documents, files, data, or programs; modifying system facilities [including attaching devices to the network such as routers, switches, or servers]; modifying operating systems, or disk partitions; attempting to crash or tie up an American International College computer; damaging or vandalizing college computing facilities, equipment, software, or computer files.
11. Students must receive prior approval before sending out e-mail communications to a large number (50+ people receiving the same message content) of recipients, even for academic purposes. The Office of Marketing & Communications maintains guidelines to assist with effective distribution of mass e-mail communications.
12. The user should report any abuse of the above to the appropriate dean, director, instructor, supervisor, system administrator, or other American International College authority.

IV. Activities that Violate the AIC Technology Use Policy

1. Connecting devices other than computers to the College's network including hubs, switches, routers, wireless devices, and personal servers without the express permission of the Office of Information Technology.
2. The use of any type of wireless network equipment including but not limited to wireless switches, wireless routers and wireless enabled printers on the college network are strictly prohibited. All printers must have wireless disabled and be directly connected for printing. Only wireless access points installed and managed by AIC Information Services division will be allowed in use on the college's network. Information Services will maintain a current list of wireless access points available on the network.
3. Ethernet Network: Network services and wiring may not be modified or extended by users for any reason. This applies to all network wiring, hardware, and data jacks.
4. Use of P2P (Peer-to-Peer) and Torrent file sharing programs such as bitTorrent, uTorrent, FrostWire, or Morpheus for downloading and sharing copyright protected music and video files is prohibited.
5. Connecting PCs to the college network without appropriate virus and worm related detection software. All computers must have virus protection software. (OIT provides this software at no charge to students, faculty, and staff.)
6. Modifying College owned technology in offices, labs, or classrooms without the express permission of the Office of Information Technology. Examples include but are not limited to:
 - a) Alteration of any kind to assigned IP address or related settings
 - b) Using an unauthorized IP address or masking your true IP address
 - c) Printing directly to a printer by use of IP address to circumvent print page accounting d. Use of any domain name other than those authorized by AIC
 - d) The use of network monitors/sniffers or network scanners
 - e) MAC address spoofing.
 - f) Any action that impairs and/or alters network services, equipment, wiring, or jacks

- g) Connecting a network appliance (hub, switch, router, or DHCP server), a wireless device, or private network to the AIC network, without prior written approval from Information Technology
 - h) Setting up a server (i.e. a computer that provides files or services to others) and/or Network Operating System on the network without prior written approval from Information Technology. In those cases where network users have obtained written permission to setup personal computers as servers, they are responsible for the security of those servers and must accept full responsibility for any inappropriate setup or activities on that server or approved private network attached to them
 - i) Performing any action that denies another user access to network and/or computing resources
 - j) The storage of personal music, videos, pictures, or files on the network storage system
 - k) Attempts to circumvent system security, such as allowing another to use your account or guessing another's password, or in any way gaining unauthorized access to local or network resource
7. Distribution of e-mail viruses or intentionally creating resource consuming programs that force denial of service.
 8. Sharing your account or password with anyone.
 9. Copying software, documents, or other intellectual property in violation of federal or state laws.
 10. Attempting to gain access to other individual's accounts, private files, or e-mail.
 11. Using e-mail, chat, or other technology resources in a harassing manner.
 12. Revealing or disclosing confidential information about another person in a way that constitutes an invasion of their personal privacy.
 13. Distribution of materials that are abusive, profane, or obscene via e-mail, web pages, or any other network transport mechanism.
 14. Using technical resources for commercial or revenue generating activities not related to college business.
 15. Distributing chain letters or other media via e-mail, such as solicitations that are not related to college business.
 16. Using the College's name and/or logo via any technology-based medium to endorse unaffiliated organizations, products, or services without the expressed written approval of the College.

SECTION 12 - CAMPUS POLICE AUTHORITY, CRIME REPORTING, EMERGENCY RESPONSE, CLERY ACT

The American International College Campus Police Department has primary responsibility for security, safety and law enforcement on the campus. The department works closely with the entire college community to ensure that programs and services are systematically coordinated to promote and enhance a safe environment. Officers patrol the campus and answer both emergency and non-emergency calls on a 24-hour basis throughout the calendar year.

Campus Police Officers are sworn Springfield special police officers and are granted the authority to conduct investigations and to arrest individuals if warranted. In addition, Campus Police Officers and Protection Officers regularly patrol the residence halls.

All members of the American International College community are encouraged to report suspected violations of the law immediately to Campus Police. Campus Police conduct an initial investigation of each incident, forwarding reports to appropriate administrators for disposition.

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

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

The Campus Police Office is located in the lobby of Hines Hall. Campus Police business hours (ID's, Parking Permits, etc.) are from 8:30 a.m. to 5:30 p.m., Monday through Friday. Campus Police dispatch is open 24 hours per day for all other campus police and security issues. Uniformed officers patrol all areas of the campus 24 hours per day, seven days per week.

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

Campus Police 24-hour emergency line	413.205.3333
Business/administrative line	413.205.3208
Complaints/concerns	413.205.3450

I. [How to Report a Crime](#)

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

By telephone:	413.205.3333 (ext. 3333 from a campus phone)
By emergency phone:	Blue light phones are located strategically on campus
In person:	In our Hines Hall Office

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II. Campus Emergency Response and Immediate Warning

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

The American International College Campus Police provide timely warnings to faculty, staff, and students as required. These warnings are disseminated through the AIC Alert messaging system. This system allows faculty, staff, and students to receive notifications of school closure, delays, and emergency alerts as text messages on mobile phones, e-mail, and recorded landline messages. It is the fastest and most reliable way to reach the campus community. More information on American International College alerts can be found on the college website.

III. Clery Act Compliance

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

Crime statistics are compiled, maintained and reported in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (“Clery Act”), as amended by the Violence Against Women Reauthorization Act of 2013 (“VAWA”) These statistics are compiled from reports submitted to local police, campus police, and all college officials. However, reports received by the counseling center are held in confidence. All statistics conform to the FBI Uniform Crime Reporting System. Current crime statistics can be obtained in the campus police section on the American International College webpage at www.aic.edu/safety or in printed form from Campus Police Office.

IV. Fire Safety

Residential housing is equipped with several fire detection and prevention systems that include smoke detectors, heat detectors, fire extinguishers, and alarm pull stations. All residence facilities are monitored by an alarm reporting company that contacts both American International College Campus Police and the Springfield Fire Department simultaneously. Hines, Edgewood, Broadhurst, and Acorn Heights are equipped with sprinkler systems. Fire safety statistics may be reviewed at www.aic.edu/safety.

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

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

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

V. Missing Student Notification Policy and Procedures

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

The College will:

- Notify appropriate law enforcement agencies no later than 24 hours after a student is determined to be missing.
- Notify an individual selected by the student no later than 24 hours after a student is determined to be missing. All students have the right and are strongly encouraged to identify an individual to be contacted within 24 hours should such an event occur. Contact information can be filed with the Office of Residence Life.

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

SECTION 13 - DEMONSTRATION POLICY

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

I. Time

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

NOTE: See "Amplified Sound" for additional restrictions

II. Manner

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

III. Place

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

IV. Safety Statement

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

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

V. Organizers

Organizers must be recognized members of the AIC community. Organizers must meet with a designated college official to review demonstration guidelines and safety protocols. Organizers must educate participants on demonstration guidelines. Failure to adhere to these guidelines established for the safety of all will result in dispersal of participants.

Demonstration Contact: Matthew Scott, Dean of Students

SECTION 14 - RESIDENCE LIFE HOUSING POLICIES

I. Student Housing Agreement

General Residence Policy

1. Room and roommate assignments are made without regard to race, creed, religion, national origin, political beliefs, sexual orientation, disability, veteran status, age, or any other categories protected by the Commonwealth of Massachusetts and by federal law.
2. The resident will abide by the regulations of the College set forth in the current edition of the Student Handbook, the regulations set forth in this Student Housing Agreement, and by the regulations established by the Residence Life staff of the building in which the resident resides. This includes provisions discussed during student floor and building meetings.
3. It is expressly understood that violation of policies in the Student Handbook or the Student Housing Agreement by the resident may result in penalties ranging from a verbal warning to permanent dismissal from the College (see student handbook section 3).
4. The College is under no obligation to house a resident who has been previously removed from housing due to a failure to abide by the conditions of this agreement. Where appropriate for the personal safety of the resident(s), and by adherence to college policy, the College reserves the right to remove a student from their residence hall. In addition, the College may exclude a student from the residences to protect the public health or the safety of the individual student or entire student body.

Eligibility

1. Only registered and currently enrolled American International College students are eligible to reside in college housing. Unclassified students may be considered for housing at the discretion of the Director of Residence Life and Student Conduct upon written appeal. No family housing is available.
2. **Full time undergraduate students under the age of 23 are required to live in campus housing (with exceptions noted below).**
 - a. If a student meets the requirements for an exception- the Off Campus Residency Application must be submitted to the Office of Residence Life by the first day of classes in the semester in which the student matriculates. In addition, applicants must complete the Off-Campus Residency Education Program in order to be released from housing. Students that meet the requirements for an exception who move off campus without authorization, and without completing the Off-Campus Residency Education Program by 14 days after the last day of the add/drop period of each semester, will be assessed a non-refundable non-compliance fine in the amount of \$300. A Dean of Students Hold will be applied to any non-compliant student's

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record in the event the Off-Campus Residency Education Program is not completed 14 days after fining.

- b. If a student DOES NOT meet the requirements for an exception and moves off campus without authorization, they will be assessed a \$5000 Residency Requirement Non-Compliance Fee. This fee will be applied to each semester the student is not in compliance with the residency requirement.
3. Students will be considered eligible to live off-campus, if the following conditions apply:
 - a. **Students enrolled before fall 2018:**
 - 1) The student is a junior by credits as of the first day of classes in the fall semester and has completed the Off-Campus Residency Application and Education Program
-OR-
 - 2) The student is 23 years of age or older as of the first day of classes in the fall semester and has completed the Off-Campus Residency Application and Education Program
-OR-
 - 3) The student is a freshman or sophomore by credits as of the first day of classes in the fall semester and at least one of the following criteria apply:
 - The student lives in the parent/guardian(s) home that is within a 30-mile radius of AIC.
 - The student is the legally responsible party for dependent children or other family member(s).
 - The student is living with their spouse.
 - The student has an extenuating circumstance and receives a waiver approved by the Waiver Approval Committee.
 - The student has received a written accommodation from AIC's Accessibility Services Coordinator indicating a need for housing that the institution cannot accommodate.
 - b. **Students enrolled starting fall 2018:**
 - 1) The student is a senior by credits as of the first day of classes in the fall semester and has completed the Off-Campus Residency Application and Education Program
-OR-
 - 2) The student is 23 years of age or older as of the first day of classes in the fall semester and has completed the Off-Campus Residency Application and Education Program
-OR-
 - 3) The student is a freshman, sophomore or junior by credits as of the first day of classes in the fall semester and at least one of the following criteria apply:
 - The student lives in the parent/guardian(s) home that is within a 30-mile radius of AIC.

- The student is the legally responsible party for dependent children or other family member(s).
 - The student is living with their spouse.
 - The student has an extenuating circumstance and receives a waiver approved by the Waiver Approval Committee.
 - The student has received a written accommodation from AIC's Accessibility Services Coordinator indicating a need for housing that the institution cannot accommodate.
 - Students who meet the criteria of c3 must fill out an Off Campus Residency Application, but will not be required to complete the Off-Campus Residency Education Program.
4. In recognition that there may be unique circumstances not addressed by one of the qualifying exceptions, the Waiver Approval Committee may grant an exception to the policy after consideration of a written appeal by the student.

Financial Aid Policy

The College considers a student's housing status when calculating financial aid awards. Any student living on campus who elects to live off campus will be subject to a review of their financial aid award. This review will focus on the level of institutionally controlled grant assistance for either or both the fall and spring semesters. The anticipated reduction in grant assistance due to off campus housing will vary based on the individual circumstances of the student applicant. Similar scrutiny will also be applied to the aid awards of returning students who file for financial aid after May 1st.

Assignment of Housing/Application Process

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

Rates

1. The resident agrees to pay the College in advance, on a semester basis, the rent established for the room that is assigned.

2. The semester rates per resident are (subject to Board of Trustees approval):

RESIDENCE HALL	SINGLE BY DESIGN	SINGLE BUYOUT	TRADITIONAL DOUBLE	TRIPLE BY DESIGN	SINGLE DUE TO VACANCY**
Acorn Heights	N/A	\$6,205***	\$4,595	N/A	\$690
Broadhurst Hall	\$4,670	\$5,250***	\$3,890	N/A	\$585
Edgewood Hall	N/A	\$5,485***	\$4,065	\$3,570	\$610
Hines Hall*	\$4,285	\$4,820	\$3,570	N/A	\$535
Magna Hall*	N/A	\$4,820	\$3,570	\$3,570	\$535
Pouch Hall*	\$4,285	\$4,820	\$3,570	N/A	\$535
Street Hall*	\$4,285	\$4,820	\$3,570	N/A	\$535

*These buildings are all traditional buildings.

**See section on Single due to Vacancy

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

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

a. Thanksgiving/Spring Break

Students will not be charged to stay for break if they meet one of the following criteria:

- In season athlete required to be on campus for sport
- Taking a required class/internship
- Home is 350 miles or more from AIC
- International student
- Working on campus

b. Winter Break

Students will not be charged to stay for break if they meet one of the following criteria:

- In season athlete required to be on campus for sport
- Taking a required class/internship
- Working on campus

c. Summer Break

Students will not be charged to stay for break if they meet one of the following criteria:

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- Working in a position on campus that comes with an approved summer housing waiver. (The employer must request this in advance)
4. If the level of occupancy of a room changes, or the resident changes to another room and the rate for the new room is different, then a refund or additional payment may be required. (Also see Section 7: Vacancies)

Agreement Period

1. The term of this agreement is for both the fall and spring semesters until one of the following conditions are applicable:
 - Period ends 48 hours after a student’s voluntary withdrawal from the College.
 - Period ends 24 hours after a student’s involuntary withdrawal or dismissal from the College.
 - Period ends 24 hours after the completion of a student's last regularly scheduled exam OR at 10:00 AM on the day after the last scheduled day of final exams (whichever comes first) for non-graduating students and graduating students not participating in Commencement.
 - Period ends at 4:00 PM on the day of Commencement in May for graduating students participating in Senior Week and/or participating in Commencement.
2. The policies in this agreement extend into summer months and break periods for those who apply for summer or break residency.
3. **The Housing Agreement covers an entire academic year (fall and spring semesters) and cannot be broken mid-year.** A student will only be released from the agreement with permission from the Waiver Approval Committee or the Director of Residence Life and Student Conduct
4. Refund/Forfeiture Policies: If the student withdraws from the College during the course of the semester, refunds of the room rent and dining charges will be determined by the Student Accounts Office. No rent or dining refunds will be given to persons required to withdraw by the College because of a failure to meet obligations under the housing agreement, or who are removed permanently or temporarily from residence for conduct reasons.
5. Cancellation Policy: Living on campus is an important part of the American International College experience. See section 2 of the housing agreement “Eligibility” for detailed information about the residency requirement. Students removed from housing due to conduct sanctions will forfeit any refund and will be responsible for paying any applicable fees. Students seeking to cancel their housing agreement must notify the Office of Residence Life in writing and the following fees will be assessed:

Cancellation Fees for Students ELIGIBLE to live off campus (See part 2 of this housing agreement for eligibility information):

Students that apply for and/or live on campus starting in the Fall Semester

Cancellation date:

- **Before the first day of Fall registration (March 26):** \$100.00 cancellation fee

- **March 26 – last day of fall add/drop period:** \$500.00 cancellation fee
 - Students will also be charged a prorated amount for housing, if applicable.
- **The day after add/drop period – October 19:** \$1000.00 cancellation fee
 - Students will also be charged a prorated amount for housing.
- **After October 19:** No refund on Fall or Spring Housing charges.

Students that apply for and/or live on campus starting in the Spring Semester

Cancellation date:

- **Before the first day of Spring registration (October 29):** \$100.00 cancellation fee
- **October 30 – last day of spring add/drop period:** \$500.00 cancellation fee
- Students will also be charged a prorated amount for housing, if applicable.
- **First day of spring add/drop period – March 19:** \$1000.00 cancellation fee
- Students will also be charged a prorated amount for housing.
- **After March 19:** No refund on Spring Housing charges.

NOTE: Our cancellation policy is not applicable to students seeking to withdraw from the institution. Please contact the Student Accounts Office for information about tuition and fee refund policy.

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

Vacancies

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

appropriate cost for the single assignment. If the student does not pay for a single room, the student will be required to go through the room consolidation process as outlined below.

4. Room Consolidation Process:

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

- a. Pull another student of their choice into their room that will result in a consolidation.
- b. Move to another student's room of their choice that will result in a consolidation.
- c. Purchase the room as a "Single Buyout." This option is based on overall room availability on campus for current and incoming students.
- d. If the student does not fill their vacant space, move to another room, or purchase the room as a single buyout, they will automatically receive a new room or roommate assignment by the Office of Residence Life after the stated deadline. The Office of Residence Life will determine who must move based first on total earned credits and then on date of received housing application. *This option does not give the student the ability to veto the new assignment.* If the student refuses to move or accept a new roommate, the student will be charged the "Single Buyout" rate.

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

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

A Single Due to Vacancy is as follows:

- a. A student living in a double room, who had a roommate living with them for the majority of the Fall Semester and currently has a vacancy in their room.
- b. The "Single Due to Vacancy" reduction cannot be made retroactive at semester break for any student who purchased a full rate single buyout at the time of housing application/selection or during the fall semester.
- c. If the student does not fill their vacant space, move to another room, or purchase the room as a single due to vacancy, they will automatically receive a new room or roommate assignment by the Office of Residence Life after the stated deadline. The Office of Residence Life will determine who must move based first on total earned credits and then on date of received housing application. *This option does not give the student the ability to veto the new assignment.* If the student refuses to move or accept a new roommate, the student will be charged the "Single Buyout" rate.

5. Residents who engage in conduct designed or intended to dissuade or intimidate other students from moving into a room, or who otherwise attempt to manipulate the housing assignment process, will be subject to conduct action and mandatory billing for a single. *Residents not removing*

belongings from half of the room during the consolidation process or after receiving notification of a new roommate from the Office of Residence Life is considered an act of intimidation.

Board Requirement

1. All undergraduate residents in Hines, Magna, Pouch, Edgewood, Broadhurst, and Street Halls must carry an all-access meal plan. Graduate students, and residents of Acorn Heights are not required to select an all-access meal plan but are required to carry a block-plan as a minimum.
2. Meal Plan Rates

MEAL PLAN	RATE	FIRST-YEAR STUDENTS	UNDERGRADUATE STUDENTS (Sophomore-Senior)	GRADUATE STUDENTS
7 Day Unlimited +\$300 Dining Dollars	\$3,480	Minimum Requirement for First-Year Students living anywhere on campus.	May purchase	May purchase
14 Meals Per Week +\$200 Dining Dollars	\$2,840	Not eligible	Minimum meal plan for Non-Freshmen Undergraduate Students living anywhere on campus except Acorn Heights or Acorn Heights-B.	May purchase
125 Meals Per Semester +\$200 Dining Dollars	\$1790	Not eligible.	Optional meal plan for Undergraduate Students living in Acorn Heights.	May purchase
75 Meals Per Semester +\$100 Dining Dollars	\$1,080	Not eligible.	Minimum requirement for Undergraduate Students living in Acorn Heights.	Minimum requirement for Graduate students living in any residence hall on campus except Acorn Heights and Acorn Heights-B.

3. Consideration for waiving the meal plan requirement is rare. Full details can be found at <https://aicengagement.wufoo.com/forms/request-for-meal-plan-waiver-or-reduction/> However, the following general conditions are the only considerations for which a waiver is granted:

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- Food allergy or medical condition that meets Americans with Disabilities Act (ADA) standards, backed up with full diagnostic results from a qualified physician, along with the inability of our food service provider to meet such dietary needs. The College's Accessibility Services Coordinator will review all documentation.
- Extreme, and unforeseen financial hardship as endorsed and approved by the Waiver Approval Committee.

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

- Class, sport, or employment schedules
 - Religious reasons
 - Vegetarian/Vegan/Organic Diets
 - Lactose intolerance
 - Gluten free diets
 - Food preferences, likes or dislikes
4. Applications for a meal plan waiver must be submitted on or before the first day of class for any term to receive a full credit for the cost of the meal plan.

Personal Property and Insurance for Fire/Theft/Damage

The College is not responsible or liable for any loss or damage to personal property resulting from fire, theft or any cause. **It is strongly recommended that each student obtain personal property insurance. Students may apply directly for insurance from www.nssi.com or another vendor of their choosing.**

Checking into a Room:

1. Room Key: Each resident will receive a room key(s) and a front door access code. Residents will agree on their room condition report (RCR) indicating they have obtained their key(s). Residents may not change or add locks (including chain locks, deadbolts, etc.).
2. Room Condition Reports: When a student moves into a residence hall, he or she must verify the accuracy of the check-in portion of the room condition report and accept or contest the RCR within 72 hours. Any damages or missing items must be noted in the comment section and verified by a Residence Life staff member to prevent a charge at check-out. The resident will review the RCR and acknowledge that the RCR represents that the conditions recorded at check-in are accurate. Failure to complete the online RCR will result in the condition being accepted as stated on the RCR. **The RCR can be found by going to www.aic.edu/myhousing.**
3. Early Check-In: Residents must abide by the appointed schedule for arrival. Early arrivals will be limited to those student leaders designated essential to college activities in advance of the official opening, athletes participating in preseason training camps, and international students with prior permission from the international student advisor. No other residents are typically permitted to

arrive before the official posted opening date. If an early arrival is deemed necessary and approved, the early arrival will be charged the daily housing rate (\$30 per day) in addition to semester room charges.

4. Late Check-In: Spaces will be held until 4:00 p.m. on the first day of classes of each semester, unless prior written notification of late arrival is received by the Office of Residence Life. Failure to arrive by this time will result in forfeiture of space.
5. Lockouts: Students locked out of their room should contact a hall staff member for admittance to the room. Students must provide proof of residency (student ID card). Residents will receive two (2) free lockouts per year and will be charged \$10 per lockout after the second. A lockout is defined as a resident missing their ID and/or key to enter the building/apartment and/or bedroom. Residents will only be admitted to their assigned room. If Campus Police is called for a lockout, there will be a \$30 emergency lockout charge assessed to the student's account.
6. Lost Keys: If a key is lost, a lock change will be initiated and a \$75 charge will be assessed to the resident's account. Residents of Broadhurst, Edgewood and Acorn: If both keys are lost at the same time, both locks will be changed and a \$100 charge will be assessed.

Checking out of a Room:

1. This procedure applies to all residents checking out of any room, at any time, for any reason. Reasons can include, but are not limited to: voluntary or involuntary withdrawal from the College, moving to a new room assignment on campus, or moving off campus.
2. **Standard Check Out (Best Option)**
 - a. Step 1. Schedule a time with the RA on the resident's assigned floor to perform a room check out based on when all personal belongings will be removed from room.
 - b. Step 2. Remove all personal belongings. *All rooms must be swept and cleared of all debris, or a cleaning fee will be assessed to the student's account.*
 - c. Step 3. Have RA conduct room check out.
 - i. 3A. Sign the "check out" portion of the RCR. *The Office of Residence Life assumes that the resident agrees to the room condition as stated in the RCR if the resident checks out improperly and the resident will also forfeit their right to appeal damage charges if they check out improperly.*
 - ii. 3B. Return key to the Residence Life staff member. *Failure to turn in the key during check-out will result in a fee (see section 10f. for specific fees).*
3. **Express Check Out***

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

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

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- b. Step 2. Remove all personal belongings. *All rooms must be swept and cleared of all debris, or a cleaning fee will be assessed to the student's account.*
 - c. Step 3. Fill out express check out envelope, place key in envelope, and leave in designated location.
4. Improper check out: An improper check out occurs when a student does not complete either checkout procedure (11b or 11c). When an improper check out occurs the student will be assessed a \$50 Improper Check Out Fee and will not be able to appeal any damage charges.
 5. Abandoned Property: The College will not be responsible for damage or loss to any personal property not removed after checking out of college residences. A room-clearing charge will be assessed against any student who fails to remove their personal property by the closing of the residence halls. The College will retain personal property for 48 hours after the closing of halls or withdrawal from housing, but will not be responsible for any loss or damage that occurs. After 48 hours, all items will be disposed.

Room Changes

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

Room Inventories, Damage/Loss Charges

1. Furnishings/Fixtures: The following is provided to each student in residence: one bed, mattress, dresser, desk and desk chair. There is at least one closet or wardrobe per student assigned to a room.

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Edgewood suites are furnished with a coffee table, kitchen table with four chairs, and soft seating to accommodate the maximum occupancy of the suite. Broadhurst suites are furnished with soft seating to accommodate the maximum occupancy of the suite. Acorn Heights apartments are furnished with a coffee table, kitchen table with four chairs, and soft seating to accommodate the maximum occupancy of the suite. Acorn Heights also has a full kitchen with appliances.

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

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

2. Internet Access: Wireless Internet access is provided to all students living in on-campus residence halls and is the only way to access internet in the residence halls. Students may not bring in their own routers or contract with a company to provide outside internet.
3. Phone Service: The College does not provide in room telephone service.
4. Cable: A limited number of high definition channels are provided to students in their residence hall room. Students will just need to hook up the coax cable to the wall and their TV, set their TV to antenna/satellite and scan to receive the channels. Extended and premium high definition cable service is offered in the lounges of each residence hall with lounge facilities, in the Stinger, and in the Fitness Center.
5. Laundry Service: All on campus residence halls are equipped with washers and dryers for use free of charge. The College is not responsible for damage or theft of clothing and use of laundry equipment is at the resident's own risk.
6. Room Damage/Loss: The resident (and roommate where assigned) is/are responsible for damages to their room and damage and/or loss to the furnishings and fixtures the College has placed there. The resident agrees to pay for the restoration of the property to its condition at the time of occupancy, or for repairs or replacement (beyond normal wear and tear), unless the identity of others responsible for the damage or loss is established and proven by the resident(s). Resident(s) are responsible for any damage or loss to the premises caused by their guests. Charges for damages, cleaning, replacement of furniture, etc., shall be divided by the number of students assigned to the room. If one roommate assumes responsibility for damages, cleaning, replacement of furniture, etc., a written statement signed by both roommates must be submitted to the Office of Residence Life. Charges will not be assessed to one roommate based solely on one roommate claiming another responsible.
 - a. Room Damage Appeals: Any student who is billed for room damages/loss will receive an email from the Office of Residence Life outlining the damage charges. The student will have 14 days from the date of the email to submit a damage/loss appeal. Appeals are submitted

online via the Housing Damage Charge Appeal form. Appeals are reviewed by the Assistant Director for Housing Operations and all appeal decisions are final.

7. Common Area Damage/Loss: Students, as part of a larger community, are collectively responsible for the care of common/public areas. Common areas include, but are not limited to, corridors, lounges, kitchens, laundry rooms, bathrooms, lobbies, elevators, stairwells and grounds surrounding the building. When damage occurs, all resident(s) will be billed for the repairs unless someone takes responsibility for the damage or other residents can prove who was responsible. Damages may also result in conduct action. Those students who are responsible for vandalism or theft may be removed from and/or denied future housing in college residence halls. Littering on college grounds and properties is also considered to be damage.
8. Removal of College Furniture: Under no circumstances should college furniture be removed from any room without permission from the Assistant Director for Housing Operations. Unauthorized removal of furniture will result in moving or replacement costs. Common area furniture placed in public areas such as lounges, lobbies, etc. must not be removed. Residents will be charged for any missing inventory. Students who move such property to individual rooms will be subject to conduct action.

Maintenance, Repairs, Extermination, and Housekeeping

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

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

5. Residents must take care in keeping their own rooms clean so as to prevent insect and pest infestation. The College will make arrangements with an exterminator to respond to specific insect

and pest problems. This service must be requested through the Residence Life staff. Room conditions that are deemed to be unsanitary could result in the extermination fee being billed back to the residents of the room (if applicable).

6. Housekeepers are responsible for routine cleaning of public areas such as hallways, stairwells, public bathrooms, elevators and lounges. Students are expected to maintain their rooms in an orderly and sanitary condition. This includes removal of personal trash to the designated trash area on each floor. Fines or other conduct measures may be levied for excessive trash not placed in receptacles or surrounding the grounds. Residents must abide by the rubric provided by the Office of Residence Life.

Alcohol, Drug, and Smoking Policy

1. Alcohol is not permitted in or around residence halls regardless of whether the resident is of legal drinking age (see Acorn exception in the Student Handbook). Public consumption and presence of alcohol will not be tolerated. Residents will be instructed to dispose of, or surrender any alcohol present.
2. All residents agree to comply with federal, state, and municipal laws and ordinances with regard to alcohol and drugs, and with college policy regarding possession or use of alcoholic beverages and drugs, and agree that your room shall not be used for any purpose contrary to law or college policy in this regard.
3. Despite the legalization of marijuana in Massachusetts, possession and/or use of marijuana in any form is prohibited from the AIC campus. Any marijuana or paraphernalia will be confiscated and disposed of if found on Campus. More detailed information about the marijuana policy can be found in the Student Handbook.
4. All residence halls at American International College are smoke free. Smoking of any kind, including electronic smoking devices, is not permitted in student rooms or any other area of college residence halls. "Electronic Smoking Devices" means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking through inhalation of vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape or vaporizer pen, or under any other product name or descriptor.

Inspections/Room Entry

1. The College reserves the right to enter rooms when there are issues concerning the health, safety and welfare of occupants/hall residents, violations of policies, or assessment of damage or repairs. Though presence of the resident is preferred, it is not required to carry out such actions. Routine safety inspections will be done each semester.
2. In order to secure the buildings, Residence Life staff members will enter and check all resident rooms during the fall, winter, and spring breaks for security and safety purposes. Visible violations of college policy will result in conduct action.

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3. If a roommate moves out of a room, a member of the Residence Life staff may enter the room following the completion of the move to inspect for damages and ensure space is available for a new roommate.
4. College policy prohibits staff members from unlocking room doors for anyone other than the occupants of the room, with the exception of the provisions listed above.

Prohibited Items in the Residence Halls

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

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

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EXPLOSIVES and FIREWORKS OF ANY KIND	X	X
FREEZERS: DEEP or STAND ALONE	X	X
GASOLINE and COMBUSTIBLE SUBSTANCES	X	X
HALOGEN LIGHT BULBS	X	X
OIL LAMPS	X	X
OPEN FLAMES	X	X
OUTSIDE FURNITURE <i>INCLUDING MATTRESSES, COUCHES, FUTONS, LOUNGE CHAIRS, OR ANYTHING MADE OF WICKER</i>	X	X
POLE/OCTOPUS LAMPS	X	X
SPACE HEATERS	X	X
THERMOSTATICALLY CONTROLLED HOT POTS	PERMITTED	X
TOASTER OVENS	PERMITTED	X
WALLPAPER or PANELING	X	X
WEAPONS*****	X	X

****ALCOHOL:**

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

*****ANIMALS:**

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

******DRUGS:**

Over the counter and prescribed drugs are permitted in all halls; prescribed drugs are only to be in the possession of the person they are prescribed to. All non-over the counter and non-prescribed drugs are strictly

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prohibited from all residence halls, and from AIC's campus. This includes recreational cannabis and medically prescribed cannabis, despite its legal status in the Commonwealth of Massachusetts.

*******DRUG PARAPHERNALIA:**

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

*******WEAPONS:**

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

*******WIRELESS ROUTERS and WIRELESS PRINTERS:**

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

LIMITED ITEMS:

AIR CONDITIONERS	Air conditioners (portable and window units) are prohibited unless a student has an accommodation approved through the Center for Accessibility Services and Academic Accommodations.
MICROWAVES	No more than 1000 watts per microwave, and only one microwave is permitted per unit.
REFRIGERATORS	No large than four cubic feet and only one refrigerator (regardless of size) per resident.
TAPESTRIES	Cannot exceed 3 feet x 5 feet. No more than 25% of a wall can be covered. Nothing can be hung from the ceiling, lights, or fire safety equipment. Nothing can be hung to obstruct the view from the suite into the main hallway.
WIRELESS PRINTERS	Wireless printers are permitted, however their ability to send a wireless signal must be turned off. Having this feature turned on will interfere with others' connection to the wireless network.

2. To preserve the health and safety of the residents, only fish in bowls or aquariums (not larger than 10 gallons) are allowed in residence halls. Students needing any type of service or emotional support animal must get an accommodation from the Accessibility Services Coordinator. Any student with an accommodation for an animal other than a fish must follow the AIC Service Animal Policy.
3. Some college residence halls were designed during a time when there was less reliance and need for electrical appliances. The College therefore reserves the right to impose reasonable requirements

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with respect to the type and use of appliances, equipment, and other items students bring into the residence halls.

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

Searches

1. It is understood and agreed that a resident's room or possessions on campus will not be searched by college authorities for violation of college policies or applicable law unless there is reasonable administrative cause to believe that a resident is using their room for purposes in violation of college policies, or in violation of this agreement.
2. All searches initiated through administrative cause must be approved through consultation with the Student Affairs Administrator on Call. The above does not apply to searches conducted by local, state, or federal police bureaus; such searches are governed by the Commonwealth of Massachusetts, or the federal government.
3. The above also does not apply to unauthorized or illegal objects seen in plain view by college staff through an open door, routine safety inspections, emergency evacuations, or when otherwise invited into a room.

Personal Safety and Security

1. Although the College utilizes several security mechanisms and precautions including but not limited to 24-hour Campus Police, Residence Life staff, security cameras, secured doors, and individual room locks, the college cannot guarantee the safety and security of the premises. Residents are responsible for their personal security and should make sure their rooms are secure and that secured exterior and common area doors are not propped or breached. Residents are also responsible for their personal property. The College is not responsible or liable for any loss or damage to personal property resulting from fire, theft or any cause. **It is strongly recommended that each student obtain personal property insurance.** Students should apply directly for insurance from www.nssi.com or another vendor of their choosing.
2. Access ID cards, door codes and locks are provided in the residence halls for the protection of the residents. Exterior doors to the residence halls remain locked with direct access given only to residents and appropriate college staff. Students who breach security by lending or giving out access ID cards or codes, or duplication of keys may be removed from college housing.

3. Residents may not engage in any activity which creates a safety risk or which jeopardizes the security of the premises, including, but not limited to the propping/taping of exterior and other restricted doors.
4. For safety reasons, the roofs, window ledges and mechanical equipment rooms of all college buildings are restricted areas and may not be entered.
5. Individuals observed in the hall who are not residents or approved guests should be reported immediately to a Residence Life staff member or Campus Police.

Fire Safety

1. Every campus residence hall is equipped with fire prevention and alert systems that include smoke detectors, audible sirens, and fire extinguishers. Acorn Heights, Edgewood, Broadhurst, and Hines Halls are equipped with sprinkler systems. These systems are tested periodically throughout the year. The College continues to update systems for the improvement of campus safety.
2. Electrical circuits, cable, or data wires cannot be altered by occupants or anyone not authorized by the College.
3. Appliances, lamps, and other electrical equipment with damaged, worn, cracked or frayed cords and plugs must be replaced.
4. All lighting fixtures must use only light bulbs of type and wattage as recommended by the manufacturer.
5. Electrical cords or other communication cables may not be installed under carpets, hung over nails, or run through doorways and windows.
6. Tampering in any way with firefighting equipment or alarm systems is prohibited and may result in immediate dismissal from housing.
7. The integrity of all ceilings, floors, walls, fire alarm units, and sprinkler systems must remain intact and not be disturbed.
8. Additional wall/ceiling coverings (e.g. wallpaper, paneling, tapestries, etc.) cannot be installed/hung by occupants. No more than 25% of an individual wall may be covered. No single item bigger than 3ft by 5ft can be hung on a wall. Nothing may be hung from the ceiling or obstruct the view into the room from the hallway.
9. See Section 17 of this Housing Agreement for prohibited fire safety items. Note: any confiscated candles, incense or other open flame devices will be disposed of immediately and cannot be retrieved by the residents.

10. False alarms caused by residents may result in a fine from the College and could result in a fine of up to \$2500 from the City of Springfield. False alarms include but are not limited to alarms triggered by smoking, cooking, hair styling, going through a fire door when not warranted, or any fire safety activity that is a violation of the Student Housing Agreement. Repeat offenses, regardless of the cause, will result in significant increases in fines and conduct action.

Guests/Visitation/Quiet Hours

1. Guests in the Hall: Guests are required to abide by all policies of the College. The resident is responsible for the behavior of their guests, including restitution for damage to college facilities. Guests must provide proper identification (government issued or college issued photo ID) upon arrival. It is the host's responsibility to have all guests signed into the building. If a guest arrives before 6:00 PM, the host must bring the guest to the front desk of their residence hall at 6:00 PM to sign them in.
 - a. Underage guest policy: Any resident that wishes to have a guest in the residence halls that is under the age of 18 and does not attend college/university must contact their Residence Director at least 2 business days in advance and have the Residence Director fill out the Underage Guest Policy Form. Failure to do so will result in the guest being unable to visit the residence halls.
2. Guests in the Room: In order to have a guest(s), residents must have the consent of their roommate on each occasion. Extended visits (beyond two consecutive days) are not permitted, nor is cohabitation (residency with someone other than the resident's officially assigned roommate). Two guests may be signed in per resident of a room at one time. If there is an issue with the guest policy, each resident is responsible for notifying a Residence Life Staff member.
3. Quiet Hours: Quiet and courtesy hours are a vital component to residence hall and community living. Quiet hours will be discussed at individual floor and hall meetings.

Air Conditioners

1. Due to increased power drains in the residence halls, room air conditioners are not permitted unless a medical condition exists that meets Americans with Disabilities Act (ADA) standards, backed up with full diagnostic results from a qualified physician. The College's Accessibility Services Coordinator will review documentation and approve or deny this request. The Office of Residence Life can assist with this application process.
2. Students must provide their own air conditioning units if they receive approval from the Accessibility Services Coordinator.
3. Room units must be wired for 110-120 volts and should not exceed 6,000 BTUs.
4. Failure to remove unapproved units will result in conduct action.

5. Window unit air conditioners are not permitted in rooms with ground level security screens. If an accommodation is approved for a student living in one of these rooms, the student has the option to relocate based on availability, or will be required to use a portable air conditioner that sits on the floor and vents to the window.
6. Approved air conditioners may only be used from May 1- September 30, unless an additional accommodation is obtained.

Storage

The College cannot store student belongings of any type in college residence halls. Arrangements for summer or break storage must be made with an outside provider regardless of the student's home distance from campus.

Subletting

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

Solicitation

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

Signage and Symbolism

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

II. Emotional Support Animal Guidelines for the Residence Halls

American International College recognizes the importance of "Service Animals" as defined by the Americans with Disabilities Act Amendments Act (ADAAA) and the broader category of "Emotional Support Animals" (ESAs) under the Fair Housing Act that provide physical and/or emotional support to individuals with disabilities. The College is committed to allowing individuals with disabilities the use of a Service Animal on campus to facilitate their full-participation and equal access to the College's programs and activities. AIC is also committed to allowing Emotional Support Animals, necessary to provide individuals with disabilities, an equal opportunity to use and enjoy on campus housing. This Policy explains the specific requirements applicable to an individual's use of an ESA in on campus housing. The College reserves the right to amend this policy as circumstances require. This policy applies solely to Emotional Support Animals which may be necessary in on campus housing. It does not apply to "Service Animals" as defined by the ADAAA.

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Although it is the policy of American International College that students are generally prohibited from having animals of any type in on campus housing, the institution will consider a request by a student with a disability for reasonable accommodation to allow an ESA that is necessary because of a disability, if this request is reasonable. However, no ESA may be kept in housing at any time prior to the individual receiving approval as a reasonable accommodation.

Emotional Support Animal (ESA):

An ESA is a companion animal that provides therapeutic benefit to an individual with a disability. An emotional support animal does not assist a person with a disability with activities of daily living, but rather its role is to live with a student to provide equal opportunities to use and enjoy residential life at the College. The ESA must demonstrate excellent temperament and reliable, predictable behavior. An ESA must be prescribed by a physician or mental health professional. An ESA is not a service animal.

Guidelines and Requirements for ESA:

An exception to the College animal and pet policy is granted for approved animals provided that their behavior, noise, odor, and waste do not exceed reasonable standards for a well-behaved animal and that these factors do not create an unreasonable living environment or frequent disruptions for other residents. If the noise (crying, barking or meowing, especially when the student isn't around) is excessive, as judged by residence life staff, it is grounds to terminate the student's contract. The following factors (among others) are used as evidence in determining whether the presence of the animal is reasonable, or in the making of housing assignments for students with ESAs:

1. The size of the animal is too large for available assigned housing space;
2. The animal's presence would force another individual from individual housing (e.g. serious allergies);
3. The animal's presence otherwise violates individuals' right to peace and quiet;
4. The animal is not housebroken or is unable to live with others in a reasonable manner;
5. The animal's vaccinations are not up-to-date;
6. The animal poses or has posed in the past a direct threat to the individual or others, such as aggressive behavior towards or injuring the individual or others; or
7. The animal causes or has caused excessive damage to housing beyond reasonable wear and tear.
8. The ESA must be contained within the student's room at all times, except when transported by the student outside the private living space (room, suite, or apartment). It may not be taken into hallways (except for access and egress to/from the facility), lounges, bathrooms, laundry facilities, or other areas of the residence facility. It also cannot be taken into classrooms or other buildings on campus.

Terms and Conditions/Responsibilities of Student with ESA:

1. Once a student has registered with Accessibility Services Coordinator and has been approved to have an ESA as an accommodation in the residence hall, the following additional requirements must be met:
2. The student must register his or her approved animal with the Accessibility Services Coordinator and Residence Life by providing all necessary paperwork.
3. The Owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the Owner's responsibility to know and understand these ordinances, laws, and regulations. The College has the

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right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate.

4. The student must provide written consent for the Accessibility Services Coordinator to disclose information regarding the request for and presence of the ESA to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Life personnel and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the individual's disability.
5. The student is solely responsible for ensuring all veterinarians' recommended vaccinations are completed and documented. Proof of vaccination is required before moving the animal into the residence. American International College reserves the right to request an updated verification at any time during the animal's residency.
6. The student is solely responsible for properly containing and disposing of all animal waste in appropriate outside trash dumpsters. Measures are expected to be taken in order to maintain a standard level of cleanliness within the student's living space.
7. The student's residence may be inspected for fleas, ticks or other pests at any time as needed. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a college-approved pest control service. The Student will be billed for the expense of any pest treatment.
8. The student will not bathe and/or groom the ESA using residence hall facilities.
9. The student is solely responsible for assuring that the animal does not overly interfere with the routine activities of the residence or cause difficulties for students who reside there. Sensitivity to residents with allergies and to those who fear animals is important to ensure the well-being of the residential community.
10. Emotional Support Animals may not be left overnight in Housing to be cared for by any individual other than the Owner. If the Owner is to be absent from his/her residence hall overnight or longer, the animal must accompany the Owner. The Owner is responsible for ensuring that the ESA is contained, as appropriate, when the Owner is not present during the day while attending classes or other activities.
11. In the case of an emergency, in which the ESA must be cared for unexpectedly, the student will name someone, other than another resident, as the emergency contact. This emergency contact must be given to the Office of Residence Life.
12. The student is financially responsible for any and all actions of the animal, involving bodily injury or property damage. This includes, but is not limited to, any replacement of furniture, carpet, window, or wall covering as well as cleaning costs considered above normal and reasonable for the room, suite, or apartment.
13. The student must notify Residence Life and the Accessibility Services Coordinator in writing if the animal is no longer needed as an emotional support animal or is no longer in residence. To replace one animal with a different animal, the student must file a new request and comply with all terms and conditions herein specified.
14. The student agrees to continue to abide by all other residential College policies. An exception to policy that otherwise prohibits having an animal does not constitute an exception to any other College policy.
15. Should the animal be removed from the premises for any reason, the student is expected to fulfill her/his housing obligations, including financial obligations, for the duration of the housing contract.

16. Residence Life administrators have the authority to relocate a student and the support animal as necessary if circumstances are contrary to the terms of this contract and/or other College policies.
17. Any violation of the above stipulations may result in immediate removal of the animal from American International College. If this occurs, the student has a right to appeal the decision through the Vice President for Student Affairs.

In response to a particular situation, American International College reserves the right to impose other reasonable conditions or restrictions, if necessary to ensure the health, safety and enjoyment of others.

If you have any questions or concerns about these policies, please contact the Office of Residence Life at residence.life@aic.edu.

III. Emergency Personal Departure Plan

Resident students are encouraged to create an emergency personal plan for leaving campus that can be quickly activated if:

- You develop symptoms of influenza-like illness, or other pandemic-illness.
- The campus closes due to an outbreak of influenza-like illness or other pandemic illness.
- The campus closes and requires all students to vacate due to a major event such as a weather-related emergency.

Means of Travel

You should identify family members and/or friends who are able and willing to pick you up on campus and transport you to your relocation site on short notice. This is an important consideration not only for first-year students and other upper-class students who do not have cars on campus, but for all students in the event that personal illness makes driving impossible or inadvisable. You should communicate your means of travel plan with your family members and/or friends and have their agreement.

Two Relocation Sites

You should identify at least one alternate relocation site in addition to your permanent home residence. If your permanent home residence is out of state and/or beyond the New England region, you should identify at least one relocation site that is in the local area.

Effective Execution

You are responsible for the feasibility and execution of your personal departure plan. AIC is not responsible for the feasibility or execution of any student's individual plan.

Alternative to Personal Departure Plan

Should you develop symptoms of influenza-like illness or other pandemic illness and are unable to execute your personal departure plan, you will be asked to self-isolate in your room and may be subject to placement in temporary housing if AIC is so directed by the local board of health. Symptomatic students will remain isolated and be prohibited from all other campus facilities pending successful implementation of their personal departure plan or the end of the prescribed isolation period, whichever comes first. Failure of a

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student to execute a personal departure plan will not entitle the student to receive shelter or services from the College in the event of a sustained campus closure. If a personal departure plan fails, the student is responsible for quickly developing an alternate plan. Students, not the College, are responsible for communicating with their families in the event of a campus closure and evacuation.

SECTION 15 - TAILGATE POLICY

I. Overview

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

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

II. Respectful Environment

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

III. Tailgating Locations

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

1. Locations and Access

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

2. Opening/Closing

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

3. Tents

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

IV. General Guidelines that Apply to All Tailgating

Clean-Up

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

All trash/recyclable items must be picked up and sorted into proper receptacles. This includes trash around your assigned area. Trash should be closed in bags or trash containers.

While tobacco use is strongly discouraged, all cigarette butts must be picked up.

All leftover food/beverages must be placed in proper containers and stored.

All clean-up procedures must be completed before entering the athletic event.

Food/Grilling

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

1. Consumption and Preparation of Food
 - a) No food may be sold, without permission from the appropriate College office.
 - b) Propane and charcoal grills are the only permissible sources of heat for cooking. Burned coals and/or residue from cooking may not be permitted to make contact with the paved surface of the parking lot. Hot coals must be completely extinguished with water prior to leaving the tailgating site.
NOTE: Open flame fires, including fire pits, are prohibited.
2. Risk Management
 - a) Groups tailgating must follow these risk management policies:
 - b) Do not transport individuals in the back of trucks. Nor should persons be allowed to stand in or on the vehicles.
 - c) Have food available to avoid the effects of drinking alcohol beverages on an empty stomach.
 - d) Provide plenty of non-alcoholic beverages. If alcoholic beverages are present, designate at least one member of the group as the “designated tailgater” so they can monitor those who may over indulge.
NOTE: Educate ALL group members and guests about the tailgate policies.
NOTE: Contact Campus Safety (413-205-3333) for all emergencies.

V. Alcohol Consumption

In accordance with American International College, tailgating with alcohol is only allowed in parking lot (V) located off of Maynard & Cortland. Participants in tailgating are expected to follow all relevant laws and policies, including not serving alcohol to anyone less than 21 years of age, not giving alcoholic beverages to any obviously intoxicated person, and not driving while intoxicated.

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

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

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

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

VI. Sales and Solicitation

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

SECTION 16 – General Campus Policies

I. Drone Use Policy

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

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

Educational or Research Use

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

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

II. Mental Health Hospitalization Re-Entry Policy

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

The Concerns Assessment, Referral, & Education (CARE) Team is here to help students in their return to AIC and to assist in navigating the re-entry process. Additional information about the CARE Team is provided in Section 17.

Goals of the Process

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

- Ensure that students are ready to return to classes and/or college housing after an emergency/crisis mental health hospitalization.

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- Ensure coordination among separate areas and offices associated with the re-entry process;
- Give students and families a clear set of expectations and requirements for re-entry; and
- Ensure that AIC is adequately prepared to support students as they return to academics and housing.

Process

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

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

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

SECTION 17 - DIRECTORY OF STUDENT SUPPORT OFFICES

Please consult the Undergraduate and Graduate Course Catalog as well as Academic Regulations for information pertaining to degree programs, curriculum, general education requirements, and Academic Administration. Please consult the Student Athlete Handbook for information pertaining to NCAA and College regulations and expectations for student athletes as well as information on the Department of Athletics.

I. Division of Student Affairs

Brian J. O'Shaughnessy – Vice President for Student Affairs
Patricia Scagliarini – Administrative Assistant

The Division of Student Affairs, under the direction of the Vice President for Student Affairs, is made up of several centers, departments, and offices that engage students in life outside of the classroom. Descriptions of some of these areas follow.

Dean of Students Office – 2nd Floor, Schwartz Campus Center
Matthew Scott – Dean of Students

The Dean of Students Office supports the mission of American International College by focusing on student development and assisting students in identifying pathways to success. The Dean of Students Office advocates for student needs and designs appropriate interventions that serve to promote a culture of accountability, respect, responsibility, and a civil learning environment that fosters and supports personal growth and development.

The Dean of Students Office advocates for the needs of students while balancing them with both institutional and legal priorities and concerns. The Dean of Students Office oversees Student Conduct, Retention and Student Success, and the Concerns Assessment, Referral and Education (CARE) Team.

CARE Team

The Concerns Assessment, Referral, & Education (CARE) Team is a group of professionals from across the campus and across disciplines that reviews cases and implements timely interventions for student situations where student behavior raises concern. The goal is always to fashion a careful and appropriate outreach or intervention to students who are struggling in or outside the classroom and to monitor students in need.

Report a student concern.

If you are concerned about an AIC student, please use the link www.aic.edu/care to alert the AIC CARE Team immediately.

Student Conduct

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American International College addresses matters of student conduct in a just, compassionate, yet firm manner while safeguarding the rights and promoting the responsibilities of all students. AIC is committed to balancing the needs of the student and greater campus community by promoting community standards and responding to student misconduct in a fair, consistent, and educational manner. American International College values and believes in personal responsibility, accountability, and that your choices matter.

Student Success & International Student Advising – 2nd Floor, Schwartz Campus Center
Kimberly Beebe – Associate Dean for Student Success

This functional area under the Dean of Students Office is focused on increasing student retention, satisfaction, and success, making sure that students have the support they need to realize their fullest potential at AIC. Students may encounter academic, financial, personal, interpersonal, or wellness obstacles or difficulties associated with college life at some point. The Associate Dean for Student Success helps students to explore their options, navigate campus systems, and connect to campus resources to stay on track toward their goals. For students who are best served by taking some time away from the College, the Associate Dean for Student Success coordinates the leave of absence and withdrawal processes.

In addition to its programs and individual work with students, the Associate Dean for Student Success works with cross-campus partners to ensure that conditions are in place at the College to support the success of all of AIC's diverse and talented students.

Additionally, the Associate Dean for Student Success serves as the international student advisor and Principle Designated School Official (PDSO) for the Student and Exchange Visitor Program through the U.S. Department of Homeland Security. The Associate Dean for Student Success assists international students with the entry/re-entry process into the United States and develops programming to help international students acclimate to the campus and the surrounding area.

The Saremi Center for Career Development – Main Level, Schwartz Campus Center
J.A. Marshall – Director of Career Development

The Saremi Center is the result of the shared vision of noted alumnus and trustee K. Kevin Saremi and his wife and fellow alumni Debbie Saremi. Both had enjoyed a favorable experience with what was then known as "The Placement Center" when they were students at the college. Each found their first job because of the staff in the center and the relationships that AIC had with regional businesses. Following the establishment of successful careers in the area they were committed to ensuring that a focus on employment outcomes was maintained at their alma mater. Through their generosity and stewardship the Career Development Office was renovated and supplied with modern equipment to empower a new generation of American International College students and alumni to receive the help and assistance to define, develop and to achieve their employment goals.

The Saremi Center for Career Development is committed to supporting our students to prepare for careers from day one of their freshmen year all through the odyssey of the undergraduate experience culminating in their degree and beyond as alumni further pursuing their advanced career goals. Our mission is to provide the greater AIC community with outstanding career advisement, career and major selection, career planning,

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and, of course, technical support and skill building around resumes, cover letters, job searching and interviewing. From job search assistance to the facilitation of work study positions, internships and graduate assistant appointments, the emphasis is on incorporating a work-ready focus and professional comportment to distinguish our graduates in the labor market.

We offer a database of jobs that includes employment opportunities on and off campus including work study. All career resources are available in an online database accessible 24-hours a day by registering at the career services webpage. The Meyers-Brigg Type Indicator (MBTI testing) and the Strong Interest Inventory are available to help explore personality traits and interests toward finding career direction (currently offered for an additional charge).

We are your first stop for work study! We also can help you to find information about graduate school opportunities. The Major's Fair is put on by our office to help undeclared students figure out what major to pursue. The Saremi Center also works to provide on-campus programming to help students network, find jobs, or to acquire valuable skills for job searching.

We want to be a part of your 4 years at AIC and beyond as alumni! We want to know you so that when an employer is looking to fill a position we will actually be able to advocate for you. We also want to help you put together the best candidacy you can for that job after graduation or years later in your career when you are looking to make a change. You are now a valued part of our AIC family and we are here for you.

Some key services:

- Job Fairs
- Job Search/Campaign Strategies
- How To Work Job Fairs
- Career Counseling
- Goal Setting
- Mock Interviews
- Resume/Cover Letter Critiques/Design Assistance
- Networking Skills
- Networking Events
- Career Planning
- Majors Fair
- Student On-Campus Employment

Department of Student Life

Alexander Cross – Associate Dean for Student Life

Residence Life and Housing – 2nd Floor, Schwartz Campus Center

This functional area under the Department of Student Life works to create a safe and secure living and learning environment that supports the academic mission of the college. Residence Life encourages individual student development, and fosters a community of inclusivity, personal responsibility and compassion. The communities that we strive to build in our residence halls are characterized by civility, cooperation, and an appreciation for the differences each student brings to our campus. We provide an

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enriching residential experience by balancing individual needs and desires with the common good and by affording students the opportunity to develop lifelong skills to become contributing members of society.

The central office staff consists of the Associate Dean for Student Life, Assistant Director for Housing Operations, and Assistant Director for Residence Education. In general, a Residence Director is assigned to each building to supervise the Resident Advisor staff and residents. Resident Advisors are assigned to each floor and are responsible for developing and maintaining a safe and secure living community.

Campus Recreation

This functional area under the Department of Student Life provides students with fitness and wellness, intramural, and club sports opportunities. We also provide students with opportunities to use their creativity to help better the program. This helps develop transferable leadership qualities that can be used upon graduation.

Program Offerings

- Intramurals: Flag Football, Volleyball, Floor Hockey, Dodgeball, Soccer, Softball, Bowling, Basketball, Ultimate Frisbee, Kickball
- Extramurals: Flag Football, Soccer, Basketball
- Fitness and Wellness: Fitness Center Personal Trainers, Insanity®, Cize®, Body Pump®, Ab Lab, Shake It Off Bootcamp

Diversity Education

This functional area under the Department of Student Life encourages and supports the diverse student population on campus and helps foster greater awareness and understanding among the different cultures through community programs and student organizations. Diversity is central to student learning at American International College. The College campus is proudly comprised of a mix of cultures and makes AIC a great place to share and learn from each other. It is universally understood at American International College that diversity is integral to the learning experiences we create for our students, both within and beyond the classroom. We also believe that a diverse campus is central to our ability to produce high caliber, versatile students of all races, cultures, and ethnicities.

As educators, we place great importance on racial and cultural diversity in our classrooms, residence halls, and various organized activities. It is our individual differences that help enliven classroom discussions and social interactions. By sharing and experiencing our differences, we can dissolve barriers that exist through stereotypes, help prepare our students to effectively integrate themselves in a global society, and function collaboratively with others.

The Diversity Education program exists to foster and support the intellectual, social, and cultural development of all students, especially those from diverse cultural backgrounds and lifestyles with the mission of creating a more inclusive environment. We are always willing to expand and to help develop any culturally based organization that may be suggested for inclusion on the American International College campus. Together, these organizations promote and celebrate diversity by creating a cultural agenda for the college community. In doing so, we help retain and encourage our diverse students as they matriculate.

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By providing programming and services that are relevant to the experiences of our diverse students, we assist them to thrive and connect with all of their peers, mentors, faculty, and staff. Diversity is hardly just a buzzword at American International College; it is part of the fabric we weave in preparing all of our students to work together for the benefit of current and future generations. Goals include the following:

- To create, promote, and encourage a supportive and friendly campus environment that is welcoming for, and attractive to, people of all races, ethnicity, nationalities, religions, gender identity and expression, sexual orientation, and those with disabilities.
- To assist American International College in its efforts to recruit and retain all students.
- To develop and strengthen alliances with external communities to support diversity in and outside of American International College.
- To regularly monitor and assess AIC's diversity and inclusion efforts for effectiveness.

Student Engagement

This functional area under the Department of Student Life supports campus-wide programming by providing oversight to all Registered Student Organizations including the Student Activities Board and Center sponsored events. The Office of Student Activities also assists in the communication of information first to students and then to employees. The Office is responsible for the Weekly Buzz publication, myAIC content, and upholding the campus posting policy.

Recognized Student Organizations

American International College offers over 25 different clubs, organizations and Greek-affiliated organizations on campus. The College is also very receptive to the creation and initiation of new Recognized Student Organizations on campus. For more information, please contact the Department of Student Life.

--Student Life Services and Programs--

Student Activities Board

The Student Activities Board (SAB) is responsible to contributions that enhance the social climate at AIC. The leadership positions within this group include: President, Vice President, Program Assistants (2), Publicity Chairperson, and a Secretary. This organization is advised by the Coordinator of Student Activities.

The Stinger

The Stinger is located in the lower level of the Dining Commons and is designed to be a multipurpose space that can host dining, student programming, receptions, and 21+ bar nights. The Stinger has programming throughout the semester sponsored by the Center and co-sponsored with interested RSOs and other departments.

Fall New Student Orientation (NSO)

The New Student Orientation program is intended to help acclimate incoming first-year students to the campus environment, disseminate important information that will ensure a successful transition to college, and begin fostering new relationships. Many offices and departments at AIC collaborate to host orientation sessions and ensure new students are prepared for the beginning of the academic year. Each new student is assigned to an orientation group and the group is assigned an orientation leader. The orientation leaders are

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current AIC students who are trained to foster relationships between the students participating in orientation and are a wealth of knowledge for the new students to ask questions and learn strategies for success at AIC.

Student Government Association

The Student Government Association (SGA) is comprised of the Executive Branch or Executive Committee and the Legislative Branch or Senate.. Members are mostly AIC undergraduate students who are students elected or appointed by the student body. SGA members make a difference on campus by representing peers' interests and needs and have an influence in how American International College functions including allocation of fee money. All Senate meetings are open to all members of the American International College community.

Futures Center for Academic Success - Lower Level, James Shea, Sr. Memorial Library

April D. Kearsse – Dean of Academic Success

Cheryl Ann Gosselin – Administrative Assistant

The Center for Academic Success seeks to identify student needs, support the development of programs and services to address those needs, and partners with existing programs to build a supportive and caring environment that fosters learning, success, responsibility, and commitment. The Center for Academic Success also assists international students with immigration compliance and obtaining their F-1 Student VISA for study. The Center is committed to offering support, resources and outreach for the unique and varied needs of international students.

Advising Center

Samantha Gralia – Director of Undergraduate Academic Advising

AIC is committed to assisting students plan an approach to their coursework that supports their personal career goals and the essential academic and professional skills required for their majors. The staff of the Advising Center works closely with freshmen, sophomores, and newly admitted transfers to ensure that they have a clear plan for a path to graduation. Working with faculty in the majors and with Career Services, the Advising Center also helps students to identify the essential skills required for their majors and related careers. As rising juniors, students transition to faculty advisors who continue to support their academic journeys, help identify appropriate internship/practicum experiences, and assist with the exploration of career and graduate school opportunities after graduation.

Academic Resource Center (ARC)

Nick Callini – Coordinator of the Academic Resource Center

The Academic Resource Center (ARC) is available to assist students in identifying the resources and services that will make their educational experience at American International College successful, satisfying, and rewarding. The staff of ARC provides information and direct support with study skills, time management, note taking, and test taking. Students who experience academic difficulties, receive an early warning, or find themselves on probation should contact ARC to develop an academic improvement plan.

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AIC Core Education (ACE) Program – Student Support Services

Terrence O’Neill – Director of Student Support Services (ACE)

The American International College Core Education (ACE) Program is a federally funded program designed to assist with the personal growth and professional development of qualified students. The ACE staff works closely with students to help them adjust to college life, explore educational opportunities, develop study skills, get involved in campus activities, clarify career goals, and prepare for life after graduation. Services include a first-year experience course, academic advising, advocacy, career development and financial aid counseling, mentoring, and cultural activities.

Developmental Education

Susan Petrucelli - Director of Developmental Education

In order to help students maximize their academic potential, the office of Developmental Education works to develop courses and programs that assist students in developing the skills they need to be successful in their academic courses. The writing of first year students is assessed during orientation sessions and students are placed in courses appropriate to their skill levels. Courses to assist students in skill development are held in a computer classroom or iPad lab, which are designed to provide an interactive learning environment. This program has established a one-credit service-learning program that engages college student-athletes with the mentoring of high school student-athletes.

Tutoring Center

Lesley LaMarche –Director of the Tutoring Program

Using a small group, peer tutoring model, the Tutoring Program works to provide support for students experiencing difficulty within content areas. Highly qualified peer tutors are trained under College Reading and Learning Association’s International Tutor Training Program Certification guidelines to assist students not only with course content, but also with study skills and higher-level learning skills. Tutoring is available during both the day and evening to meet the needs of students. The program has developed an English as a Second Language Support course to assist non-native English speaking students in developing and enhancing language proficiency skills necessary for academic success at the college level.

Noonan Writing Center

Julie Bodnar – Director of the Noonan Writing Center

The Noonan Writing Center provides support to students who wish to improve their writing skills within the content areas. Certified peer tutors and paraprofessionals work with students at all stages of the writing process, from initial brainstorming to final revisions, with the goal of teaching students how to prepare, write and revise quality compositions. In addition, the Writing Center staff develops workshops for presentation in courses that are writing intensive and research oriented. The Noonan Writing Center is a free service that offers one-on-one tutoring, and small group conferences on various aspects of the writing process, by appointment, or on a drop-in basis to students throughout the college.

Supportive Learning Services (SLS)

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Marianne Merritt – Assistant Director of Supportive Learning Services
Pam Silva – Administrative Assistant

The Supportive Learning Services (SLS) program has been an integral part of the American International College campus since 1977. Our staff values individual strengths and recognizes that everyone learns differently. SLS is committed to serving the unique needs of each student by providing customized approaches and plans specific to individual learning styles.

This comprehensive, fee-based program provides one-on-one professional tutoring and academic support through developing strategies for understanding concepts and demonstrating knowledge. In addition, group study sessions facilitated by professional educators and skill-based workshops are also available. SLS tutors work closely with college faculty and staff using a proactive advising model to assist students in developing and practicing self-advocacy skills.

We truly believe students can achieve their dreams if given the right tools. Students interested in learning more about this program should contact Supportive Learning Services at 413-205-3426.

Center for Accessibility Services and Academic Accommodations – Lower Level, Dining Commons
Jennifer Smolinski –Section 504 Coordinator and Coordinator of Accessibility Services and Academic Accommodations

The mission of Center for Accessibility Services and Academic Accommodations is to create an accessible, inclusive, sustainable learning environment where disabilities are recognized as an aspect of diversity that is integral to the campus community and to society.

Center for Accessibility Services and Academic Accommodations collaborates with all members of the institution's diverse community to ensure that all aspects of campus life - learning, working and living - are universally accessible. The department provides resources, training and direct services to ensure people with disabilities may have a greater opportunity to achieve their goals.

Any student with a disability who wishes to request an accommodation is encouraged to contact the Accessibility Services Coordinator, located in the lower level of the Dining Commons building, at 413-205-3810.

Dexter Counseling Center – Mallery Hall
Renee Rosado – Director of the Dexter Counseling Center

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

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The Dexter Counseling Center offers the following psychological services free of charge to students who are currently enrolled at American International College:

- Individual Counseling
- Group Counseling
- Specialized workshops
- Consultation to faculty and staff

Confidentiality

The counseling center adheres to guidelines of the American Psychological Association and the laws of the Commonwealth of Massachusetts regarding confidentiality. The identity of those using the services of the center, as well as all personally identifiable disclosures made to center staff, will not be shared with parties outside the center unless permission to do so is given by the student in written form. Exceptions to this policy include cases in which physical danger to oneself or others is imminent or there is a reason to believe that physical/sexual/emotional abuse of children, elders, or developmentally delayed individuals is currently taking place. Counseling center records are locked in a secure area with access limited to counseling staff only.

The Dexter Counseling Center is located in Mallary Hall on Wilbraham Road and is open from 9:00 a.m. to 4:30 p.m. Visits to the counseling center are free of charge. The Counseling Center provides short term counseling. Most problems are resolved within 8 sessions or less. Students requiring longer, more intensive or specialized treatment may be referred to a local treatment provider who can better meet the student's particular needs.

Appointments

Appointments for services can be arranged with the center receptionist by calling 413.205.3248.

Dexter Health Services – Mallary Hall

Mary Paquette – Director of Dexter Health Services/Nurse Practitioner

Dexter Health Services is located in Mallary Hall, at 144 Wilbraham Road with walk-in care from 8:30 a.m. to 4:00 p.m. Monday through Friday. Dexter Health Services is structured much as a "doctor's office" or urgent care center and is staffed by nurse practitioners. Most services are provided free of charge. All services are strictly confidential. Questions, call (413) 205-3248.

Dexter Health Services also maintains all health and immunization records as mandated by the Commonwealth of Massachusetts. Further information and forms can be accessed via our website <http://www.aic.edu/sss/healthservices>.

Since September 1989, Massachusetts law, G.L. c. 15A, Section 18 has required every full-time and part-time student enrolled in an institution of higher learning in Massachusetts to participate in a Student Health Insurance Program (SHIP) or in a health benefit plan with comparable coverage. A part-time student is defined as a student participating in at least 75% of the full-time curriculum. American International College offers the Student Accident and Sickness Insurance Program to all students. Each year, students must show

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proof of insurance (waive out) or sign up for the college insurance plan via the insurance website <https://consolidatedhealthplan.com/group/4/home>.

II. Information Technology

myAIC

The American International College myAIC portal (my.aic.edu) is an online meeting place for the entire American International College community of students, faculty, and staff. The myAIC portal serves as the launching point for access to AIC OUTLOOK e-mail, Blackboard®, bulletin board announcements, events, as well as grade, billing, and housing information. You can log in to the virtual campus from any computer or smart device on or off campus.

Initial Activation/Authentication

To activate their virtual campus accounts, students will receive a user name and password in either a letter from the admissions office, an e-mail from the Office of Information Technology, or during an on-campus event designed to help activate new student accounts. Activation instructions will be provided, and there will also be a help line for problems. Please call the help desk at 413.205.3402 for computer support.

E-mail

Every student's American International College e-mail address will be in the form of firstname.lastname@aic.edu. E-mail is checked through the myAIC portal.

StudentBuy Laptop Program

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

Insurance Programs

The College strongly recommends that you choose the optional insurance program for your laptop. Personal property insurance can be purchased online at www.nssi.com.

Printing

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

Computer Labs

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

Wireless Network

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

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Help Desk Support

The American International College Office of Information Technology help desk is available to provide technology support to students, faculty, and staff. Students can access the help desk request system on the myAIC web portal. A walk-up help desk is also available in the basement of the Shea Library. You can call the help desk at 413.205.3402.

Data Security, Privacy, and Acceptable Use

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

Academic Computing

Academic Computing, located on the lower level of Amaron, supports classroom instruction, online learning, and social and administrative events. Its goal is to assist professors in their efforts to provide the best possible learning experiences for their students. In addition to its support for academic programs, Academic Computing provides media equipment and production services for special events hosted by the college community. Offices are open during the following hours:

Monday – Thursday	8:00 a.m. – 9:30 p.m.
Friday	8:00 a.m. – 6:00 p.m.

III. Institutional Advancement

The Office of Institutional Advancement is the primary contact point between the college and its more than 20,000 alumni.

The Office of Institutional Advancement is responsible for maintaining alumni relations and activities, communicating with external stakeholders (alumni, business leaders, parents, foundations and corporations) and fundraising. The Office hosts a number of on campus events including, Homecoming Weekend, the Run for Education, and the Faces of AIC lecture series. The Office also arranges for regional (both local and distant) events for alumni and friends, to help maintain a lifelong connection to AIC.

Institutional Advancement partners with The Saremi Center for Career Development to sponsor internships and employment opportunities for students. Institutional Advancement is also active in helping students network with alumni on their professional goals. On campus employment is available for students to work in the Phonathon - calling alumni to update them on the college and to request a gift to the annual fund.

Stop by and visit the Office of Institutional Advancement anytime or call (413) 205-3520.

IV. Marketing and Communications

The Office of Marketing and Communications promotes American International College and all members of the college community, including students, faculty and administration.

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

Located in the lower level of the Schwartz Campus Center, the Marketing and Communications accepts work-study students and provides experience for students interested in marketing and media-related careers. Marketing also assists in informing people of new initiatives and events related to the College. If you are involved in an interesting activity or have been singled out for a special award, let the office know of your achievements and the names of your hometown newspapers, and the director of public relations will let them know about it.

V. James J. Shea, Sr. Memorial Library

At American International College, James J. Shea, Sr. Memorial Library is the focal point of the academic experience. Its pleasant atmosphere and both traditional and online resources provide the ingredients necessary for academics, keeping pace with the times and for career preparation. Shea Library provides ample reading space, private and group study spaces, computer work stations, and in conjunction with IT, a 35-computer training lab for information literacy/library instruction classes. Shea Library also provides a café, device charging stations, and lounge areas for those who want to take a break from studying. Shea Library is open to the public on a limited basis.

Shea Library staff is ready to assist you with your research and general assignment needs. They will guide you with your information searches and direct you in the process of locating and retrieving materials. Through networking with other libraries, library users have access to millions of information resources. Items requested may travel by e-mail, fax, or van from both local and remote locations and often within a short time span.

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

Shea Library hours during the traditional academic terms: Monday through Thursday, 7:45 a.m. to midnight; Friday 7:45 a.m. to 7:00 p.m.; Saturday 10:00 a.m. to 5:00 p.m. Sunday 10:00 am to midnight. The schedule for hours between terms, exam periods and during the summer varies, so users should check the [Shea Library page](#) or call 413.205.3225 for more information.

VI. Esther F. Hansen Registrar's Office

The Esther F. Hansen Registrar's Office works in partnership with our students, alumni, faculty, and staff to help answer questions and provide necessary forms and documentation. Located in Lee Hall, the Esther F. Hansen Registrar's Office is a student's resource for information on academic regulations and maintenance of a student's academic record. This office provides information and resources regarding academic records, calendars, schedules, and registration, in order to provide a seamless transition from matriculation through the alumni years. Please see us for all changes of addresses, telephone, degree materials, major and/or minor, as well as degree/enrollment verifications and transcript requests. All necessary forms are available to students in myAIC and we ask that you please stop by with any questions. Business hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. You may also reach the Esther F. Hansen Registrar's Office at 413.205.3212 or registrar@aic.edu

VII. Student Accounts Office/Financial Aid Office

Staff members of both the Office of Student Accounts and the Office of Financial Aid are prepared to help students at any time with problems concerning bills or financial matters.

Locations

Student Accounts: Lee Hall first floor
Financial Aid: Lee Hall second floor

Office Hours

Monday through Friday: 8:30 a.m. to 4:30 p.m.

Telephone

Student Accounts: 413.205.3254
Financial Aid: 413.205.3259

E-mail

Student Accounts: studentaccounts@aic.edu
Financial Aid: financialaid@aic.edu

Student Accounts (Lee Hall 1st floor)

Please refer to the Student Accounts Policy and Procedures section of the [Undergraduate Course Catalog](#) or the [Graduate Course Catalog](#) for the financial policies of the college. Policy updates and semester level information is posted on the myAIC portal on the [Office of Student Accounts page](#).

The refund schedules for withdrawal from the college are available on the [Office of Student Accounts Withdrawal Refund Schedules page](#).

Financial Aid (Lee Hall 2nd floor)

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

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- Students are expected to complete the annual financial aid application process within the published time frame.
- All applicants must file the Free Application for Federal Student Aid (FAFSA) and any supporting documentation requested by the College in a timely fashion.
- Applicants must include American International College's school code of 002114 on the FAFSA in order for the financial aid team to process the application. Failure to do so may result in the withdrawal of aid awards.
- After the FAFSA is processed, a financial aid award letter will be sent to each student. This award letter will specify the types and amounts of aid that the financial aid counselor expects the student to be eligible for. It will also outline the expected disbursements by semester. In some cases, the aid listed on the initial award letter may be subject to change pending the receipt of additional documentation requested from the student.
- Generally, the Financial Aid office requests that these documents be submitted within 14 days of the initial request in order to make a final aid determination. Failure to do so may result in the withdrawal of aid awards.
- All disbursements are made directly to the student's account, generally during the first two weeks of the semester.
- Credited aid in excess of student charges will be refunded to the student within 14 days unless the student authorizes retention of the credit balance for future charges.
- No aid will be disbursed until all program and application requirements are met.
- The student is responsible for working with his/her financial aid counselor to complete all required forms and procedures. Failure to complete the program or application requirements will result in a loss of financial assistance.

Student Employment (Coordinated Through the Saremi Center for Career Development)

- Students who work on campus will be paid bi-weekly via direct deposit into an eligible bank account of the student's choice.
- Students are encouraged to use a portion of their earnings to pay part of their account balances. Student employees should work no more than 10 hours per week and are generally limited to one job on campus in any given period of time.

SECTION 18

Student Quick Guide to Services

I. Vehicle Registration

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

Out-of-state residents operating motor vehicles registered outside Massachusetts for more than 30 days within the Commonwealth between September and August must file an additional form with Campus Police.

II. Campus Store and Bookstore (Follett)

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

III. Dining Services (Chartwells)

The Hive – Located in the Schwartz Campus Center

The Hive is American International College's food court. Offerings in the Hive include Yo! Bowl which features succulent Asian noodle and rice bowls, Mondo Sub a high-quality sandwich experience, Sono, a Latin inspired concept, and Pollo, a unique twist to a variety of chicken, burger and other grill favorites. On The Go grab and go items are offered as well as Green Mountain coffee and soups by Au Bon Pain.

Dining Commons

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

The Stinger – Located in the Dining Commons Basement Floor

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

Starbucks - we proudly brew

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

IV. Information Technology Help Desk

The American International College Office of Information Technology help desk is available to provide technology support to students, faculty, and staff. Students can access the help desk request system on the myAIC web portal. A walk-up help desk is also available in the basement of the Shea Library. You can call the help desk at 413.205.3402.

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V. Lost and Found

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

VI. Mailroom

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

To receive a package, address as follows:

First Name, Last Name

American International College

1000 State Street – Campus Box* _____

Springfield, MA 01109

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

VII. Campus Shuttle

The campus shuttle runs between the main campus and the Edgewood Gardens Campus daily when classes and food service are in session. It runs continuously 7:30 a.m. to 2:00 a.m. Monday through Friday, and 10:00 a.m. to 2:00 a.m. Saturday, Sunday, and on holidays in which the campus remains open.

VIII. Student ID Card

An American International College ID card must be shown upon request to any college authority, including but not limited to Campus Police, Residence Life, and Dining Commons staff. The card is required for Residence Hall Building access and Shea Library use. Students must use it for most athletic events and campus elections. Initial ID cards are issued free of charge. Lost or stolen cards must be replaced at the Campus Police Office in Hines Hall for a fee of \$25. Any fraudulent misuse will subject the owner to disciplinary action.

SECTION 19 - IMPORTANT PHONE NUMBERS

EMERGENCY (Campus Police Dispatch)	413.205.3333
Switchboard (will connect you to other extensions)	413.737.7000
President's Office	413.205.3202

Academic Resources

Undergraduate Admissions	413.205.3201
Graduate Admissions	413.205.3700
Futures Center for Academic Success	413.654.1441
Accessibility Services	413.205.3810
IT Help Desk	413.205.3402
Esther F. Hansen Registrar's Office	413.205.3212
James Shea, Sr. Memorial Library	413.205.3225
Academic Affairs	413.205.3349
School of Business, Arts, and Sciences	413.205.3216
School of Health Sciences	413.205.3320
School of Education	413.205.3518
Supportive Learning Services	413.205.3430

Financial Resources

Financial Aid	413.205.3259
Student Accounts Office	413.205.3254

Campus Life Resources

Athletic Administration (Butova Gymnasium)	413.205.3540
Campus Police (Business, Non-Emergency)	413.205.3208
Campus Ministry	413.205.3090
Center for Student Engagement	413.205.3915
Dean of Students/Student Affairs Offices	413.205.3264
Dexter Health Center and Counseling	413.205.3248
Falconer Fitness Center	413.654.1442
Residence Life and Housing	413.205.3271
Saremi Center for Career Development	413.205.3237

Auxiliary Services

Chartwells Dining Services	413.205.3349
Copy Center	413.205.3256
Follett Bookstore	413.205.3353
Mailroom	413.205.3261

Hospitals/Clinics

This Handbook is subject to revision by posting or otherwise published notice during the academic year.
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Family Clinic	413.783.9114
Medical Emergencies	911
Planned Parenthood	800.258.4448
Baystate Medical Center	413.794.0000
Mercy Hospital	413.748.9000
Holyoke Hospital	413.534.2500

Hotlines (www.aic.edu/care for more information)

RAINN (Rape, Abuse, & Incest National Network)	800.656.HOPE
Center for Women & Community	413.545.0800
The Trevor Project	866.488.7386
YWCA of Western Massachusetts	800.796.8711
Psychiatric Crisis Services	413.733.6661
Safe Passage	413.586.5066
Mass. Commission against Discrimination	413.739.2145
Consumer Product Safety Commission	800.638.2772
Cancer Information Services	800.422.6237
Alcoholics Anonymous	413.532.2111
AIDS Action Committee	800.235.2331
Overeaters Anonymous	413.783.4198

SECTION 20 - ACADEMIC CALENDAR

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