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INTRODUCTION
The AIC Student Handbook is designed to serve as a ready reference for questions that members of the AIC community may have about the American International College. It contains legal notices, policies, descriptions of campus services, 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 Course Catalog as well as Undergraduate and Graduate Student Academic regulations contain additional content specific to academics, as well as other general college information. In addition program specific areas including, but not limited to, Health Science majors, student athletes, and most graduate programs have additional standards. Please consult your academic dean or program director for more specific details on such requirements.

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

Brian J. O'Shaughnessy
Dean of Students
Fall 2014 Academic Calendar

Day Classes

August 24  Sunday  Student Accounts/Welcome Week Check-in for New Students 9:00 a.m. – 12:00 p.m.
Residence Hall Check-in for New Students 9:30 a.m. – 12:30 p.m.
Student Accounts/Welcome Week Check-in for Returning Students 1:00 p.m. – 3:30 p.m.
Residence Hall Check-in for Returning Students 1:30 p.m. – 4:00 p.m.
August 25  Monday  Student Accounts and Residence Hall Late Check-in 9:00 a.m. – 4:00 p.m.
August 27  Wednesday  Classes begin at 8:00 a.m.
September 1  Monday  College Closed, No Classes, Residence Halls Open
September 5  Friday  Add/Drop Period Ends
October 3  Friday  MW 1:00 p.m. – 2:15 p.m. and 2:25 p.m. – 3:40 p.m. classes meet
October 13  Monday  Fall Break Columbus Day – College Closed, No Classes
Residence Halls Open
October 14  Tuesday  College Open, No Classes, Residence Halls Open
October 17  Friday  MW 1:00 p.m. – 2:15 p.m. and 2:25 p.m. – 3:40 p.m. classes meet
October 22  Wednesday  Mid-semester Progress Reports Posted
November 14  Last Day to Withdraw from Class
November 17-25  Spring 2015 Registration Period
November 25  Tuesday  Residence Halls Close 10:00 p.m.
November 26-28  College Closed, No Classes, Thanksgiving Break
November 30  Sunday  Residence Halls Open 10:00 a.m.
December 1  Monday  Classes resume at 8:00 a.m.
December 5  Friday  Last day of classes
December 8-11  Final examinations
December 12  Friday  Residence Halls Close 10:00 a.m.
December 15-January 9  Winter Break

Intersession 2015

January 2  Friday  Intersession Classes begin
January 11  Sunday  Intersession ends
January 12  Tuesday  Intersession snow make-up day
# Spring 2015 Academic Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 12</td>
<td>Monday</td>
<td>New and Transfer Student Orientation/Registration 9:00 a.m.</td>
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<tr>
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<td>New and Transfer Student Residence Hall Check-in 9:00 a.m.</td>
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<tr>
<td>January 14</td>
<td>Wednesday</td>
<td>Spring 2015 Semester, Day Classes Begin 8:00 a.m.</td>
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<tr>
<td>January 19</td>
<td>Monday</td>
<td>Martin Luther King Day – College Closed, No Classes,</td>
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<td></td>
<td></td>
<td>Residence Halls Open</td>
</tr>
<tr>
<td>January 23</td>
<td>Friday</td>
<td>Add/Drop period ends 4:00 p.m.</td>
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<tr>
<td>February 6</td>
<td>Friday</td>
<td>MW 1:00 p.m. – 2:15 p.m. and 2:25 p.m. – 3:40 p.m. classes meet</td>
</tr>
<tr>
<td>February 16</td>
<td>Monday</td>
<td>President’s Day – College Closed, No Classes, Residence Halls Open</td>
</tr>
<tr>
<td>February 20</td>
<td>Friday</td>
<td>MW 1:00 p.m. – 2:15 p.m. and 2:25 p.m. – 3:40 p.m. classes meet</td>
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<tr>
<td>March 4</td>
<td>Wednesday</td>
<td>Mid-semester Progress Report Posted</td>
</tr>
<tr>
<td>March 6</td>
<td>Friday</td>
<td>Residence Halls Close 10:00 p.m.</td>
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<tr>
<td>March 9-13</td>
<td></td>
<td>No Classes, College Open, Spring Break</td>
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<tr>
<td>March 15</td>
<td>Sunday</td>
<td>Residence Halls Open 10:00 a.m.</td>
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<tr>
<td>March 16</td>
<td>Monday</td>
<td>Classes resume at 8:00 a.m.</td>
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<tr>
<td>March 30 – April 10</td>
<td></td>
<td>Fall 2015 Registration Period</td>
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<td></td>
<td></td>
<td>Fall 2015 Returning Student Housing Application Period</td>
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<tr>
<td>April 1</td>
<td>Wednesday</td>
<td>Last Day to Withdraw from Class</td>
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<tr>
<td>April 3</td>
<td>Friday</td>
<td>Good Friday/Easter Break – College Closed, No Classes,</td>
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<td></td>
<td></td>
<td>Residence Halls Open</td>
</tr>
<tr>
<td>April 6</td>
<td>Monday</td>
<td>Classes resume at 10:00am</td>
</tr>
<tr>
<td>May 1</td>
<td>Friday</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>May 4-7</td>
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<td>Final examinations</td>
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<tr>
<td>May 8</td>
<td></td>
<td>Residence Halls close – 10 a.m.</td>
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<tr>
<td></td>
<td></td>
<td>(Except to Summer Students and Registered Senior Week Participants)</td>
</tr>
<tr>
<td>May 17</td>
<td></td>
<td>Sunday Commencement</td>
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<tr>
<td></td>
<td></td>
<td>Residence Halls Close to Registered Senior Week Participants</td>
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</tbody>
</table>

## Summer Session 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Session</th>
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<tbody>
<tr>
<td>May 18–June 26</td>
<td>Summer Session 1</td>
</tr>
<tr>
<td>June 29 - August 7</td>
<td>Summer Session 2</td>
</tr>
<tr>
<td>July 3, July 4</td>
<td>Holiday Break</td>
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</tbody>
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American International College
Office of the Registrar
1000 State Street | Springfield, MA 01109 | 413.205.3212
www.aic.edu
### Important Phone Numbers (Area Code 413)

**Emergency (Campus Police)** 205.3333  
**Switchboard (will connect you to other extensions)** 737.7000  
**President’s Office** 205.3202

#### Academic Resources
- Admissions 205.3201  
- Center for Academic Success 654.1441  
- IT Help Desk 205.3402  
- Esther B. Hansen Registrar’s Office 205.3212  
- Library 205.3225  
- Provost’s Office 205.3349  
- School of Business, Arts, and Sciences (Undergraduate) 205.3216  
- School of Health Sciences 205.3320  
- School of Graduate and Adult Education 205.3518  
- Supportive Learning Services 205.3430

#### Financial Resources
- Financial Aid 205.3259  
- Student Accounts Office 205.3254

#### Campus Life Resources
- Athletic Administration (Butova Gymnasium) 205.3540  
- Campus Police 205.3333  
- Campus Ministry 205.3090  
- Campus Recreation 205.3920  
- Dean of Students 205.3264  
- Dexter Health Center and Counseling 205.3248  
- Diversity and Community Engagement 205.3584  
- Falconer Fitness Center 654.1442  
- International and Commuter Student Engagement 205.3573  
- Residence Life 205.3271  
- Saremi Center for Career Development 205.3237  
- Student Engagement and Leadership Development 205.3258  
- Student Government Association 205.3037

#### Auxiliary Services
- Follett Bookstore 205.3353  
- Chartwell Dining Services 205.3349  
- Purchasing 205.3352  
- Print Shop 205.3256  
- Mailroom 205.3261

#### Hospitals/Clinics
- Family Clinic 783.9114  
- Medical Emergencies 911  
- Planned Parenthood 800.258.4448  
- Baystate Medical Center 794.0000  
- Mercy Hospital 748.9000  
- Holyoke Hospital 534.2500

#### Hotlines
- Mass. Commission against Discrimination 739.2145  
-Consumer Product Safety Commission 800.638.2772  
- Children’s Protective Services Unit 452.3200  
- Cancer Information Services 800.422.6237  
- Alcoholics Anonymous 532.2111  
- AIDS Action Committee 800.235.2331  
- Overeaters Anonymous 783.4198
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
Vice President for Human Resources
Title IX Coordinator
American International College, Box HR
Lee Hall
Springfield, MA 01109
413.205.3800
nicolle.cestero@aic.edu

Brian J. O’Shaughnessy
Dean of Students
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

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

1. 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. 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.

2. 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. 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.
   b. 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.
3. 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.)

4. 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:
1. To other school officials within the College whom the College has determined to have legitimate educational interests.
   a. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service of function for which the College would otherwise use its own employees and who is under the direct control of the College with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. To accrediting organizations to carry out their accrediting functions.
7. To parents of an eligible student if the student is a dependent for IRS tax purposes.
8. To comply with a judicial order or lawfully issued subpoena.
9. To appropriate officials in connection with a health or safety emergency, subject to §99.36.
10. 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.
11. 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.
12. 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.

13. 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 Office of the Registrar 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. 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.

IV. Student Personal Property
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

V. 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 without the prior written permission of the Dean of Students, 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 Dean of Students, or designee, is prohibited.

VI. 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, gender, disability, age, marital status, sexual orientation, religion, color, gender, 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.
VII. 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 Director of Student Engagement and Leadership Development, in consultation with 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 Dean of Students or designee.

VIII. Clery Act

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 http://www.aic.edu/safety/statistics. More information on Campus Police policies is located in Section 11 of this handbook.

IX: 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.

X. 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

XI. Massachusetts Law Against Hazing
Massachusetts Law requires that the following information be issued to students, student groups, teams and organizations:

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.

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

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

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

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education certifying that such institution has adopted a disciplinary policy with regard to the organizers 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.

XII. 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 the following section. This information appears here to meet the requirements of the Drug-Free Schools and Communities Act. In addition to this policy, other College policies remain in effect.

XIII. 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).

XIV. 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.

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

American International College will endeavor to make available to its students a fine education and a stimulating and congenial environment. However, the quality and rate of progress of an individual’s academic career and professional
advancement upon completion of a degree or program are largely dependent on 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. 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 http://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 office. If you do not receive any confirmation, please contact your local election office to verify your voting status.

Who may register?
Only a person who is:
- a US citizen, and
- a resident of Massachusetts, and
- 18 years old on or before election day (must still meet registration deadlines set forth below)

When and where may I register?
There is no waiting period to be eligible to register to vote. If you move, you may register to vote as soon as you move into your new home.

What must I do if I've changed my address since I registered?
If you have moved within the same city or town, notify your local election office of your new address in writing. If you have moved to a new city or town, you must register again.

Can I register to vote before I turn eighteen?
Yes, as long as you will be 18 on or before the next election or town meeting. However, please note that you must still register by the deadline for that meeting or election.

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

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

What should I do if I registered to vote and I have not heard from my local election official?
If you have NOT received confirmation of your voter status from your city or town election official within 2 or 3 weeks from the date you registered please contact your local election office to verify your voting status.
SECTION 2
STUDENT CODE OF CONDUCT

A. Student Code of Conduct
You are expected at all times to respect the laws of the Commonwealth and the rules and regulations of the College. Your behavior, on or off the campus that reflects negatively upon the 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 quite differently from willful violations of the code of conduct. But regardless of the causative factors, most types of extreme behavior are not permissible in group living situations. There may be occasions, therefore, when the 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”).

B. Community Standards
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. College is a place to explore but it is also a place to learn the standards of a community. We want you to be successful, not just as students, but as alumni and community leaders.

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, gender expression, geographic origin, life circumstance, physical or intellectual ability, political orientation, race, religion, sexual orientation, socio-economic, or veterans 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.

Discrimination or harassment of any kind, including derogatory or defaming remarks, ethnic slurs, offensive humor, and other conduct that improperly targets groups or individuals may be subject to action under our Student Code of Conduct. (See also the College’s Policy on Discrimination.)

2. 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, at school, on school property, or at school-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 school’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, at school, on school property, at school-related functions. This statement is inclusive of the use of technology or other equipment owned by the College and/or located at the school 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 Office of the Dean of Students 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.

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.

C. 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, peer mentors) 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.

D. 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
1. Resident students may report the code violation to your Resident Advisor, Residence Director, or Area Coordinator.
2. All students may report code violations to the Campus Police Department located in Hines Hall or at 413.205.3333.
3. 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.

Within 48 hours the complainant will be contacted for follow-up, in person, by phone, or via AIC e-mail. The complainant
must be willing to be positively identified to the Respondent in question. The complainant may be asked to offer evidence or provide a statement at a conduct hearing.

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 Student’s 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.

E. Off-Campus Conduct and Authorities

The College reserves the right to take disciplinary 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 disciplinary 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 disciplinary 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 hearing board disciplinary 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 not only safeguard student rights, but to provide adequate appellate processes. Students, who feel that they either through acts of omission or commission have not received a fair hearing from appropriate administrative officials, are able to seek an appeal.

I. Conduct Officers
   a. The Dean of Students is the primary person responsible for the integrity of the conduct system and the appointment of conduct officers.
   b. Secondary conduct officers include the Director of Residence Life and Area Coordinators.
   c. The Dean of Students may ask other members of College administration and faculty to serve as conduct officers on a case-by-case basis.
   d. 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 Provost, and/or Director of Athletics.

II. Conduct Appellate Board
   a. The purpose of the Conduct Appellate Board shall be
      i. To hear and pass judgment as the final board of appeal on decisions ruled on by the Dean of Students Office.
   b. The Appellate Board shall consist of seven members
      i. Three members of the faculty
      ii. Two members of the administration who do not report to the Dean of Students
      iii. Two students
   c. Conduct Appellate Board Appointment
      i. The chair of the Conduct Appellate Board shall be appointed by the Provost
      ii. Faculty and administration members shall be appointed by the chair
      iii. Students shall be appointed by the Student Government Association
      iv. Appointment shall be reviewed annually by August 15.
   d. The Conduct Appellate Board shall have the power
      i. To acquit the appellant
      ii. To sustain the administrative decision
      iii. To modify (but in no way increase) the penalty imposed

III. Due Process and Safety
   a. 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 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 hearing. 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.
   b. Students issued an Order of Temporary Suspension are required to leave campus immediately.
   c. 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.

IV. Conduct Infractions/Initial Screening
   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. Past disciplinary record
      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, his/her 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.

V. 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 Provost. 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 will result in some form of conduct sanction (see below). Decisions affecting a student’s status at the College (e.g., removal from College housing, suspension, or expulsion from the College.) made during an administrative review can be appealed to the Conduct Appellate Board.

VI. Hearing Types

a. Informal Hearing: In many cases, the respondent can meet with the appointed conduct officer and agree that the Code of Conduct has been violated and can agree on a mutually acceptable sanction. If that is the case, the respondent waives the right to a Formal Hearing or review of the decision. The complainant has no right to challenge a decision or sanction imposed under these circumstances. Decisions made informally will be kept on record with the Dean of Students Office. Barring the unforeseen, the respondent will be sent a written communication within five days of such a meeting.

b. Formal Hearing: In cases where the conduct officer determines, based on a review of the incident report(s), that a hearing is warranted, or the respondent and the conduct officer cannot agree on an informal resolution, the following process for a formal resolution will occur:
   i. Pre-Hearing Stage:
      1. The report(s) about the alleged misconduct will be read and explained (the student is not entitled to a copy);
      2. Access to the written conduct process and an oral explanation of that process will be provided
   ii. Hearing Stage
      1. The respondent is entitled to two days written notice in advance of the hearing, unless circumstances, as determined by the conduct officer, warrant otherwise or the respondent agrees to a different time frame. This notification shall include:
         a. The type of hearing (individual conduct officer or hearing board)
         b. The name(s) of person(s) asked to attend the hearing by the conduct officer;
         c. The date, time and location of the hearing; and
         d. The specific charge(s) relating to the alleged misconduct, identifying the section of the Student Code of Conduct that was allegedly violated and the possible sanction(s) that might apply.
      2. Respondents are responsible for:
         a. Cooperating with College officials during the conduct process;
         b. Notifying the College of any change in residence or address, including phone number and e-mail address to contact him/her;
         c. Reading any and all materials provided in connection with the conduct process and seeking clarification in advance of the hearing;
         d. Attending scheduled meetings and hearings on time;
         e. Providing, in accordance with College procedures, a list of witnesses and/or advisor(s) requested to attend a hearing and recognizing that a failure of one or more of these person(s) to attend will not delay the hearing itself; and
         f. Providing or presenting, if (s)he so chooses, a written statement at the time of the hearing.

   3. If the respondent fails to appear for a scheduled meeting (and does not contact the conduct officer within 24 hours to reschedule) 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.

   4. The respondent’s failure to appear for an informal hearing or formal pre-hearing meeting may result in the scheduling of a formal hearing without the opportunity to review the information beforehand. The respondent’s failure to appear for a formal hearing will result in a decision being rendered on the basis of reports and witnesses in attendance, thereby forfeiting his/her right to seek further review of any and all decisions made during the conduct process.
5. Entitlement to an advisor from the college community:
a. Any student who has allegedly violated one or more of the College’s behavioral standards and is involved in a discipline hearing, particularly those that may result in separation from the College for a stated period of time, or permanent removal, 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.
b. Advisors are permitted to attend meetings and hearings, but may not speak during hearings.
c. 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.
d. 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.

6. Formal Hearing Procedures:
a. During the hearing, respondents are entitled to appear in person, to hear all witness statements, to present relevant evidence, and to direct questions to the conduct officer.
b. 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.
c. The conduct officer or hearing board members may question the respondent and witnesses and seek clarification throughout the hearing.

7. Notice of Decision:
a. The conduct officer or hearing board chair will notify the respondent of the decision (and sanctions, if any) within five working days of the date the hearing(s) is/are concluded for the alleged misconduct. The decision may be conveyed verbally, if written communication to the student and other relevant documentation cannot be completed within this timeframe. All students have the right to appeal decisions affecting their status at the College and are encouraged to ask questions if they are unclear as to process or procedures.

VII. Appeal/Review of Conduct Decisions
a. Appellants are not entitled to a re-hearing of the case. Appellants may seek review only on the basis of one or more of the following:
   i. a procedural error that unfairly and materially affected the outcome of the case;
   ii. the discovery of new evidence that could reasonably be expected to alter the decision and was not available of the time of the hearing; or
   iii. the sanction is inconsistent with the gravity of the offense.

b. Appellants must submit a formal written request for a review within 7 days of the date on the decision letter to the conduct officer or hearing board chair responsible for the case. The request must state the grounds for review.
   i. Request to appeal decisions with finding equal to or less than “Disciplinary Probation, Loss of Minor Privileges
      1. The conduct officer or hearing board chair will present the case to be reviewed by the next higher level of authority (e.g. Area Coordinator to Director of Residence Life, or Dean of Students to Provost)
      2. The decision to hear an appeals case will be made by such higher level of authority who will review a report of the hearing and additional relevant information provided by the appellant.
      3. If the such authority agrees to hear the case, The appellate officer can acquit the appellant, sustain the administrative decision, or modify (but in no case increase) the
penalty imposed
4. A decision will be rendered by the appellate officer within five business days of the appeal hearing
5. The decision of the appellate officer is final with no further appeals.

ii. Request to appeal decisions with finding equal to or greater than “Disciplinary Probation, Loss of Major Privileges
1. The conduct officer or hearing board chair will present the case to the Chair of the Conduct Appellate Board.
2. The decision to hear an appeals case will be made by the Chair of the Conduct Appellate Board who will review a report of the hearing and additional relevant information provided by the appellant.
3. If the Chair agrees to hear the case, The Conduct Appellate Board can acquit the appellant, sustain the administrative decision, or modify (but in no case increase) the penalty imposed
4. A decision will be rendered by the Conduct Appellate Board within five business days of the appeal hearing
5. The decision of the Conduct Appellate Board is final with no further appeals.

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

b. Students will be notified of conduct hearing outcome in person and/or via Office 365 e-mail by a conduct officer (specifically an Area Coordinator, Director of Residence Life, or the Dean of Students).

c. 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.

d. The conduct officer will determine in which category offenses are placed.

IX. Code of Conduct Violation Classes
a. Class I Violation (One offense in this class may result in suspension or expulsion.) This category shall be for those offenses that cause direct or potential harm, threat, or inconvenience to individuals. These violations alone may, depending on the severity of the infraction, constitute grounds for immediate suspension or expulsion from the College. They include, but are not limited to:

1. Tampering with fire alarms, extinguishers and/or firefighting equipment on or off-campus
2. Disorderly conduct involving destructive, abusive, or disruptive activities on or off-campus
3. Acts of physical or emotional violence or threats of violence on or off-campus
4. Sexual, racial, religious, or disabled harassment, physical, verbal, or written on or off-campus
5. Sexual assault, including date/acquaintance rape on or off-campus
6. Harassment on or off-campus
7. Theft on or off-campus
8. Breaking and entering on or off-campus
9. Hazing on or off-campus
10. Selling, purchasing, using, or possessing drugs and/or other illegal substances on or off-campus (including sale or distribution of alcohol to minors)
11. Possessing and/or using a dangerous weapon, firearms, explosives, or fireworks on or off-campus
12. Driving recklessly and endangering the public on or off-campus
13. Unauthorized possession of a “master” key
14. Disposing items out of a window
15. Non-compliance- failure to comply with the directions of college officials or designated agents acting in the performance of their duties
16. Failure to produce ID upon request of college officials or designated agents
b. Class II Violation (One offense in this class may result in disciplinary probation)
i. This class includes, but is not limited to:
   1. Repetition of any class III offense
   2. Foul and abusive language or gestures to faculty, staff, administrators, resident advisors, etc.
   3. Vandalism or property damage
   4. Endangerment of public areas (e.g., broken bottle in stairwells, etc.)
   5. Failure to evacuate when the fire alarm sounds
   6. Unauthorized possession of any campus key other than a “master” key
   7. Animals in residence halls
   8. Improper use of telephone, e-mail, or other communications

c. Class III Violation (One offense in this class may result in a disciplinary warning)
i. These are minor offenses that violate college policy, including, but not limited to:
   1. Noise violation
   2. Visitation violation
   3. Open container violation
   4. Lounge furniture/college property in room
   5. Smoking legal substances in a non-designated area

X. Sanctions

a. The following are examples of typical sanctions that may be levied on an individual student. Though the severity of consequences increases with each type, this is not intended to represent “lock-step”, progressive stages of conduct.

i. Disciplinary Warning
   1. Disciplinary warnings will result in conduct points assigned as indicated in the written warning. They may also involve educational sanctions in the form of service to the College or surrounding community, a formal educational component (e.g., paper, project, etc.), and/or disciplinary or restitution fines.

ii. Disciplinary Probation/Loss of Minor Privileges
   1. A written statement to the student of the severity of his or her violation. This may affect your housing selection time (resident) or loss of visitation privileges to residence halls (commuter). Disciplinary Probation/Loss of Minor Privileges may also result in parent/guardian notification of the student’s status.

iii. Disciplinary Probation/Loss of Major Privileges
   1. Severe or sustained misconduct could result in greater loss of privileges, which may remove the student from participation in all co-curricular leadership positions, including participation in intercollegiate athletics. It also may result in loss of housing. Disciplinary Probation/Loss of Major Privileges will result in parent/guardian notification of the student’s status. The status of Disciplinary Probation/Loss of Major Privileges is typically for an indefinite period of time, pending the student’s demonstration that his or her behavior has improved, but must be for at least one full academic semester.

iv. Dismissal
   1. For most severe offenses, this action removes the student from the College. Dismissals (formerly suspensions) are typically for an indefinite period of time, pending the student’s demonstration that his or her behavior has improved, dismissals must be for at least one full academic semester, and rarely are less than one full calendar year.
   2. Reinstatements from dismissal are decided by committee that meets near the end of each academic term or as scheduled by the Dean of Students.

v. Expulsion – removal of a student from the College on a permanent basis.
   1. The final resort is used only in the most grievous circumstances. Expulsion is permanent with no consideration given for reinstatement
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”) and Title II of the Americans with Disabilities Act of 1990 (the “ADA”). 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.

A. Definitions

“Otherwise qualified” means students must be able to meet the technical and academic qualifications for entry into the school, program or activity in order to be considered otherwise qualified.

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.

B. Requesting Academic Adjustments or Reasonable Accommodations

Contact: Jennifer Smolinski
Disability Services Coordinator
Curtis Blake Learning Services

Students with disabilities who need appropriate academic adjustments or 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 academic adjustments or accommodations without the student first contacting the appropriate party.

Students with disabilities that affect their participation in academic or other aspects of college life should contact the Disability Services Coordinator, to initiate the process for determining any appropriate academic adjustments or reasonable accommodations that may be made. The Disability Services Coordinator will convene the Accommodations Review Committee that will assist students with the procedures necessary for requesting appropriate academic adjustments and/or reasonable accommodations. Students should expect to work with the College in an interactive process to identify an appropriate academic adjustment or reasonable accommodation.

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

Academic adjustments may include modifications to academic requirements, auxiliary aids and services, and reasonable accommodations as necessary to ensure equal educational opportunity. In providing an academic adjustment or 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.

Documentation Guidelines
Once students have contacted the appropriate individual, 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.

- Generally, students must provide documentation prepared by an appropriate professional, such as a medical doctor, psychologist, or other qualified diagnostician, showing that they have a current disability and need an academic adjustment and/or reasonable accommodation.
- The required documentation may include one or more of the following: a diagnosis of the current disability, as well as supporting information, such as the date of the diagnosis, how that diagnosis was reached, and the credentials of the diagnosing professional; information on how the disability affects a major life activity; and information on how the disability affects academic performance.
- An individualized education program (IEP) or Section 504 plan may help identify services that have been effective, but is generally not sufficient because of the differences between postsecondary education and high school education. Also, in some cases, the nature of a disability may change.
- The documentation must provide enough information to decide what is an appropriate academic adjustment or reasonable accommodation. If the documentation does not meet the College’s requirements, students will be informed in a timely manner as to what additional documentation they need to provide. 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 academic adjustment or accommodation.)

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 academic adjustment, the College may offer that academic adjustment, 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.

C. Disability Discrimination Grievance Procedure

Contact: Michaelene Cronin
Executive Director of Curtis Blake Learning Services
413.205.3421
michaelene.cronin@aic.edu

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 academic adjustment or reasonable accommodation or otherwise discriminated against on the basis of disability, you may raise your concern with the above-named individuals in an attempt to resolve your concerns on an informal basis. You may also file a formal complaint with the College’s Section 504 Coordinator, Michaelene Cronin, who coordinates compliance with the requirements of Section 504 and the ADA.

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

- Grievance must be submitted to the Section 504 Coordinator within thirty (30) days of the date the person filing the complaint becomes aware of the alleged discriminatory action. (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 her/his 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.
- The person filing the grievance may appeal the decision of the Section 504 Coordinator by writing to the Provost’s Office within fifteen (15) days of receiving the Section 504 Coordinator’s decision. The appeal must be in writing and explain the basis for the appeal. The Provost shall issue a written decision in response to the appeal no later than 30 days after its filing.

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
SECTION 5
DISCRIMINATION POLICY

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, 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.

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.

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:
(i) refusing admission to academic programs on the basis of a protected characteristic;
(ii) subjecting individuals to different academic standards on the basis of a protected characteristic;
(iii) refusing access to college housing, recreational, or social activities on the basis of a protected characteristic.

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.

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 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 performance 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 or female 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. A victim does not have to be the direct recipient of the conduct but could be anyone 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 the College’s Sexual Misconduct Policy.)

Retaliation
Retaliation against an individual who has complained about discrimination or harassment, and retaliation against individuals for cooperating with an investigation of discrimination or harassment complaint is unlawful and prohibited by the College. Any person who retaliates against an individual 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.

Complaint Procedure for Discrimination, Harassment and Retaliation
There are a number of ways to make reports or complaints of discrimination. If a student has questions about how or to whom to make a report, he/she may contact the individuals listed below.

Students who have a complaint of discrimination based on disability request decision should refer to College’s grievance and appeal procedure for under Section 504 and the ADA. Students who have complaints regarding sexual misconduct, such as rape, sexual assault, dating violence, and sexually motivated stalking should refer to the College’s Sexual Misconduct Policy (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).

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 listed 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 should be documented.

If a student would like to file a formal complaint with the College he/she may do so by contacting:

- **Nicolle Cestero, Vice President, HR and Title IX Coordinator**
  Lee Hall, Second Floor
  nicolle.cestero@aic.edu
  413.205.3800

- **Matthew Scott, Director of Residence Life and Deputy Title IX Coordinator**
  Schwartz Campus Center, Second Floor
  matthew.scott@aic.edu
  413.205.3015

- **Brian O’Shaughnessy, Dean of Students**
  Schwartz Campus Center, Second Floor
  brian.oshaughnessy@aic.edu
  413.205.3264

- **David Kuzmeski, Chief of Campus Police**
  Campus Police Office/Hines Hall
  david.kuzmeski@aic.edu
  413.205.3337

Complaints may also be filed anonymously through an independent third party, Ethics-Point, who provides a confidential venue.
- **Over the Phone:** To submit a report over the phone, call the toll-free reporting number: 866-ETHICS-P (866-384-4277)
- **Via the Web:** To submit a report via the secure web site, go to www.ethicspoint.com and click "File a new report" or "Report Follow Up."
Note: Complaints that are submitted without identifying the Complainant make it difficult, if not impossible, to adequately investigate, respond or take appropriate action.

Regardless of whether a student files a formal complaint or requests action, once the College receives information or has notice about alleged discrimination prohibited by this policy, it must conduct a prompt, impartial, and thorough investigation to determine what happened and must take appropriate steps to resolve the situation.

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 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. The Vice President for Human Resources serves as the Title IX coordinator.

Complaints
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. 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 the school/department or administrative unit with which the participants are affiliated. These reports also allow the Title IX Coordinator to identify patterns of frequency in a particular area or location within the College and report these findings to the President on an annual basis, and to coordinate compliance with federal regulations.

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 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.

If the College determines that a student was sexually harassed, it will take reasonable, prompt, age-appropriate, and effective action to end the harassment and prevent it from happening again to the victim or to others.

Disciplinary Action
If it is determined that inappropriate conduct has occurred, 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.

State and Federal Complaint Options
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”) 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 PROCEDURE

Sexual misconduct of any form is a serious violation of College and community standards and it 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 manner that is prompt and sensitive to the needs and rights of the victim and the accused, and taking steps to prevent recurrence and correct any discriminatory effects. This policy and procedure are the College’s grievance procedure required by Title IX and apply to complaints filed by students or on their behalf alleging sexual misconduct carried out by employees, other students or third parties.

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.

Violations
Sexual Misconduct is a category of behavior that includes actual or attempted:
1. Sexual harassment,
2. Non-consensual sexual contact,
3. Non-consensual sexual intercourse, and
4. Sexual exploitation.

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

Non-Consensual Sexual Contact is either of the following without effective consent (see below for the definition of consent):
- deliberately touching a person’s intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas), or
- using force or threat of force to cause a person to touch his or her own or another person’s intimate parts.

Non-Consensual Sexual Intercourse is the penetration (anal, oral or vaginal) by a penis, tongue, finger, or an inanimate object without effective consent.

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.

Effective Consent for Sexual Activity and Incapacitation
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:

- 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 never final or irrevocable
- 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 in an unimpaired state of mind who is able to understand what is happening; consent is not valid if the party from whom consent is sought is impaired by the use of alcohol or drugs, if the party is asleep, passed out or unconscious.

The use of drugs or alcohol is not an excuse for failing to obtain consent for sexual activity.

Incapacitation

One who is incapacitated cannot provide effective consent. Incapacitation is the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, without limitation, sleep, and blackouts. 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.

Reporting Sexual Misconduct

Reporting sexual misconduct can be difficult, and survivors may experience a multitude of emotions in thinking about discussing what happened to them. Survivors of sexual misconduct are strongly encouraged to report the assault immediately to the police with authority over the location of the misconduct. If the misconduct occurred on campus, survivors 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.

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.

Rose Andrejczyk, Director
Dexter Counseling Center
413.205.3248
rose.andrejczyk@aic.edu

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

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

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

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

New England Learning Center for Women in Transition
888.249.0806 or 413.772.0806
Confidential rape crisis hotline accessible to men and women 24 hours a day.

Safe Passage
(413) 586-5066
Confidential counseling, safety planning and shelter related to relationship violence for women.
Survivors 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. Survivors may also choose to report an assault well after the assault occurred, even if the opportunity to collect physical evidence has passed.

Survivors 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 a sexual assault survivor 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 survivor 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.

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). Students, staff, and faculty may contact the Title IX Coordinator to report any type of sexual misconduct.

In all investigatory and adjudication proceedings conducted by the College concerning charges of sexual assault, including any related meetings or hearings, both the complainant and the respondent will be afforded the same process rights, including equal opportunities to have others present. This includes the right to be accompanied by an advisor of their choice.

Process for Allegations of Sexual Misconduct
The College will address allegations that are reported directly or of which it becomes aware, of sexual misconduct 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.

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 faculty or staff members in an allegation of sexual misconduct, with specific responsibilities as indicated below:

- Case Investigators
- Title IX Coordinator
- Sexual Misconduct Hearing Board Members

Case Investigators: Case Investigators are faculty members or administrators designated to investigate an allegation of sexual misconduct.

Title IX Coordinator: The Vice President for Human Resources, who serves as the College’s Title IX Coordinator, will serve as the Procedural Coordinator for those individuals who have been selected to investigate an allegation of sexual misconduct, and to those who will hear a case of sexual misconduct throughout the sexual misconduct investigatory and hearing process.

Sexual Misconduct Hearing Board Members: Sexual Misconduct Hearing Board Members are faculty members and administrators assigned to hear a conduct case of alleged sexual misconduct.

Filing of a Complaint
A student who has experienced an incident of sexual misconduct may file a complaint with the individuals noted below. 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, Vice President, HR and Title IX Coordinator
Lee Hall, Second Floor
nicolle.cestero@aic.edu
413.205.3800

Matthew Scott, Director of Residential Life and Deputy Title IX Coordinator
Schwartz Campus Center, Second Floor
matthew.scott@aic.edu
413.205.3015

Brian O'Shaughnessy, Dean of Students
Schwartz Campus Center, Second Floor
brian.oshaughnessy@aic.edu
413.205.3264

David Kuzmeski, Chief of Campus Police
Campus Police/Hines Hall
david.kuzmeski@aic.edu
413.205.3337

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

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

Individuals who are the victim of sexual misconduct have the right to file a criminal complaint with the Police Department (or other police authorities). Police 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. The college’s Public Safety Department can also assist individuals in contacting the Springfield Police. The American International College Public Safety Department can be reached at 413.205.3333 for emergencies, and 413.205.3208 for other business.

Responding to the Allegations
The College will investigate and attempt to resolve incidents of alleged sexual misconduct. 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. The College’s Title IX coordinator will evaluate requests for confidentiality and make every effort to respect this request. 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. Such measures may include, but are not limited to, modification of living arrangements, interim removal from campus pending a hearing or other administrative process, restricting/prohibiting contact with person(s) on campus, reporting to the local police, and pursuing a conduct hearing without the participation of the Complainant. Not all instances of sexual misconduct will be deemed to be equally serious offenses, and the College reserves the right to impose differing sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The College may consider the safety and concerns of the Complainant, the Respondent and the College community in determining how it will proceed in addressing allegations of sexual misconduct and imposing sanctions.
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 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 such as modification of living arrangements, interim removal from campus pending a hearing or other administrative process, restricting/prohibiting contact with person(s) on campus, free counseling services, and escorts around campus.

Sexual Misconduct Case Investigators and Hearing Board Commission

Case Investigators and members of the Sexual Misconduct Hearing Board investigate and hear complaints of sexual misconduct in which the alleged violator is a student. A student may contact the Title IX Coordinator if he or she has questions where a complaint against non-students should be directed. 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 a four week period (business days), recognizing that the period of time may be longer than four weeks depending on the circumstances.

Investigators and Hearing Board Membership

Sexual Misconduct Case Investigators and Sexual Misconduct Hearing Board members are drawn from a Commission of faculty and administrators trained in the investigation and hearing of sexual misconduct complaints.

When a complaint of sexual misconduct is filed with the above named individuals:

- two persons drawn from the Commission (referred to as Case Investigators) will be assigned by the College to investigate the alleged violation and may be assisted by a member of the Public Safety staff.
- three persons drawn from the Commission (referred to as Hearing Board Members) will be assigned by the College 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.

Investigation

With assistance from the Title IX Coordinator, the Case Investigators will:

- Meet separately with the Complainant, Respondent, and witnesses
- Collect any written statements that may be provided by the Complainant, Respondent, and/or witnesses
- Coordinate the collection of relevant information
- Submit a written report to the Title IX Coordinator typically within ten business days of receiving the case referral
- Present the report to the Sexual Misconduct Hearing Board

The Case Investigators may require the cooperation of any member(s) of the College community in providing information, with the exception of those healthcare providers and clergy engaged in a protected, confidential relationship with the Respondent or Complainant. The investigatory report is the property of the College.

Procedural Options

Upon the submission of the investigatory report to the College, the Sexual Misconduct Hearing Board Chair assigned to the case shall consult with the Case Investigators and the Title IX Coordinator and determine whether the case or particular charges comprising a case should be brought before the Sexual Misconduct Hearing Board, or be addressed through a process other than a Formal Conduct Hearing.
Granting/Denying a Formal Conduct Hearing
After the investigation of a complaint, if it has been determined that the case will be brought before the Sexual Misconduct Hearing Board, notice of that determination will be delivered to the Complainant and the Respondent. The Sexual Misconduct Hearing Board Chair, in consultation with the Case Investigators and the Title IX Coordinator, may specify which charges, if any, will go forward for a Formal Conduct Hearing or may determine that a Sexual Misconduct case will be addressed through a process other than a Formal Conduct Hearing.

Formal Conduct Hearing
If it is determined that the case is to be brought before the Sexual Misconduct Hearing Board, the Hearing Board Chair, with assistance from the Title IX Coordinator, shall:
- Convene the Hearing Board
- Gather and disseminate information pertinent to the hearing
- Be responsible for all communication with the Hearing Board, the Case Investigators, the Complainant, and the Respondent, and the witnesses
- Facilitate the hearing

The Chair and the Title IX Coordinator may participate fully in the Hearing Board’s deliberation. Members of the Sexual Misconduct Case Investigators and Hearing Board Commission who may be involved in the allegations of the complaint or who otherwise have a conflict of interest are to recuse themselves from the investigation/hearing process. When members are recused or otherwise unavailable to participate in the investigation and/or hearing process, the Board Chair will designate appropriate substitutes to serve for the duration of the pending case.

All members of the Board, the Case Investigators, Complainant, Respondent, witnesses, and all other investigators 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.

Prehearing Process
The College reserves the right to extend any time periods identified in this section (or elsewhere in this policy).

The Respondent and Complainant will be informed in writing of the date and time of the hearing. All relevant reports, witness statements, the Complainant’s statements, the Respondent’s statements, and other relevant written materials generally will be available for review by the Respondent and the Complainant at least 3 business days prior to the hearing.

The Respondent and Complainant shall have the opportunity to make a request for witnesses to testify on their behalf.

The Hearing Board Chair, in consultation with the Title IX Coordinator, shall determine which witnesses shall testify based on the relevance of their testimony.

If the Complainant, the Respondent, or law enforcement agencies request that the College proceeding be delayed because the conduct that is subject to the sexual misconduct case is also being heard by a civil or criminal court, the College will review the request, but it retains the right to hear the case before, after, or during the same time as the civil or criminal case, and to implement appropriate action (such as No Contact Orders, removal from campus, residence facilities, and/or classes, interim removals, or suspensions) to maintain the safety of the campus.

The College’s conduct process shall be confidential to the extent possible and as allowed by law and considerations of safety.
Special Procedures
False Reports: The College will not tolerate intentional false reporting of incidents.
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 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.

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. The Title IX Coordinator, in consultation with the Hearing Board Chair, determines the appropriateness of these requests and assumes responsibility for these arrangements.

Past Sexual History/Character
The past sexual history or sexual character of a student will not be admissible in a Sexual Misconduct hearing. If, in the past, a Respondent was 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.

Procedures of the Hearing Board
Upon the determination that a complaint of sexual misconduct has been referred to a Formal Conduct Hearing, the appointed Chair of the Sexual Misconduct Hearing Board will notify all involved persons and members of the Board of the scheduled hearing. The Complainant and the Respondent will be provided with a written statement of the complaint and a summary of the Case Investigators’ report (when applicable). The Complainant and Respondent will be granted access to copies of relevant materials, as assembled by the Sexual Misconduct Hearing Board Chair and the Title IX Coordinator.

Once a student is notified of an alleged policy violation, it is the student’s responsibility to check his/her College email address for follow-up information.

At the request of a hearing participant, the Chair will take appropriate action to maintain a safe environment for all participants in the hearing. Such action might include offering a physical separation of the parties during the hearing and/or adding the presence of a Public Safety Officer at the hearing. Either the Complainant or the Respondent may request to be separated from the other by a screen during hearing proceedings. This request must be communicated to the Title IX Coordinator at least 48 hours prior to the hearing.

Witnesses shall only be allowed to share information that is factual and directly pertinent to the specific incident being reviewed; character references will not be heard.

During the hearing, normally only the Case Investigators, the Complainant, the Respondent, Board members, witnesses, advisors, 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 Board, unless noted at the discretion of the Chair. The Complainant, the Respondent and the Case Investigators may not ask repetitive questions of any witness.
During a hearing, the Complainant and Respondent may not question each other directly. Both parties have the opportunity to inform the Chair if they believe additional questions should be raised by the Chair.

The Board may ask questions of the Complainant, the Respondent, the witnesses, and the Case Investigators. The Hearing Board may go into closed session, temporarily excusing all participants, upon the vote of a majority of the members of the Board.

If the Complainant or the Respondent does not attend the hearing or chooses not to speak, the procedures will still be followed and sanctions, if appropriate, will be imposed. The Complainant, the Respondent and the Case Investigators may be given the opportunity to make opening and closing comments.

All information shared at the hearing will be audio taped for the Board’s review. The Board's deliberations will not be 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 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.

The Chair will promote a civil and respectful proceeding. The Chair reserves the right to remove any individual who impedes the conduct process. A case may be recessed or continued at the Chair’s discretion.

Findings
The Hearing Board shall use the standard “more likely than not” (also known as the “preponderance of the evidence” standard) when determining whether a violation has occurred. Following completion of the hearing, only Hearing Board members are entitled to be present for the deliberation. The Board members shall decide by majority vote whether or not each Respondent is responsible for the violation(s) of the Sexual Misconduct Policy.

If the Board decides the Respondent is responsible for a violation, the Board will determine the sanction to be imposed. Remedial action may include, but is not limited, to counseling for the perpetrator, remedies for the complainant and others, continuation of interim measures, providing an on campus escort to complainant, ensuring the complainant and perpetrator do not share classes or activities, moving perpetrator or complainant to a different residence hall, or prohibiting the perpetrator to return to school for a period of time. Pertinent records of previous disciplinary action may be used in determining an appropriate sanction for those that have violated the College policy, up to and including dismissal from the College.

At the conclusion of the hearing and the deliberation of the Sexual Misconduct Hearing Board, the decision of the Board will be presented by the Chair to the Respondent and the Complainant on behalf of the college, and be followed in writing (normally within 5 business days).

Appeal
Both the Complainant and the Respondent may file a written appeal of the Hearing Board’s decision. The appeal must be based on one or more of the following:

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

The purpose of the appeal is not to rehear the case; rather, it is to determine if there is sufficient information presented to allow a reconsideration of the Hearing Board’s decision.

Appeals must be made, in writing, to the Title IX Coordinator of the college within five (5) business days of the written notification of the decision.
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.

The Title IX Coordinator will forward the appeal to either the Provost or Executive Vice President for Administration as circumstances dictate. The Provost or Executive Vice President for Administration will render a decision, usually within ten (10) business days after receiving the notice of appeal. The Complainant and the Respondent will receive written notice of the outcome of an appeal.

This decision is final.
SECTION 7
Campus SaVE Act
Policy Regarding Sexual Assault, Domestic Violence, Dating Violence, and Stalking

American International College (the "College") is committed to providing a safe learning and working environment. In compliance with federal law, specifically the Jeanne Clery Act (the "Clery Act") 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.

Definitions

Sexual assault refers to any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the survivor is incapable of giving consent, as well as incest or statutory rape.

Domestic violence includes felony or misdemeanor crimes of violence committed by:
- A current or former spouse or intimate partner of the survivor;
- A person with whom the survivor shares a child in common;
- A person who is or was residing in the same household as the survivor; or
- Any person against someone who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating violence refers to violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.

Stalking occurs when an individual engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

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, visitor, or contractor 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, a survivor 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 survivor on how he or she can seek legal protection, and making the survivor aware of medical, counseling, and other support services. If a reported incident did not occur on campus, the Campus Police can assist the survivor 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:
These offices will provide survivors of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any survivor in notifying law enforcement, including the local police, if the survivor elects to do so.

Survivors are not required 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 survivor to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate, if the survivor decides to proceed with criminal charges.

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(s) of a survivor to:

A. 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;
B. Seek a criminal complaint for threats, assault and battery, or other related offenses;
C. 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);
D. Request the police remain at the scene until your safety is otherwise ensured;
E. 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
F. Obtain a copy of the police incident report at no cost from the police department.

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

The survivor of 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 a survivor has removed the clothing he or she was wearing during the assault 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 survivor 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, email, voice mail, or other electronic communications sent by the stalker, should be saved and not altered in any way.

Resources
The College and the local community offer other important resources to the survivors of sexual assault, domestic assault, dating violence, or stalking, including medical treatment, counseling services, and advocacy that survivors may wish to utilize. The following College employees and on campus offices can assist members of the community in considering their options and navigating through any resources or recourse they may elect to pursue. A survivor need not formally report an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or the College in order to access the following resources:

On-Campus Resources
Dean of Student’s Office
Brian O’Shaughnessy, Dean of Students
Campus Center, Second Floor
brian.oshaughnessy@aic.edu
413.205.3264

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

Dexter Health Services and Counseling
Department phone: 413.205.3248

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

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

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

Located on the first floor of Mallary Hall, which is located on the Wilbraham Road side of campus next door to the Registrar’s office.

Counseling Services
Rose Andrejczyk, Director
Dexter Counseling Center
413.205.3248
rose.andrejczyk@aic.edu

Located on the second floor of Mallary Hall, which is located on the Wilbraham Road side of campus next door to the Registrar’s office.
Accommodations
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 is committed to providing them as safe a learning or working environment as possible. Upon request, the College will make any reasonably available change to a survivor’s academic, living, transportation, and working situation. When a reported incident of abuse involves more than one member of the College community, the College’s Title IX Coordinator, Dean of Students, or Campus Police may also issue an institutional No Contact order, prohibiting the individuals from contacting one another, either on or off campus.

Students may contact the Dean of Students’ Office or Campus Police for assistance.

The Campus Police will advise survivors of a reported incident of sexual assault, domestic violence, dating violence, or stalking about how to seek a restraining order from a criminal court that directs the accused to refrain from abuse and to leave the survivor’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 survivors 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.

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

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 survivor’s choice whether he or she wishes to participate in the investigation; however, the College may proceed with an investigation without the survivor’s participation if there is a concern for the safety of other members of the community.
Reports made to the Campus Police will be shared with the Title IX Coordinator in all cases, and may also be made public (maintaining the survivor’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 survivors 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 victim 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 survivor, 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 survivor’s choice whether to participate in the investigation; however, the College may proceed with the investigation without the survivor’s participation if there is a potential threat to other members of the community.

A survivor’s ability to speak in confidence and with confidentiality may be essential to his or her recovery. The College thus 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 survivors.

Educational 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. To address the issue of sexual assaults, domestic violence, dating violence, and stalking in a college environment, the College offers practical guidance for risk reduction, violence prevention, and bystander intervention.

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

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

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

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

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

Bulletin Board Campaigns – The Dean’s Office uses passive programming strategies in the residence halls to provide information on crime prevention and safety issues related to College students on and off campus.
Office of Diversity and Community Engagement – The staff of the Office of Diversity and Community Engagement provide educational sessions for staff, faculty, and students focusing on issues related to campus climate, gender issues, power and privilege, conflict resolution, and helping skills. These programs are made available to the College community throughout the year.

Conduct Proceedings
American International College strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal investigation and prosecution, students, employees, and other affiliates may also face action by the College. When students or employees are accused of having engaged in sexual assault, domestic violence, dating violence, or stalking, the College may, depending on the facts alleged, issue interim safety measures prior to the resolution of the charges. Such interim safety measures might include issuing No Contact Orders between the parties, altering an individual's work or class schedule or a student's on-campus housing assignment, placing an employee accused of misconduct on administrative leave, or placing a student accused of misconduct on an interim suspension.

The Title IX Coordinator will oversee all investigations of allegations domestic violence, dating violence, or stalking under this policy. Allegations of sexual assault of a student will be handled utilizing the process and procedures set forth under the College's Sexual Misconduct policy.

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

If the investigation concludes that evidence exists which suggests a student more likely than not engaged in domestic violence, dating violence, or stalking, the matter will be referred to the Dean of Students' for adjudication pursuant to the Student Code of Conduct. The Office of Human Resources will handle any incidents involving employees.

All conduct proceedings, whether the conduct is reported to have occurred on or off campus, shall provide a prompt, fair, and impartial investigation and resolution. All investigations and proceedings shall be conducted by officials who receive annual training on the nature of the types of cases they are handling, how to conduct an investigation, and how to conduct a proceeding in a manner that protects the safety of survivors and promotes accountability.

The College seeks to investigate and adjudicate any official complaints of domestic violence, dating violence, or stalking that are filed with the College within sixty (60) days of receipt of that complaint, unless mitigating circumstances require the extension of time frames beyond sixty (60) days. Such circumstances may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, College breaks or vacations that occur during the pendency of an investigation, or other unforeseen circumstances. In these matters the complainant and the respondent shall be notified, provided an explanation, and given information about the amount of additional time required.

In all investigatory and adjudication proceedings conducted by the College concerning charges of domestic violence, dating violence, or stalking, that are filed with the College within sixty (60) days of receipt of that complaint, unless mitigating circumstances require the extension of time frames beyond sixty (60) days. Such circumstances may include the complexity of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, College breaks or vacations that occur during the pendency of an investigation, or other unforeseen circumstances. In these matters the complainant and the respondent shall be notified, provided an explanation, and given information about the amount of additional time required.

In all investigatory and adjudication proceedings conducted by the College concerning charges of domestic violence, dating violence, or stalking, including any related meetings or hearings, both the complainant and the respondent will be afforded the same process rights, including equal opportunities to have others present. This includes the right to be accompanied by an advisor of their choice. Both the complainant and respondent will also be afforded an equal opportunity to introduce evidence and identify witnesses.

When a student is accused of any violation of the student Code of Conduct, including but not limited to charges that he or she engaged in domestic or dating violence, or stalking, the charges will be decided using the preponderance of evidence standard, which means that it is more likely than not that the reported misconduct occurred. The Dean of Students retains authority to determine the sanctions that will be issued to any student who has been found responsible for violating the Code of Conduct.

When the Title IX Coordinator completes an investigation and/or upon a decision after a hearing, both the complainant and the respondent shall simultaneously be informed in writing within seven (7) business days of the outcome of the investigative or adjudicative proceeding. Both the complainant and respondent will be given the same procedures and timeframe to appeal the outcome of the proceeding, both parties will receive the same process rights if an appeal is granted, and the parties will both receive timely notice when the outcome becomes final. Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free to share or not share the details with any third parties.
Student Alcohol Policy

American International College complies with all federal and state laws and local ordinances regarding the possession, use, sale, and/or distribution of alcoholic beverages. In conjunction with and in addition to these laws and ordinances, the College has adopted certain standards to facilitate its regulation of the use and possession of alcohol by students and their guests. The following are considered violations of the College’s standards with respect to the use, possession, and distribution of alcohol:

1. Violation of any alcohol or alcohol-related federal, state or local law or ordinance.
2. Being a student under the age of 21 not engaged in an employment or other permissive activity, in the presence of an open alcohol container.
3. Possession, use, or distribution of alcohol by a student, under the age of 21, or possession, use or distribution of alcohol by the guest of a student, under the age of 21 even if the guest is age 21 or older.
4. Procurement of alcohol for a student or guest who is under the age of 21.
5. Failing to abide by the drinking laws of the immediate locale while on an away program or college-sponsored or approved trip or program.
6. Possession, use, sale, or distribution of a false identification card, wristband, or other age or identity verification form.
7. Use of an alcohol container as room decoration, vase or storage item.
8. Possession of alcohol in a residence hall, or common area of a residence hall, in which alcohol is not allowed based on the dry status of the hall or area.
9. Possession 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.
10. Possession by a student, age 21 or older, or possession by the guest of a student, age 21 or older, of any amount of alcohol without prior approval from Director of Residence Life (in a residence hall) or the designated college official sponsoring, hosting, or in charge of a campus event.
11. Public intoxication, either on or off campus or at College-sponsored or sanctioned programs or activities. Intoxicated students and their guests will not be permitted entrance to College-sponsored activities. Intoxicated students or intoxicated guests in need of medical attention may be transported to the hospital for emergency care. Intoxicated students or intoxicated guests may be placed into protective custody by AIC Campus Police and transported to the Springfield Police Department. All costs will be charged back to the student or student hosting the intoxicated guest.
12. 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.
13. Operation of motor vehicle which contains alcohol by any student.
14. Driving under the influence of alcohol or other drugs. 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.
15. 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.
16. Commercial delivery of alcoholic beverages to the residence halls or the College mailroom.
17. Use of alcoholic beverages to render another person physically or emotionally incapacitated.
18. Creation of materials that promote alcohol, tobacco, or other drugs. Athletic teams, club sports teams, student organizations, residence hall groups and other groups or individuals are prohibited from creating marketing or promotional material such as clothing that promotes alcohol, tobacco or other drugs. In addition, such items may not discriminate against individuals or groups and must be approved by the appropriate College official listed below. Appropriate College official must also approve the use of the AIC name, logo, or likeness. Questions concerning this policy may be directed to the Dean of Students Office. Athletic teams must receive the approval of the Director of Athletics, or designee. Club sports/intramural teams must receive the approval of the Director of Campus Recreation, or designee. Recognized clubs and organizations must receive the approval of the Director of Student Engagement and Leadership Development, or designee. Residence Hall groups must receive the approval of the Director of Residence Life, or designee.
Entertaining in the Residence Halls
Students may entertain or socialize in their individual rooms provided the number of people in the room does not exceed building policy (see your Resident Director or Area Coordinator - RD/AC). Students must be in compliance with campus guest and quiet hours policies and may not disrupt the learning or living activities of others.

Reserving Common Lounges for Social Gatherings Without Alcohol
Students who wish to reserve a common area lounge for an event without alcohol must obtain approval from the RD/AC.

Social Gatherings with Alcoholic Beverages in the Residence Halls
At this time such gatherings are not routinely permissible.

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

Approval of Student Programs with Alcohol
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 Pub, 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. Up to two guests per current student will be 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 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.

Student Smoking and Tobacco Policy
1. Smoking is prohibited in all campus buildings and facilities including all of the student residence halls.
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 Shea library, or other public space.
5. Smokeless tobacco is not to be spit or disposed of on grounds.

Student Drug Policy
In the interest of removing any possibility of misunderstanding on the part of the student body, the following is specified as the official policy of American International College with regard to drugs.

1. The possession, or intent to possess or purchase illegal or prohibited drugs, including unauthorized possession of prescription drugs, is strictly prohibited.
2. The use of illegal or prohibited drugs, including being under the influence of illegal or prohibited drugs and the unauthorized use of prescription drugs prescribed, is strictly prohibited.
3. The distribution, or intent to distribute illegal or prohibited drugs, including unauthorized distribution of prescription drugs, is strictly prohibited.
4. Being a student in the presence of illegal drugs, is strictly prohibited.
5. 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.
6. The use of drugs to render another person physically or emotionally incapacitated is strictly prohibited.
7. The possession, use, sale or distribution of drug paraphernalia is strictly prohibited. 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.
8. 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.
9. 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 minute inspection of the room for the express purpose of uncovering hidden items or substances.
10. 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. 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 who has been using drugs, and now recognizes he or she has a problem for which he or she needs help, may approach the Office of the Dean of Students or the Dexter Counseling Center. No penalty will be involved and no disciplinary action will result. A helping program will be established. In some cases, it will be necessary for a student to bear part of the expense involved.
       i. The student will be advised of details of the program, which is designed to assist the student in overcoming his or her drug dependency and to improve his or her academic, physical, and psychological status. All aspects of the program will be clearly described.
       ii. A choice will then be made by the student to seek involvement in the program or not.
       iii. Actual acceptance into the helping program will be decided by a professional committee. Should the student be accepted into the program or not, there is still no penalty. However, the contact will serve as a warning and subsequent use of drugs will be grounds for dismissal.
    e. Any student who is concerned about another student's use of drugs may report such student to the Office of the Dean of Students or the counseling center without penalty to the reported student.
       i. The student will be contacted and the helping program described.
       ii. The student will make the choice of seeking involvement. The committee will make the final intake decision.
       iii. Should the student choose not to involve him or herself, or should the committee refuse admission to the program, there is still no penalty. The contact will be clearly specified as a warning, and subsequent use of drugs will be grounds for dismissal.


f. Any student reported by RA’s or other college personnel will be referred to the College’s Conduct System.

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

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

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

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

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

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

Additional Assistance
Help concerning drug and alcohol-related problems are available from several sources. Individuals needing personal assistance, individuals who know of someone who needs help or individuals with questions concerning alcohol and drug abuse may contact any of the following:
Dexter Health and Counseling Services 413-205-3248

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

**Narcotics**

**Possible Effects:** Euphoria, drowsiness, respiratory depression, constricted pupils, nausea

**Effects of Overdose:** Slow and shallow breathing, clammy skin, convulsions, coma, possible death

**Withdrawal Syndrome:** Watery eyes, runny nose, yawning, loss of appetite, irritability

<table>
<thead>
<tr>
<th>Drug Name</th>
<th>Trade/Other Name</th>
<th>Medical Uses</th>
<th>Dependence Physical/Psychological</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opium</td>
<td>Dover’s Powder, Paracetacon</td>
<td>Analgesic, Antidiarrheal</td>
<td>High/High</td>
</tr>
<tr>
<td>Morphine</td>
<td>MS-Contin, Roxanol, Roxanol SR</td>
<td>Analgesic, Antitussive</td>
<td>High/High</td>
</tr>
<tr>
<td>Codeine</td>
<td>Tylenol w/Codeine, Robitussin A-C</td>
<td>Analgesic, Antitussive</td>
<td>Moderate/Moderate</td>
</tr>
<tr>
<td>Heroin</td>
<td>Horse, Smack</td>
<td>None</td>
<td>High/High</td>
</tr>
<tr>
<td>Hydromorphone</td>
<td>Dilaudid</td>
<td>Analgesic</td>
<td>High/High</td>
</tr>
<tr>
<td>Meperidine</td>
<td>Demerol, Mepergan</td>
<td>Analgesic</td>
<td>High/High</td>
</tr>
<tr>
<td>Methadone</td>
<td>Methadose, Dolophine</td>
<td>Analgesic</td>
<td>High/High</td>
</tr>
</tbody>
</table>

**Depressants**

**Possible Effects:** Slurred speech, disorientation, drunken behavior without the odor of alcohol

**Effects of Overdose:** Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death

**Withdrawal Syndrome:** Anxiety, insomnia, terrors, delirium, convulsions, possible death

<table>
<thead>
<tr>
<th>Drug Name</th>
<th>Trade/Other Name</th>
<th>Medical Uses</th>
<th>Dependence Physical/Psychological</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chloral Hydrate</td>
<td>Noctec, Somnos</td>
<td>Hypnotic</td>
<td>Moderate/Moderate</td>
</tr>
<tr>
<td>Barbiturates</td>
<td>Amytal, Seconal</td>
<td>Anesthetic, Sedative, Hypnotic, Anticonvulsant</td>
<td>High-Moderate/High-Moderate</td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>Dalmane, Xanax, Librium, Valium</td>
<td>Anesthetic, Sedative, Hypnotic, Anticonvulsant</td>
<td>Low/Low</td>
</tr>
<tr>
<td>Methaqualone</td>
<td>Qaalude</td>
<td>Sedative, Hypnotic</td>
<td>High/High</td>
</tr>
<tr>
<td>Glutethimide</td>
<td>Doriden</td>
<td>Sedative, Hypnotic</td>
<td>High/High</td>
</tr>
</tbody>
</table>

**Stimulants**

**Possible Effects:** Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite

**Effects of Overdose:** Agitation, increase in body temperature, hallucinations, convulsions, possible death

**Withdrawal Syndrome:** Apathy, long periods of sleep, irritability, depression, disorientation

<table>
<thead>
<tr>
<th>Drug Name</th>
<th>Trade/Other Name</th>
<th>Medical Uses</th>
<th>Dependence Physical/Psychological</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine</td>
<td>Coke, Flake, Snow, Crack</td>
<td>Local Anesthetic</td>
<td>Possible/High</td>
</tr>
<tr>
<td>Amphetamines</td>
<td>Dextedrine, Obetrol, Delcobese</td>
<td>Attention Deficit Disorder, Weight Control, Narcolepsy,</td>
<td>Possible/High</td>
</tr>
<tr>
<td>Phenmetrazine</td>
<td>Preludin</td>
<td>Weight Control</td>
<td>Possible/High</td>
</tr>
</tbody>
</table>
**Hallucinogens**  
*Possible Effects:* Illusions and hallucinations, poor perception of time and distance  
*Effects of Overdose:* Longer, more intense “trip” episodes, possible psychosis, possible death  
*Withdrawal Syndrome:* Withdrawal syndrome not reported

<table>
<thead>
<tr>
<th>Drug Name</th>
<th>Trade/Other Name</th>
<th>Medical Uses</th>
<th>Dependence Physical/Psychological</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSD</td>
<td>Acid, Microdot</td>
<td>None</td>
<td>None/Unknown</td>
</tr>
<tr>
<td>Mescaline/Peyote</td>
<td>Mexc, Buttons, Cactus, Mesc</td>
<td>None</td>
<td>None/Unknown</td>
</tr>
<tr>
<td>Amphetamine</td>
<td>DMA, MDMA, STP, MDA</td>
<td>None</td>
<td>Unknown/Unknown</td>
</tr>
<tr>
<td>Phencyclidine</td>
<td>PCP, Angel Dust, Hog</td>
<td>Vet Anesthetic</td>
<td>Unknown/High</td>
</tr>
</tbody>
</table>

**Cannabis**  
*Possible Effects:* Euphoria, reduced inhibitions, increased appetite, disorientation  
*Effects of Overdose:* Fatigue, paranoia, possible psychosis  
*Withdrawal Syndrome:* Insomnia, hyperactivity, loss of appetite

<table>
<thead>
<tr>
<th>Drug Name</th>
<th>Trade/Other Name</th>
<th>Medical Uses</th>
<th>Dependence Physical/Psychological</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana</td>
<td>Pot, Acapulco Gold, Grass, Reefer</td>
<td>None</td>
<td>Unknown/Moderate</td>
</tr>
<tr>
<td>Hashish</td>
<td>Hash</td>
<td>None</td>
<td>Unknown/Moderate</td>
</tr>
<tr>
<td>Hashish Oil</td>
<td>Hash Oil</td>
<td>None</td>
<td>Unknown/Moderate</td>
</tr>
</tbody>
</table>

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

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

**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.
SECTION 9
HAZING POLICY

Hazing is a serious offense. The College encourages students to report such offenses promptly. Hazing is prohibited by both state law and American International College and will not be tolerated in this community of trust. All reported cases of suspected hazing will be seriously investigated with a fair process.

On November 26, 1985, legislation prohibiting hazing took effect in the Commonwealth of Massachusetts. Although hazing is most commonly associated with induction into college fraternities and sororities, the practice can also occur in a number of other circumstances.

The legislation states:
The term "hazing"... shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, 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, or extended isolation.

Some ways to tell if an activity is hazing:
- A selected group is singled out for ritual
- It results in behavior or pictures that you would not share with your parents, 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.

Disciplinary Sanctions for Hazing
Students in violation of this statute can be subject to disciplinary sanctions from the College, up to and including the penalty of suspension, depending upon the severity of the offense.
SECTION 10
TECHNOLOGY USE POLICY

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.

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. 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.

Who Is Covered by This Policy?

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

Use of these systems implies consent with this policy, as well as other applicable 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.

Individual Privileges

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

a) **Free Expression**: There shall be no restrictions placed on the fundamental rights to free speech except those necessary to protect the rights of others and to preserve the order necessary for 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.

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

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

a) Respect for Intended Use of Resources: Users are responsible for all actions taken on their network account. Individual password security is the responsibility of the user and he/she should take precautions against others obtaining unauthorized access to his/her personal account. If the user allows another individual access to his/her account, the user assumes full responsibility for the actions of this individual while logged into his/her account. 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.

b) Respect for Privacy of Others: Users shall not access anyone else’s electronic resources, including files and mail, without specific permission from the owner. Permission does not include sharing account information as designated above, but allows for collectively reading e-mail and sharing files using network services. The user shall not take advantage of another’s inexperience or negligence to gain access to any computer account, data, software, or file for which he or she has not received explicit permission to access.

c) Respect for Shared Nature of Resources: Users will not encroach on others’ use of 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.

d) 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.

e) Respect for Intellectual Property: Respect for intellectual labor and creativity is vital to the academic discourse and enterprise. This principle encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution. Examples of violations include, but are not limited to: copying copyrighted software without express written permission of the copyright owner; failing to obtain necessary licensing for software or to adhere to all licensing provisions (installation, use, copying, number of simultaneous users, term of license, etc.); plagiarism or inadequate attribution of the intellectual property of others; posting of texts, images, or audio works in disregard of copyright restrictions; or unauthorized publication or distribution of another’s work or writing.

f) Respect for Integrity of System or Network: Accounts shall not be used for unauthorized access and/or attempts to access computers, computer software, computer data or information, or networks without proper authorization, regardless of whether the computer, software, data, information, or network in question is owned by 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.

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.

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.

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.
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. The user should report any abuse of the above to the appropriate dean, director, instructor, supervisor, system administrator, or other American International College authority.

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. Use of P2P file sharing programs such as bitTorrent, Lime wire, FrostWire, or Morpheus for downloading and sharing copyright protected music and video files.
3. 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.)
4. Modifying PC hardware in offices, labs, or classrooms without the express permission of the Office of Information Technology.
5. Distribution of e-mail viruses or intentionally creating resource consuming programs that force denial of service.
6. Sharing your account or password with anyone.
7. Copying software, documents, or other intellectual property in violation of federal or state laws.
8. Attempting to gain access to other individual’s accounts, private files, or e-mail.
9. Using e-mail, chat, or other technology resources in a harassing manner.
10. Revealing or disclosing confidential information about another person in a way that constitutes an invasion of their personal privacy.
11. Distribution of materials that are abusive, profane, or obscene via e-mail, web pages, or any other network transport mechanism.
12. Using technical resources for commercial or revenue generating activities not related to college business.
13. Distributing chain letters or other media via e-mail, such as solicitations that are not related to college business.
14. Using the College’s name and/or logo via any technology-based medium to endorse unaffiliated organizations, products, or services without the expressed written approval of the College.
SECTION 11
CAMPUS POLICE AUTHORITY, CRIME REPORTING, EMERGENCY RESPONSE, CLERY ACT

The American International College Campus Police Department has primary responsibility for 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:

- 413.205.3333 – Campus Police 24-hour emergency line
- 413.205.3208 – business/administrative line
- 413.205.3450 – complaints/concerns

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

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

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

The American International College Campus Police provide timely warnings to faculty, staff, and students as required. These warnings are disseminated through the Everbridge Campus notification/emergency messaging system. This system allows faculty, staff, and students to receive notifications of school closure, delays, and emergency alerts as text messages on mobile phones, 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.

The Jeanne Clery Disclosure of Campus Police Policy and Campus Crime Statistics Act
The American International College Campus Police maintain a daily log for all security activities including reported crimes as a standing operation procedure. The daily log is open to inspection during normal business hours as required by state and federal law.
Information is provided in compliance with the Jeanne Clery Disclosure of Campus Police Policy and Campus Crimes Statistics Act for your information. These statistics are compiled from reports submitted to local police, campus police, and all college officials. However, reports received by the counseling center are held in confidence. All statistics conform to the FBI Uniform Crime Reporting System. Current crime statistics can be obtained in the campus police section on the American International College webpage at www.aic.edu/safety/statistics or in printed form from the Office of Student Affairs.

**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/fire.

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.

**Missing Student Notification Policy and Procedures**

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

The College will:

- Notify appropriate law enforcement agencies no later than 24 hours after a student is determined to be missing.
- Notify an individual selected by the student no later than 24 hours after a student is determined to be missing. All students have the right and are strongly encouraged to identify an individual to be contacted within 24 hours should such an event occur. Contact information can be filed with the Office of Residence Life. Please note that for students who are under the age of 18, the institution is required to notify a parent or guardian.
SECTION 12
RESIDENCE LIFE HOUSING POLICIES
STUDENT HOUSING AGREEMENT 2014-2015

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

2. Eligibility
   a) Only registered and currently enrolled full-time American International College students are eligible to reside in college housing. Unclassified students, or those carrying a part-time program of study, may be considered for housing at the discretion of the Director of Residence Life upon written appeal. No family housing is available.
   
   b) Full time undergraduate students under the age of 23 are required to live in campus housing (with exceptions noted below). The Off Campus Residency Application must be submitted to the Office of Residence Life to qualify for an exemption. In addition, applicants must complete the Off-Campus Residency Education Program in order to be released from housing. Students normally required to be in on-campus residency who move off campus without authorization, and without completing the Off-Campus Residency Education Program by September 30, 2014 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 record in the event the Off-Campus Residency Education Program is not completed after fining.
   
   c) Students will be considered eligible to live off-campus, if the following conditions apply:
      - The student has lived in college-owned housing for 4 full semesters and has completed the Off-Campus Residency Application and Education Program
      - OR-
      - The student is over the age of 23 and has completed the Off-Campus Residency Application and Education Program
      -OR-
      - The student has lived in college-owned housing for less than 4 full semesters 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 members.
         - The student is living with his/her spouse.
         - The student requires special housing due to a physical disability.
   
   Students who meet these criteria must fill out an Off Campus Residency Application, but will not be required to complete the Off-Campus Residency Education Program.
   
   d) In recognition that there may be unique circumstances not addressed by one of the qualifying exemptions, the Dean of Students may grant an exception to the policy after consideration of a written appeal by the student.
3. Financial Aid Policy  
a) 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 June 1st.

4. Assignment of Housing/Application Process  
a) 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@AIC web portal (housing.aic.edu/myhousing). If you have not applied in this manner, you 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.

b) The College reserves the right to change room assignments and to reassign students to different rooms at any time as deemed necessary.

c) Room assignments will typically be posted to MyHousing@AIC by July for the fall semester and in early January for new spring semester residents.

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

b) The rates per resident for the 2014-2015 academic year are:

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Double</td>
<td>$3,230/semester</td>
</tr>
<tr>
<td>Acorn Apartment and College-owned Houses</td>
<td>$3,795/semester</td>
</tr>
<tr>
<td>Single Room</td>
<td>$5,015/semester</td>
</tr>
</tbody>
</table>

c) Residents are required, unless qualifying conditions are met, to pay additional fees for housing during Thanksgiving, winter, and spring recesses, and for summer session.

d) 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)

6. Agreement Period  
a) 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 for non-graduating students and graduating students not participating in Senior Week.
- Period ends at 1pm on the day of Commencement in May for graduating students participating in Senior Week.

b) This agreement extends into summer months and break periods for those who apply for summer or break residency.

c) 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 Director of Residence Life.

d) Refund/Forfeiture Policies –If the student withdraws from the College during the course of the semester, refunds of the room rent will be determined by the Student Accounts Office. No rent refunds will be given to persons required to withdraw by the College because of a failure to meet obligations under the housing agreement, or who are removed from residence for disciplinary reasons.

7. Vacancies  
a) The Office of Residence Life reserves the right to fill all vacancies.

b) 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 a single room rate.
c) Students with vacancies after the add/drop period may apply with the Student Accounts Office to declare their room a single. If approved such space will be taken off the vacancy list and the student will be billed the appropriate cost for the single assignment.

d) 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 judicial action and mandatory billing for a single. Residents not removing belongings from half of the room for the beginning of the spring semester or mid semester after receiving notification of a new roommate from the Office of Residence Life is considered an act of intimidation.

e) The following options are available to students who have vacancies at the end of the fall semester

   i. Pull another student into his/her room.
   ii. Move to another student’s room.
   iii. Buyout the room as a “Single due to Vacancy” for 50% of the semester single room upcharge.
   iv. Actively participate in all efforts to secure a new room or roommate as outline by the Office of Residence Life. If a roommate is not found, this resident will be charged 25% of the semester single room upcharge.
   v. Students who do not make an effort to assist with filling their vacancy will be charged the full single room rate and not be considered for a “Single Due to Vacancy” rate reduction.
   vi. The “Single Due to Vacancy” reduction cannot be made retroactive at semester break for any student who purchased a full rate single at the time of housing application/selection.

8. Board Requirement

a) 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 and campus-owned houses are not required to select an all-access meal plan but are required to carry a block-plan as a minimum.

b) Board Plans (Per Semester)

   • All Access 7 Day + $100 dining dollars  $3,030
     Minimum Requirement for all Freshmen
   • All Access 7 Day + $300 dining dollars  $3,185
   • All Access M-F Only + $50 dining dollars  $2,525
     Minimum Requirement for Non-Freshmen, Undergraduate Standard Housing
   • 100 Block + $400 (any 100 meals/semester)  $1,135
     Graduate Students or Acorn/House Residents Only
   • 50 Block + $250 dining dollars  $670
     Minimum Requirement for Graduate Students or Acorn/House Residents

c) Consideration for waiving the meal plan requirement is rare. Full details can be obtained by contacting the Dean of Students Office. However, the following general conditions are the only considerations for which a waiver is granted.

   • Food allergy 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 Committee on Special Accommodations will review documentation.
   • Extreme, and unforeseen financial hardship as endorsed and approved by both the Student Accounts Office and Office of Financial Aid

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

d) Applications for a meal plan waiver must be submitted on or before the first day of class for any term.

9. Personal Property and Insurance for Fire/Theft/Damage

a) 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.

10. Checking into a Room:

a) Room Key- Each resident will receive a room key(s), key fob, and 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, dead bolts, etc.).

b) 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. Any damages or missing items must be noted by a Residence Life staff member at this time to prevent a charge at check-out. The resident will review the RCR and acknowledge that the RCR represents that the conditions recorded at check-in are accurate.

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

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

e) 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 and will be charged $10 per lockout after the second. Residents will only be admitted to their assigned room.

f) Lost Keys – A resident may receive one key replacement for a $15 charge. If the replacement key is lost, a lock change will be initiated and a $50 charge will be assessed to the resident’s account.

11. Checking out of a Room:

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, moving off campus.

Step 1. Schedule a time with your RA to perform a room check out based on when all personal belongings will be removed from room.

Step 2. Remove all personal belongings. All rooms must be swept and cleared of all debris, or a $25 cleaning fee will be assessed to the student’s account.

Step 3. Have RA conduct room check out

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 on the RCR if the resident checks out improperly and the resident will forfeit his/her right to appeal damage charges.

3B. Return key and fob to the Residence Life staff member. Failure to turn in key during check out will result in a fee (see section 10f. for specific fees).

b) Abandoned Property – The College will not be responsible for damage or loss to any personal property not removed after checking out of college residences. A room-clearing charge will be assessed against any student who fails to remove his/her items of personal property by the closing of the residence halls. The College will retain items of cleared out personal property for 48 hours after the closing of halls or withdrawal from housing, but will not be responsible for any loss or damage that occurs. After 48 hours, all items will be disposed.
12. Room Changes
   a) 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 $25 charge (the resident will also be required to move back into the original assignment) and is a violation of this agreement. Requests for room changes will not be accepted after assignments have been posted until after the last day of add/drop at the beginning of each semester.

   b) Room change options
      i. Room Change Request - initiated by resident looking to move out of current assignment. If approved, resident will be placed in a new assignment of the Office of Residence Life's choosing. Form can be obtained from the Office of Residence Life.
      ii. Vacancy Pull-in - initiated by a resident with a vacancy in his/her room or apartment. If approved, the requested resident will be pulled into the vacancy of the requester. Form can be obtained from the Office of Residence Life.

   c) The movement of freshmen students assigned to a first-year area to an upper-level residence is not permitted except under extenuating circumstances. Permission must be granted by the Director of Residence Life. The same policy applies to upper-level students requesting a move to a first-year student area.

13. Room Inventories, Damage/Loss Charges
   a) 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 per student assigned to a room. Edgewood and Broadhurst apartments are furnished with a three-seat sofa, lounge chair, coffee table, end table and kitchen table with four chairs (Broadhurst apartments will not have the kitchen table with chairs). Acorn Heights apartments are furnished with one two-seat sofa, two lounge chairs, coffee table, end table, and kitchen table with four chairs. Acorn Heights also has standard bedroom furniture as listed above. There is also a full kitchen with appliances.

   b) Internet Access - Wireless Internet access is provided to all students living in on-campus residence halls. Students bringing computers to campus must have a wireless card in their computer to access the Internet.

   c) Cable TV - All on-campus residence units are provided basic cable service with at least one cable jack per room. Students wishing to subscribe must obtain a set top box. A $50 refundable deposit must be submitted to the Student Accounts Office and is required to receive a set top box. Changes to basic service are not allowed.

   d) Phone Service - The College does not provide in room telephone service.

   e) 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.

   f) Room Damage/Loss – The resident (and roommate where assigned) is/are responsible for damages to his/her room, and damage and/or loss to the furnishings and fixtures the College has placed there. The resident agrees to pay for the restoration of the property to its condition at the time of occupancy, or for repairs or replacement (beyond normal wear and tear), unless the identity of others responsible for the damage or loss is established and proven by the resident(s). Resident(s) are responsible for any damage or loss to the premises caused by their guests. Charges for damages, cleaning, replacement of furniture, etc., shall be divided by the number of students assigned to the room. If 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.

   g) 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 college judicial action. Those students who are responsible for vandalism or theft may be removed from and/or denied future housing in college residence halls. Littering on college grounds and properties is also considered to be damage.

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

14. Maintenance, Repairs, Extermination, and Housekeeping
a) 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 controllable conditions.

b) The College shall not be responsible or liable for any damage or loss to his or her personal property while on the premises caused by the cessation or failure of such utilities, no matter what the reason. 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.

c) 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 occupant, the College will offer alternate housing if it is available on campus or provide a prorated refund on the unused portion of the rent if residency must be vacated permanently.

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

e) 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.

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

15. Alcohol, Drug, and Smoking Policy
a) Alcohol is not permitted in or around residence halls regardless of whether the resident is of legal drinking age. Public consumption and presence of alcohol will not be tolerated. Residents will be instructed to dispose of, or surrender any alcohol present.

b) 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.

c) All residence halls at American International College are smoke free. Smoking is not permitted in student rooms or any other area of college residence halls.

16. Inspections/Room Entry
a) The College reserves the right to enter rooms when there are issues concerning the health, safety and welfare of occupants, violations of regulations, or assessment of damage or repairs. Though presence of the resident is preferred, it is not required to carry out such actions. Routine safety inspections will be done each semester.

b) In order to secure the buildings, Residence Life staff will enter and check all resident rooms during the Thanksgiving, winter, and spring breaks for security and safety purposes. Visible violations of college policy will result in college judicial action.

c) If a roommate moves out of a room, a member of the Residence Life staff may enter the room following the completion of the move to inspect for damages and ensure space is available for a new roommate.

d) College policy prohibits staff members from unlocking room doors for anyone other than the occupants of the room, with the exception of the provisions listed above.

17. Prohibited Items in the Residence Halls
a) Some examples of items **not permitted in any residence hall** are listed here. However, this list is not necessarily all-
inclusive: alcohol, animals, outside antennas or satellites, bread machines, candles, ceiling fans, chain locks, dead-bolt locks, drugs and/or drug paraphernalia, explosives, weapons (including but not limited to knives, firearms, bb or pellet guns, paintball guns, and “toy” guns), fireworks, gasoline and other combustible substances, incense, oil lamps, open flames, space heaters, immersion coils or other exposed heating elements, security alarms, torchiere-style (pole) halogen lamps, and waterbeds.

**Items permitted in Acorn Heights, Edgewood wing of Edgewood Complex, and College-Owned Houses ONLY:**

- Crock pots, George Foreman (or similar) grills, thermostatically controlled hot pots, toaster ovens.

b) To preserve the health and safety of the residents, only fish in bowls or aquariums (not larger than 10 gallons), and trained service animals for persons with disabilities are permissible in residence halls.

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

- Refrigerators – Refrigerators no larger than four cubic feet are permitted in residence hall rooms.
- Microwave Ovens – Microwave ovens of small and medium size are permitted in residence hall rooms.
- Air conditioning units are not permitted without prior approval by the Director of Residence Life and are only permissible during Summer Sessions 1 and 2, if approved (see Section 22).

18. Searches
a) It is understood and agreed that a resident’s room or possessions on campus will not be searched by college authorities for violation of college rules and regulations or applicable law unless there is reasonable administrative cause to believe that a resident is using his/her room for purposes in violation of college rules or regulations, or in violation of this agreement.

b) All searches must be approved through consultation with the Student Affairs Administrator on Call and the Chief of Campus Police. 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.

c) 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.

19. Personal Safety and Security
a) Though 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](http://www.nssi.com) or another vendor of their choosing.

b) Key FOBS, 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 college staff. Students who breach security by lending or giving out key FOBS or codes, or duplicating keys for non-residents may be removed from college housing.

c) Residents may not engage in any activity which creates a safety risk or which jeopardizes the security of the premises, including, but not limited to the propping of exterior and other restricted doors.

d) For safety reasons, the roofs, window ledges and mechanical equipment rooms of all college buildings are restricted areas and may not be entered.

e) Individuals observed in the hall who are not residents or guests should be reported immediately to a Residence Life staff member or Campus Police

20. Fire Safety
a) 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.

b) Electrical circuits, cable, or data wires cannot be altered by occupants or anyone not authorized by the College.

c) Appliances, lamps, and other electrical equipment with damaged, worn, cracked or frayed cords and plugs must be replaced.

d) All lighting fixtures must use only light bulbs of type and wattage as recommended by the manufacturer.

e) Electrical cords or other communication cables may not be installed under carpets, hung over nails, or run through doorways and windows.

f) Tampering in any way with firefighting equipment or alarm systems is prohibited and may result in immediate dismissal from housing.

g) The integrity of all ceilings, floors, walls, fire alarm units, and sprinkler systems must remain intact and not be disturbed.

h) Additional wall coverings (e.g. wallpaper, paneling, etc.) cannot be installed by occupants.

i) These items are prohibited in all residence halls due to their inherent fire safety hazards – anything with an exposed heating coil (hot plates, quartz heaters, etc.), candles, halogen torchiere-style lamps, incense, weapons and explosives. (See Section 17 for other prohibited items.)

j) False alarms caused by residents will result in a minimum of a $50, and maximum of $500 fine. False alarms include alarms triggered by smoking, cooking, going through a fire door when not warranted, or any activity that is a violation of the Student Housing Agreement.

21. Guests/Visitation/Quiet Hours

a) Guests in the Hall – Guests are required to abide by all rules and regulations of the College, the Office of Residence Life, and individual building’s community standards. The resident is responsible for the behavior of his/her guests, including restitution for damage to college facilities.

b) Guests in the Room – In order to have a guest(s), residents must have the consent of his/her roommate on each occasion. Extended visits (beyond two consecutive days) are not permitted, nor is cohabitation (residency with someone other than your officially assigned roommate). Two guests may be signed in per resident of a room at one time.

c) 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.

22. Air Conditioners

a) 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 Committee on Special Accommodations will review documentation. The Residence Life Office can assist with this application process.

b) Students must provide their own air conditioning units.

c) Room units must be wired for 110-120 volts and should not exceed 6,000 BTUs.

d) Failure to remove unapproved units may result in college judicial action.

e) Air conditioners are not permitted in rooms with ground level security screens.

f) Approved air conditioners may only be used from May 1 - September 30.

23. Storage
a) 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.

24. Subletting
a) Students may not transfer this agreement or sublet the assigned room to another party.
SECTION 13
STUDENT ORGANIZATION RULES AND REGULATIONS

Rules and Regulations for Registered Student Organizations and Campus Events

Any group, no matter what its mission, has the right to submit a constitution for recognition. The constitutions of all registered student organizations (RSOs) must be filed in the Center for Student Engagement and Leadership Development following its approval by the administration.

For more specific guidelines, contact the Director of Student Engagement and Leadership Development.

Constitutions

Student Government Association Constitution
The Student Government Association Constitution dictates all policies, procedures, and requirements of Student Government Association. The constitution is a living document, continuously changing through amendments to suit the evolving needs of the student body. An updated copy of the constitution can be located in the Center for Student Engagement and Leadership Development.

Registered Student Organization (RSO) Constitutions
Every RSO looking for official recognition from American International College must submit a constitution to the Center for Student Engagement and Leadership Development along with the names of ten (10) interested student members and a faculty or staff advisor. Upon approval from the Center, the constitution will be forwarded to the Student Government Association for review and approval by a majority vote. Constitutions are valid for two years and must be resubmitted thereafter.

Expenditures

Upon recognition by the Student Government Association, members are eligible to request money and make purchases on behalf of the RSO. The Student Government Association Treasurer and the Director of Student Engagement and Leadership Development must first authorize all purchases. The following are the various ways of allocating and expending money:

Student Purchasing Card (SPC)
A student purchasing card can be requested for RSO expenses including supply, travel, and other goods. All paperwork must be submitted to the Center for Student Engagement and Leadership Development two (2) business days before the preferred purchase date. Groups are encouraged to submit all paperwork for purchases before the two (2) day deadline as cards are limited and may not be available on the preferred date. Purchases can be made by any member who has completed the SPC training and approved by the RSO president or treasurer.

Reimbursement – A reimbursement can be utilized when purchasing an item specifically for the use of a RSO activity or event. The treasurer or the president of the RSO must submit all reimbursement requests, including an itemized receipt, to the Center for Student Engagement and Leadership Development for approval. No receipt containing sales tax will be reimbursed – AIC is a tax exempt institution. Groups are encouraged to plan ahead to avoid reimbursement scenarios. It may take up to two (2) weeks to process a reimbursement. Reimbursements are issued in the form of a College check.

Cash Advances
A cash advance may be requested for purchases in the amount of $50 or less. All paperwork must be submitted two (2) days in advance with appropriate signatures. Receipts and any remaining funds must be returned to the Office the following business day.

Purchase Orders (PO) – A purchase order from American International College grants a company prior permission to secure funds for a purchase and can be obtained from the Center for Student Engagement and Leadership Development. An invoice or receipt must be returned to the Center as soon as the products are obtained. POs will be returned three (3) days after all paperwork has been completed.

Contracts
When requesting any service from an agency or vendor, including but not limited to live performances, catering, and other services, including student acts, a contract or performance agreement must be submitted to the Center for Student Engagement and Leadership Development and signed by all parties. No student or unauthorized staff member may enter into any agreements on behalf of American International College. All contracts must be submitted to the Office at least three (3) weeks prior to the event for review and approval. New vendors and performers will undergo a review process.
administered by the Director of Student Engagement and Leadership Development.

**Other**
- All purchases by RSOs must be used to benefit the organization and/or the student body
- No alcohol may be purchased by any RSO
- Events with cash sales must have prior approval of Director of Student Engagement and Leadership Development

**Administrative Policies**
Upon recognition by the Student Government Association, RSOs are eligible to utilize American International College facilities, plan events, spend money, travel, and hold meetings. However, all groups must remain in good standing to receive these privileges:

**Event Requests**
RSOs must complete the Event Request Form located on myAIC and receive approval from the Center for Student Engagement and Leadership Development for all activity except regularly scheduled meetings. This process informs the Center of RSO activity, helps groups remain in compliance with all policies, and reserves event space and must be completed before any event planning. Formal approval, request for more information, or denial will be sent to the group within three (3) business days.

**Posting/Advertising**
Prior to posting any material, including but not limited to meetings/club information or event details, approval must be obtained from the Center for Student Engagement and Leadership Development. Advertisements may only be posted on designated bulletin boards throughout American International College buildings. Advertisements may not be posted on doors, in or on elevators, glass, or painted surfaces. The Director of Student Engagement and Leadership Development reserves the right to amend posting locations at his or her discretion. The sponsoring Recognized Student Organization is responsible for the removal of all posted material by the stamped expiration date. RSOs will be financially penalized for infractions. All material must explicitly state the sponsoring organization.

**Room Reservations**
Reserved space may be obtained from the Center for Student Engagement and Leadership Development by recognized clubs and organizations and is required for use of American International College space.

**Outdoor Events Policy**
All student-sponsored, outdoor events that are not of an official athletic nature must be approved by the Dean of Students Office or designee. Events involving more than ten students and/or guests must be sponsored by a RSO or be approved at least 48 hours in advance.

Students who wish to have smaller, non-sponsored “spontaneous” events on campus quads, fields, residence hall lawns, or other outdoor venues must receive permission from the senior campus administrator on call. Events include, but are not limited to: barbecues, slip-n-slides, or similar social gatherings. An area coordinator or residence director should be contacted to obtain “spontaneous” approval from the on call administrator. The administrator’s decision is final, and Campus Police will be notified of the decision. Neither Resident Advisors nor Resident Directors can approve events.

ALL outdoor activities must cease at dusk in non-lighted areas and at midnight in lighted areas. Open fires are not allowed unless they are in a college owned barbecue grill. Vehicles may not be driven on grass areas. Noise may not disturb the neighborhood or campus community. The Residence Life staff or Campus Police reserves the right to shut down an outdoor activity due to violations of the above policies, or other reasons of safety or concern. If necessary, organizers will be subject to conduct action and in the case of an RSO event, group status may be impacted.

**Food Service**
American International College’s contract with Chartwells Food Services requires that all events with prepared food must be obtained through their catering service. If a RSO seeks to employ an alternate catering company, explicit approval must be obtained from the Director of Student Engagement and Leadership Development.

**Fundraising**
The Office of Student Engagement and Leadership Development defines fundraising as an activity where funds are collected through donations and/or sales, including event programming, to donate to a charitable cause or organization or to enhance an organization’s budget.
The following guidelines apply to all recognized student organizations:

1. All student organizations are required to complete the Fundraising Request Form and receive approval from the Office of Student Engagement and Leadership Development before any activity can commence.
2. No student organization allocated funds shall be used as a donation, directly or indirectly. All purchases related to the fundraising effort must come from the organization’s fundraising budget.
3. The Office of Student Engagement and Leadership Development retains the authority to review and place restrictions on all student organization fundraising activity as needed.
4. The Fundraising Profit Reconciliation Form must be completed and submitted to the Office of Student Engagement and Leadership Development within three (3) business days following the event. Student organizations with overdue forms will not receive approval for subsequent fundraising requests. Additionally, organizations that consistently neglect to complete forms within the prescribed time will risk heightened consequences.
5. All fundraising events must comply with all local, state, and federal laws and regulations, and are responsible for paying for and obtaining any and all licensing fees and permits.

**Raffles**

In accordance with Massachusetts Law, M.G.L. c.271, s.7A, a raffle/bazaar permit must be obtained from the City of Springfield, City Clerk’s Office.


A copy of all approved Fundraising Requests will be placed in the student organization’s mailbox located in the Center for Student Engagement with a blank Fundraising Profit Reconciliation Form.

**Cash Handling**

All Registered Student Organizations have the ability to raise funds that can be used to bolster the group’s account or donated to a charitable cause and manage funds allocated by the Student Government Associate. In order to reduce the liability associated with handling cash, RSOs must comply with this policy to remain in good standing.

**General Stipulations**

- All cash must be deposited to the Center for Student Engagement and Leadership Development immediately following the conclusion of the event. If the event ends after business hours, all cash must be deposited to the Campus Center Information Desk.
- No cash is allowed to be in possession of a student, advisor, or other individual overnight or left in a residence hall, office, or off-campus location.
- All profits must be deposited into the RSO account before expenses can be paid. Under no circumstance should cash be given as compensation.

**Admission/Entry Sales**

When a RSO sponsors or hosts an event that charges a fee to attend, advance ticket sales must be posted on aictickets.com. If the group wishes to conduct in-person sales, a cash box must be reserved for each day ticket sales will be made.

**Sale of Goods & Raffles**

RSOs raising funds via the sale of goods whether by fixed cost, auction, etc., must reserve a cash box for each day the sale occurs.

**Cash Box Procedure**

1. Complete the Event Request Form and receive approval from the Center for Student Engagement and Leadership Development
2. Submit the “Fundraising Activity Request” for events where the goal is to make a profit, or the “Purchase Requisition Form” for events where sales will offset the operating cost
3. Pick up the cash box from the Center for Student Engagement and Leadership Development during business hours before the event
4. Complete the “Cash Box Deposit Slip” contained in the cash box
5. Return the cash box immediately following the event to the Center during business hours or Campus Center Information Desk after business hours
*There may be additional scenarios that require the use of cash. When this occurs, the RSO must submit the request to the Center for Student Engagement and Leadership Development and complete any necessary paperwork requested by a staff person.

**Prizes**

Registered Student Organizations often sponsor events where prizes are awarded to attendees. Prizes are permissible with adherence to the following criteria:

- The event must be registered and approved through the Center for Student Engagement and Leadership Development
- The event must be free and open to all AIC undergraduate students – see Fundraising Policy
- Prizes can only be awarded to AIC undergraduate students – No prize can be awarded to AIC graduate students as they do not pay into the comprehensive fee used to fund student events
- The event must be properly advertised, a minimum of five (5) business days, in a manner allowing all students access to the information about the event – Solely relying on “word of mouth” advertising is not acceptable
- Prizes may not exceed $200 each or $1000 for the event – appeals may be made to the Director

**Party Policy**

Overview:

Center for Student Engagement and Leadership Development and Dean of Students Office are fully supportive of events that encourage members of the AIC community to socialize and celebrate differences in a safe and respectful manner.

A party is defined as a Registered Student Organization (RSO) sponsored event that takes place in an open area with amplified sound, music, and/or dancing, non-seated attendees, and an attendance of approximately 100 or more.

*This definition is interpreted solely by the Director of Student Engagement and Leadership Development and/or Dean of Students. Although an event may be missing one or more elements of this definition, but is similar in nature, it may be deemed a “party.”

This policy may be amended or abbreviated at any time.

Restrictions: To better ensure the safety of participants and a positive outcome, RSOs are limited to the following:

- Parties are only permitted on weekend evenings (Friday and Saturday nights)
- Parties not contained indoors must end by 1am
- Campus Police and representative from the Dean of Students Office, including the Dean of Students and approved Directors, reserve the right to end a party at any time

Requirements: RSOs must provide or ensure the following for party approval:

1. A refundable deposit of $500 or more must be provided – damage/destruction to property and other similar charges will be deducted from the deposit. This deposit cannot be paid for by any Student Government Association account – the money must be fund-raised
2. For events open to the public (guests or non-AIC students) or events with an anticipated attendance of 200 or more, Springfield Police must be hired and present. One officer is required for every 100 attendees.
3. Campus Police must be present for all parties
4. One (1) toilet is required for every 100 expected guests, regardless of event location
5. Free water must be provided to all attendees
6. Identification of all attendees must be collected and submitted to the Director of Student Engagement and Leadership Development immediately following the event.
   a. AIC students must have a valid student ID
   b. Guests must provide a valid government issued ID (driver’s license, passport, non-driver identification) and be recorded as the guest of an AIC student
   c. Each AIC student has the privilege to bring one (1) guest
7. The sponsoring organization must provide sufficient staff for the event
8. A staff list, with contact information, must be provided 24 hours in advance
9. If the event is a fundraiser, adherence to the Fundraising Policy is required

Other Stipulations and Information:

- Attendees will be searched for any weapons, alcohol, drugs, etc.
- No coats, bags, backpacks, baggy clothing, bottles, etc. are permitted in the party venue
- No readmission – once a student has left the event, there is no reentry
- Once capacity is reached, a waiting line of no more than 25 is permitted
- Unsafe, lewd, or similar activity before, during, or after the event is not permitted and will result in a referral to the College Conduct System

Maintenance Requests
Tables, chairs, podiums, etc. may be requested through the Center for Student Engagement and Leadership Development two weeks prior to the event.

Police Requests
Campus Police presence may be required for large events and will be decided at the discretion of the Director of Student Engagement and Leadership Development. Due to the size and nature of some events, it may be necessary to have Springfield Police present. Requests for Campus Police and/or Springfield Police can be made through the Center for Student Engagement and Leadership Development.

Bus/Van Rental
If a Recognized Student Organization would like to rent a bus or van for a day trip, requests must be made through the Center for Student Engagement and Leadership Development. If renting a bus, the Recognized Student Organization will need petty cash to tip the driver. The amount will be dependent on the bus’s destination. If renting a van, it is the Recognized Student Organization’s responsibility to supply a driver who has successfully completed the American International College driver’s course. This will be verified by the Center for Student Engagement and Leadership Development. In addition, it is the Recognized Student Organization’s responsibility to return the van by 10:00 a.m. on the day following the event.

Print Shop
Recognized Student Organizations often seek copies to advertise events, meetings, etc. American International College provides a cost-free print shop in the basement of the Schwartz Campus Center. All material must be approved and stamped prior to producing copies. The maximum amount of copies allowed per event is 50. All posted material must comply will the Posting Policy (see above).
SECTION 14
TAILGATE POLICY

I. Overview
Tailgating has long been a tradition with sporting events, especially on the collegiate level. Nothing is better than gathering with other Yellow Jacket fans, fellow classmates, alumni, friends, or family before home athletic events. Tailgating is permitted on campus in designated parking lots. Please follow all guidelines related to food/grilling, clean-up and risk management policies. For the purpose of this policy, consumption of alcohol is governed by procedures described in Section 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
   • 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.
   • 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.
   • 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
   • 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
   • 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

A. Clean-Up
Please keep American International College beautiful by placing all trash and recycling in the proper bins located throughout the tailgate areas and facilities for your convenience. All groups are responsible for making sure their tailgating area is cleaned prior to departing for the game. Immediately at the end of the pregame tailgating (15 minutes prior to the start of the game) tailgaters attending the event must do the following:
   • All trash/recyclable items must be picked up and sorted into proper receptacles. This includes trash around your assigned area. Trash should be closed in bags or trash containers.
   • While tobacco use is strongly discouraged, all cigarette butts must be picked up.
   • All leftover food/beverages must be placed in proper containers and stored.
   • All clean-up procedures must be completed before entering the athletic event.

B. 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.

Consumption and Preparation of Food
   • No food may be sold, without permission from the appropriate College office.
• 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.
• Open flame fires, including fire pits, are prohibited.

C. Risk Management
Groups tailgating must follow these risk management policies:
• Do not transport individuals in the back of trucks. Nor should persons be allowed to stand in or on the vehicles.
• Have food available to avoid the effects of drinking alcohol beverages on an empty stomach.
• 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.
• Educate ALL group members and guests about the tailgate policies.
• Contact Campus Safety (413-205-3333) for all emergencies.

V. Alcohol Consumption
In accordance with the 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, Hampden 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.

Prohibited Uses:
• Kegs and other common containers are not allowed at any time.
• Glass containers are not allowed except to hold alcohol in its original bottled package in your cooler or closed container.
• Drinking games (including 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.
• 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
• No sales activities or solicitation are allowed on the College campus, including any/all tailgating areas, without permission from the appropriate College office.
• Only Auxiliary Services or their designated representatives will be allowed to sell merchandise.
SECTION 15
DIRECTORY OF STUDENT SUPPORT OFFICES

Center for Academic Success
Marianne Reiff – Dean of Academic Success

The goal of the Center for Academic Success is to assist students in identifying the services that will maximize their success, support them throughout their experience at American International College, and help them to identify career opportunities that will match their goals and talents. The center, located in the lower level of Shea Library, supports and encourages collaboration among the following student support services. Phone: 413.654.1441

Advising Center
The Advising Center, located in the Center for Academic Success, is staffed by professional academic advisors who work with freshmen, sophomores, and transfer students to assist them with their transition to AIC, with registration, and with referrals to support services. Students transition to a faculty advisor in their junior year. The Associate Dean for Advising works with faculty to fulfill the mission of the advising program. For more information on the Advising Program, contact April Kearse at april.kearse@aic.edu.

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. For more information about the Academic Resource Center, e-mail Nick Callini, Coordinator of ARC at nick.callini@aic.edu.

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

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

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

For more information and to apply, contact Terrence O'Neill, Director of ACE at 413.205.3269.

Developmental Education
The mission of developmental education at American International College is to assist students in developing the college level skills that will help them achieve academic success in their coursework at the College. Placement in developmental writing is based on a student’s Accuplacer® score. Using targeted software and technology tools, the developmental writing course ENG 100 Foundations of Writing will help students refine their writing skills and build confidence in their ability to succeed in college level courses that emphasize written expression. Developmental math courses prepare students for success in upper level math and quantitative reasoning courses. For more information about developmental education e-mail Susan Petrucelli, Director of Developmental Education, at susan.petrucelli@aic.edu.

First-Year Seminar
All first-year students at American International College enroll in a special first-year seminar class: The Undergraduate Experience. The class is designed to help you meet other first-year students and learn about leadership, study skills, and typical first-year challenges. Students will learn about money management while in school, collaborate on a special project, and get a chance to help others through community service. This required class is a great way to have a strong start to your college career. For more information, e-mail Cynthia Littlefield, director of the first-year experience, at cynthia.littlefield@aic.edu.

Curtis Blake Learning Services
Curtis Blake Learning Services offers personal supportive services on a fee basis to qualified students with learning disabilities who are admitted to the regular college curriculum. Offered services assist students in managing the academic
and social demands of college life. The program was founded on the belief that learning disabled individuals can compensate for their difficulties and meet with success in the college environment. For more information about Supportive Learning Services, call 413.205.3426.

**Tutoring Program**
The mission of the tutoring program is to assist students in achieving their academic goals by providing small group tutoring in content area subjects. Peer tutors are recruited and trained by the director and work with groups of students to clarify information presented in lectures, practice study, and test taking skills within the content area, as well as reinforce good note taking practices. In addition, Smarthinking®, a 24 hour a day, seven days a week, online tutoring program is available to students on campus and remotely from off-campus locations. For more information about the tutoring program and Smarthinking®, e-mail Lesley LaMarche at lesley.lamarche@aic.edu.

**Writing Center**
The Writing Center is available to assist students in planning, reviewing, and editing their essays and written assignments. The center is staffed by faculty and peer writing tutors who are available for scheduled and drop-in appointments. Tutors can also assist faculty by presenting workshops on citation formats and the steps in the writing process. For more information about the writing center, e-mail Julie Bodnar at julie.bodnar@aic.edu.

**Information Technology**

**myAIC Portal**
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 Office 365 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](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](http://www.nssi.com).

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

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

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

- Monday – Thursday: 8:00 a.m. – 10:00 p.m.
- Friday: 8:00 a.m. – 3:00 p.m.
- Saturday: 10:00 a.m. – 5:00 p.m.

Institutional Advancement
Located in the lower level of the Dining Commons, 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 in the fall and the Run for Education in the spring, the Faces of AIC lecture series throughout the academic year, among others. 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 extension 3520.

Library
At American International College, the library is the focal point of the academic experience. Its pleasant atmosphere and both traditional and online resources provide the ingredients necessary for academics, keeping pace with the times and for career preparation. The library provides reading space, private and group study spaces, a 16 station computer lab, and in conjunction with IT, a 35 computer training lab for information literacy/library instruction classes. The library also provides snack machines and lounge areas for those who want to take a break from studying. The library is open to the public on a limited basis.

The 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, our 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 Memorial Library subscribes to many online databases representing the health sciences, education, behavioral science, laboratory sciences, criminal justice, humanities, and business. It also subscribes to journals in paper and electronic format for those who wish to keep up-to-date with the latest trends in their respective fields.

Library hours during the traditional academic terms: Monday through Thursday, 7:45 a.m. to 11:00 p.m.; Friday 7:45 a.m. to 5:00 p.m.; Saturday 9:00 a.m. to 4:00 p.m. Sunday 11:00 am to 11:00 p.m. The schedule for hours between terms, exam periods and during the summer varies, so users should check the library website at: www/aic.edu/library or call:
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 at 1020 State Street, the Office of Marketing 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.

Registrar
The 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 Office of the Registrar 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 change of addresses, telephone number changes, degree materials, major and/or minor changes, and transcript requests. All necessary forms are available to students 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 registrar's office at 413.205.3212.

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

Student Account Payment Terms and Conditions
- Students should make payment arrangements for their account (“Student Account”) by the first day of class in each semester.
- Payment arrangements include approved financial aid, payment plans, cash, or credit card.
- Payments may be made by check, electronic payment, VISA, MASTERCARD, or DISCOVER.
- The College offers monthly payment options with the Sallie Mae Tuition Payment Plan (tuitionpay.salliemae.com)
- Students expecting employer-funded direct payments should provide a signed agreement to the Student Accounts office for approval. When a verified credit balance appears on a student account, refunds will be made in accordance with the student’s direction and regulatory requirements.
A student who does not satisfy their student account payment obligations may be excluded from college activities as well as campus resident halls and will not be allowed to register for courses. He/she cannot be provided with certified/sealed/official transcripts until the outstanding balance is paid in full.

A student who withdraws or otherwise separates from American International College is responsible for resolving any outstanding student account balance.

An overdue balance in a student account that is assigned to a collection agency or an attorney may be reported to a credit bureau and is subject to appropriate costs of collection, including attorney fees and court costs incurred.

**Student Account Refunds**

- Students must initiate the written withdrawal process with the registrar’s office.
- When a student registers for classes, he/she is responsible for the tuition charges and other College costs. Non-attendance in classes does not constitute withdrawing or dropping a class.
- Refunds are computed on the basis of the date of the student’s written notice of withdrawal or dismissal.
- Refunds will be calculated on a pro rata basis beginning on the first day of classes for the applicable term up to the point at which the semester is 60 percent completed. After that, no refunds are made. No refunds will be made for individual classes dropped after the first week of the semester. No refunds will be made for housing and meal plan cancellations after the semester is 50 percent completed.
- No refunds will be made on charges other than tuition, board and room rent, except that program fees and fees for the Supportive Learning Services program shall be refunded in the same manner as tuition.
- Reductions of financial aid will be made in accordance with federal regulations that require American International College to determine the amount of federal funds a student has earned as of the date s/he withdraws from the College. A student earns financial aid as the semester progresses. Once the student has completed 60 percent of the semester, the full award is considered earned. If the student withdraws before the 60 percent point, a federally required calculation is used to determine the amount of institutional and federal funds to be returned to the applicable aid programs.

**Check Cashing Policy (Student Accounts Office)**

- Students may cash checks between the hours of 10:00 a.m. and 2:30 p.m.
- Checks cannot exceed $50.
- There is a limit of one check per 48 hours.
- A valid American International College student ID must be presented.
- No exceptions are made to this policy.

**Financial Aid (Lee Hall 2nd floor)**

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

- Students are expected to complete the annual financial aid application process within the published 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.

Division of Student Affairs

Several departments that engage students in life outside of the classroom make up the Division of Student Affairs. Descriptions of these offices and services are below. All offices are located on the upper and lower levels of the Schwartz Campus Center, with exception to the Dexter Health and Counseling Center which is located in Mallary Hall.

Dean of Students Office
Brian J. O’Shaughnessy – Dean of Students
Patricia Scagliarini – Administrative Assistant

The Dean of Students oversees all departments within the Division of Student Affairs. The Dean of Students functions as the chief conduct officer at the College. The Dean of Students also serves as an advocate for the needs of students while balancing them with institutional priorities and concerns.

Campus Recreation
Chris Mercurio – Director of Campus Recreation
Jeff Bennett – Assistant Director of Campus Recreation

The Campus Recreation Department provides students with an enjoyable leisure experience as an outlet from the pressures and tensions sometimes associated with college life. We also provide students with opportunities to use their creativity to help better the program. This helps develop transferable leadership qualities that can be used upon graduation. The motto of the department is “a program for the students, developed by the students.”

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

Program Offerings
- Intramurals: Flag Football, Volleyball, Floor Hockey, Dodgeball, Soccer, Softball, Bowling, Basketball, plus small game offerings.
- Club Sports: Men’s and Women’s Rugby (under athletics), Baseball, Basketball, Coed Soccer
- Fitness and Wellness: Fitness Center Personal Trainers, Cardio Kick, Insanity®, Yoga, Zumba, Boot Camp, Pilates, Total Body, Ab Lab

Dexter Counseling Center
Rose Andrejczyk, Psy.D. – Director of 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.

Rose Andrejczyk, Psy.D., a licensed psychologist, Renee Desmarais M.A, LMHC, a licensed mental health counselor and clinical psychology doctoral candidate, and Dolores Christensen, M.A, a doctoral student in the Springfield College graduate Counseling Psychology Program, offer the following psychological services free of charge to students who are currently enrolled at American International College:

Individual Counseling, Group Counseling, Specialized workshops, and 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**

*Mary Paquette – Director of Dexter Health Services*

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, physician assistants, and a physician. 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](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 proof of insurance (waive out) or sign up for the college insurance plan via the insurance website [https://consolidatedhealthplan.com/group/4/home](https://consolidatedhealthplan.com/group/4/home).

**Diversity and Community Engagement Office**

*Keshawn Dodds – Director of Diversity and Community Engagement*

The Diversity and Community Engagement Office is located on the lower level of the Schwartz Campus Center. Our office 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 a melting pot of cultures that creates the unique characteristics of our institution. 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 and Community Engagement Office exists to foster and support the intellectual, social, and cultural development of all students, especially those from diverse cultural backgrounds and lifestyles. Organizations include:

- Persons Ready In Defense of Ebony (PRIDE)
- Latin American Student Organization (LASO)
- Inter-Greek Council
- International Club
- Women’s Organization
- Gay Straight Alliance (GSA)
- African Student Association (ASA)
- Lion's Club

The Diversity and Community Engagement Office is 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. 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.

The goals of the Diversity and Community Engagement Office include the following:

- 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, sexual orientation, and those with disabilities.
- Assist American International College in its efforts to recruit and retain all students.
- Develop and strengthen alliances with external communities to support diversity in and outside of American International College.
- Develop efforts that enhance external support for diversity programs.
- Regularly monitor and assess AIC’s diversity efforts for effectiveness.

The Diversity and Community Engagement Office seeks to unite the College with the community by engaging in outreach efforts that promote communication, foster understanding, and address area needs. We are committed to providing accurate, timely information about American International College programs, services, news and developments. In addition, the office promotes community engagement by linking American International College students and employees to service opportunities in the area. By supporting volunteerism in the American International College community, hosting community organizations on our campus, partnering with leading community organizations, and providing direct services to the College’s neighbors, the Diversity and Community Engagement Office is a gateway to the many resources American International College has to offer our neighbors. Our students have been and will continue to be involved in various community outreach events, such as:

- Back-to-School, Anti-Bully 5K Run/Walk
- Out of the Darkness Community Walk for Suicide Prevention
- College? Yes! Springfield Public Schools, College to Career Initiative
- Inter-Greek Council’s Annual Community Thanksgiving Dinner
- American International College’s P.R.I.D.E. Community Kwanzaa Celebration
- American International College’s P.R.I.D.E. Annual Black History Month Celebration
- American International College’s P.R.I.D.E. Annual Fashion Show
- American International College’s Women’s Organization, Women’s Month Celebration
- American Cancer Society’s College Cancer Walk
- Student Volunteers with the Friend of the Homeless in Springfield, MA

There are many more community events that our students will be involved in throughout the year. Our calendar will be updated frequently, so please check it often for volunteer/community service opportunities.

**Office of International and Commuter Student Engagement**

_TBA – Assistant Director of International and Commuter Student Engagement_

The Office of International and Commuter Student Engagement is located on the lower level of the Schwartz Campus Center and is part of the Center for Student Engagement and Leadership Development. The office assists international students with immigration compliance and obtaining their F-1 Student Visa for study. The office is committed to offering support, programming, resources and outreach for the unique and varied needs of international and commuter students.

**Office of Residence Life**

_Matthew Scott – Director of Residence Life_
_Bethany Boyle – Assistant Director for Housing Operations_
_Alexander Cross – Area Coordinator (Main Campus)_
_Alyson Trinier – Area Coordinator (Edgewood Campus)_

The Office of Residence Life at American International College seeks to provide a safe and secure living and learning community that emphasizes personal responsibility, as well as social tolerance, while complementing the educational mission of the College. Our programs and services are designed to contribute to our students’ individual and interpersonal growth, as well as overall community development. American International College offers housing for resident students on
two adjacent campuses; located on the main campus are Hines, Pouch, and Magna Halls. Located on the Edgewood Gardens Campus are the Edgewood Gardens Residences. Located on the Edgewood Gardens Campus are the Edgewood Gardens Residences that include the Edgewood Complex (comprised of Street Hall, Broadhurst Hall, and Edgewood Suites) and Acorn Heights.

The central office staff consists of the Director of Residence Life, Assistant Director for Housing Operations, and Graduate Assistants. A Residence Director or Area Coordinator 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.

**The Saremi Center for Career Development**

J.A. Marshall – Director of Career Development
Deborah Krevalin – Career Advisor
Tricia Love-Walsh – Administrative Assistant

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, 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.

Make us a part of your college experience! We want to work with you on your career from day one of your time at AIC. **When in doubt, come and see us and we will work it out!** You are welcome, invited and expected (like a guest at a dinner party!). Deborah Krevalin, Career Advisor, Tricia Love-Walsh, Administrative Assistant, and J.A. Marshall, Director, are here to help you at the Saremi Center for Career Development.

**Call 413-205-3263 or email us at SaremiCenter@aic.edu or come on over and grab a coffee on the way.** We are in-between the coffee bar and the bookstore on the first floor of Schwartz Campus Center. The coffee is really good. Please stop by and see us! Our door is always open to our students and alumni. **Our office hours, though, are 8:30 AM-4:30 PM Monday through Friday throughout the year.**

**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
- Work Study

**Student Engagement and Leadership Development**

Zachary Beaver – Director of Student Engagement and Leadership Development

**First-Year Mentors**
First-Year Mentors are sophomores, juniors, and seniors who are chosen to assist first-year students in their transition to college. Through extensive training prior to the fall semester, the skills necessary to be successful in their position are learned. This enables or provides a positive experience in the First-Year Seminar Courses, academic and social guidance, companionship, and advice on all topics concerning a first-year college student.

**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.

**Student Government Association**
The Student Government Association (SGA) is comprised of the Executive Branch or Executive Board, Legislative Branch or Senate, and Class Cabinet. Members are AIC undergraduate students who are students elected or appointed by the student body. SGA members make a difference on campus, represent their peer's interests and needs, and have an influence in how American International College functions including allocation of money. Meetings are held on Thursdays at 11am in the Bradley Room of the Schwartz Campus Center, and are open to all members of the American International College community.

**Student Government Association Structure**

*Executive Branch:* Comprised of the Student Body President, Vice President, Treasurer, and Speaker of the Senate.

*Senate:* Comprised of the Speaker of the Senate, Class Representatives (1 per 75 students), School Representatives (1 per 250 students), Commuter and Residential Representatives (a total of 4, reflective of the student population), Campus Relations Representatives (2), and Student Athlete Representatives (2).

*Class Cabinet:* Comprised of a President, Class Secretary, and Class Representatives (1 per 75 students).

**Recognized Student Organizations**
American International College currently offers 18 RSOs, not including Greek 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 Director of Student Engagement and Leadership Development located in the lower level of the Schwartz Campus Center.

**RSO Listing**
- African Student Association (ASA)
- Christian Conquerors
- Communicating, Networking, News, and Media (CNNM)
- ENACTUS
- Garrett Players

81
Latin American Student Organization (LASO)
Lions Club
Model Congress
Outdoor Club
Pep Band
POWER
PRIDE
Science Club
Student Activities Board (SAB)
Student Nurse Association (SNA)
Taper Yearbook
Women's Organization
Yellow Jacket Newspaper
Automobile Registration
All students’ cars must be registered with Campus Police and have a current parking sticker. Students are required to park only in their assigned lot. Information and forms can be obtained from Campus Police located in the lobby of Hines Hall. Fees are assessed per semester. Parking without the proper sticker or in unauthorized areas will result in tickets and/or towing at the owner’s expense.

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

Campus Store (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.

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, and Pollo a unique twist to a variety of chicken recipes. Green Mountain coffee and soups by Au Bon Pain are also featured.

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. Credit cards and dining dollars accepted!

Coffee Bar
Enjoy a latte, specialty coffee, or frozen drink at the coffee bar adjacent to the Hive.

I.T. 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.

Lost and Found
All personal belongings, books, and other items found on campus should be turned in immediately to the Campus Police Office or the Student Affairs Office in the Schwartz Campus Center. If you have lost any item, you may check these places to see if it has been found and turned in. Unclaimed items will be disposed of at the end of each academic year.

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 a package slip left in boxes for large objects. Students will need their American International College ID card to pick up any packages. Stamped, outgoing mail may be dropped in the mailbox on State Street, by the Schwartz Campus Center.

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 mis-delivered.

Shuttle Bus
The campus shuttle runs between the main campus and the Edgewood Gardens campus daily when classes and food service are in session. It runs continuously 7:30 a.m. to 2:00 a.m. Monday through Friday, and 11:00 a.m. to 2:00 a.m. Saturday, Sunday, and on holidays in which the campus remains open.

Student ID Cards
An American International College ID card must be shown upon request to any proper college authority, including Residence Life staff, and dining room checkers. The card is required for Residence Hall Building access and 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.