

ANNUAL SECURITY REPORT

October 1, 2014



AMERICAN UNIVERSITY
WASHINGTON, DC

Department of Public Safety
4400 Massachusetts Avenue NW
Washington, DC 20016

AMERICAN UNIVERSITY DEPARTMENT OF PUBLIC SAFETY

Annual Security Report 2014

POLICY ON REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

The safety and well-being of all members of our community are of great concern to American University. Many departments and employees are dedicated to making the campus a safer place to live and work. A safe environment depends on the cooperation and involvement of individuals like you. We encourage all members of the AU community to use this report as a guide for safe practices on and off campus.

To comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Public Safety prepares this report and works with several university offices and public agencies—such as the Office of the Dean of Students, Housing and Dining Programs, Student Conduct and Conflict Resolution Services, and the DC Metropolitan Police Department (MPD)—to gather the information herein. Each entity provides updated data on its educational efforts and programs. Campus crime, arrest, and referral statistics include those reported to Public Safety, designated campus officials (including but not limited to directors, deans, department heads, designated resident life staff, student conduct staff, advisors to students and student organizations, and athletic administrators), and local law enforcement agencies.

The university also has a voluntary confidential reporting system through which crimes are reported to officials at the Counseling Center, Student Health Center, Kay Spiritual Life Center, and Faculty and Staff Assistance Program.

This publication contains information to aid in the cooperative effort of creating a safer campus. It contains specific information on safety and security, crime prevention, patrol operations and breadth of authority, policies relating to reporting crime, campus disciplinary procedures, and crime statistics for the three previous calendar years. These statistics reflect reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by American University, and on public property that is immediately adjacent to and accessible from the campus.

This publication is posted on American University's website by October 1 each year. We notify all students, staff, and faculty of the website via email and informational postings within the campus. You can obtain this report online at american.edu/finance/publicsafety/asr.cfm.

All current or prospective faculty, staff, and students can obtain a paper copy by calling 202-885-2527, visiting Human Resources or Public Safety on campus, or writing to:

ANNUAL SECURITY REPORT REQUEST

Public Safety
American University
4400 Massachusetts Avenue NW
Washington, DC 20016-8068

Additional information about security, crime prevention programs, and crime statistics is available by contacting Public Safety at 202-885-2527.

GREETINGS!

American University is a community of more than 15,000 students, faculty, and staff who work, live, and study on a beautiful campus in an urban setting. This annual report is written to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) passed by Congress.

These reports are provided on an annual basis on October 1 each year. Since the last report, AU Public Safety has made significant improvements in the safety and security services we provide to the AU community. We are very excited about these enhancements, and we hope that once you read about them in this report, our excitement will be contagious.

During this last year, Public Safety:

- Continued to increase the number of Salto locks in university residence halls.
- Installed LED lighting and high-definition cameras on all blue-light phone towers.
- Increased the number of alert beacons throughout campus.
- Established physical security standards to ensure uniformity among university facilities.
- Upgraded the Department of Public Safety radio system to a digital multichannel schematic.

Detailed descriptions of these enhancements are contained in this document. It is our hope that these innovations and improvements will have the desired effect of enhancing safety and security services on campus. We will certainly continue to partner, solve problems, and share information about upcoming police and community events, as well as crime trends and alerts, to maintain a high level of preparedness. We are certain that after reading this document, you will be impressed with the myriad safety and security services provided to the campus community. Please join us in these efforts by reading this report and referring to it often.

Thank you and be prepared.

The American University Department of Public Safety

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PUBLIC SAFETY

Public Safety has primary responsibility for the security of American University (AU). Our mission is to create and maintain a safe and secure environment by protecting lives, securing property, and preserving peace and order. Our staff consists of professional campus police and security officers, trained police dispatchers, customer relations representatives, and other team members dedicated to providing first-class customer service to all members of the AU community. We also employ students who perform a variety of duties as Public Safety Aides (PSAs). The senior director of Public Safety oversees the following departments: Police Operations, Police Communications, Investigations, Police Administration, and Physical Security.

PATROL OPERATIONS

Police Operations is managed by a captain through the shift sergeants and corporals who supervise the individual shifts and processes. University police officers patrol university facilities, including academic and administration buildings, parking lots, athletic fields, and grounds. They patrol by vehicle, by bicycle, and on foot. Officers check in at residence hall front desks but do not routinely patrol the interior of residential buildings unless requested to do so. They provide safety escorts for individuals on campus upon special request. Police Operations participates in managing all university special events that require university police officers. University police officers respond to all reports of crime, fire, medical, and other emergencies and coordinate with the District of Columbia fire and police departments and with federal agencies. Our on-campus police dispatch service coordinates officer response and communications for all emergency calls and requests for service. PSA patrols and security cameras supplement officer patrols.

Police Authority

University police officers are commissioned law enforcement officers of the District of Columbia and have full investigative and arrest authority on university property. As commissioned officers, university police officers are sworn to uphold the Constitution and all laws and legal regulations for the United States and the District of Columbia. Furthermore, the officers are obligated as officials of AU to enforce university rules and regulations, where it does not conflict with federal, state, and local laws.

University police officers are permitted to stop individuals suspected of criminal activity and to request their name, address, business, and destination. Anyone failing to answer these questions to the satisfaction of the officer may be detained for further investigation. Resistance to detention may result in a more serious charge. Officers must be mindful of their safety while performing their duties. For this reason—and based on articulable suspicion of a potential threat—the law permits officers to search a person who has been detained to ensure that he or she does not possess a weapon. All university police officers are required to identify persons they suspect of being perpetrators of, or witnesses to, a crime.

PUBLIC SAFETY
OPEN ALL DAY, EVERY DAY

EMERGENCY CALLS
202-885-3636

NON-EMERGENCY CALLS
202-885-2527

Program our numbers into your cell phone for easy access and reference.

When on Main or Tenley Campus, dial 202-885-3636 instead of 911 because emergency services, such as fire and ambulance, can respond more effectively with the assistance of AU Public Safety.

OFFICE LOCATION

South side of Main Campus directly across from the shuttle depot

MAILING ADDRESS

Public Safety Building
4400 Massachusetts Avenue NW
Washington, DC 20016-8068

Officer Training

University police officers attend a 10-week Campus Public Safety Institute program sponsored by the Consortium of Universities of the Washington Metropolitan Area. This comprehensive program provides valuable training in all aspects of university policing. Additionally, university police officers must successfully complete certification or recertification in skills such as CPR and first aid. AU police officers also receive training in Incident Command, Defensive Tactics, Emergency Response, Infection Control, and other areas.

PHYSICAL SECURITY UNIT

The Physical Security unit is responsible for preventing unauthorized access to university facilities. It maintains the security and intrusion alarm systems, closed-circuit television systems, keys, and access-card control. The Physical Security Manager works closely with Facilities Management and many other units on campus to identify and promptly repair any malfunctioning security devices. Unit personnel conduct periodic audits to assess physical security requirements and future expansion.

POLICE COMMUNICATIONS AND CUSTOMER RELATIONS

The Police Communications Center is staffed by trained university police dispatchers who operate Public Safety's 24-hour Emergency Dispatch Service. They dispatch university police officers and other personnel to all incidents and calls for service and they monitor the university's camera systems. The Customer Relations unit is responsible for parking and traffic services for the university community. Customer Relations representatives serve at the welcome desk weekdays from 8 a.m. to 5 p.m., providing information, managing the lost and found, and assisting with other customer relations issues. The Police Communications Center and Customer Relations unit are managed by the supervisor of Police Communication and the Captain of Police Administration, respectively.

POLICE ADMINISTRATION

The Police Administration Division provides support services to patrol officer efforts on campus. In cooperation with Police Operations staff, the division facilitates Student Conduct and Conflict Resolution Services referrals. It also coordinates training and reports confidential information to campus administrators around the university. These programs enable Public Safety to communicate with campus community members more regularly and to build relationships of mutual trust and respect. All police reports, statistics, statements, and evidence are released through this bureau. Staff members are also responsible for key functions, such as records management, crime analysis, and Security Officers Management Branch certification compliance. Additionally, the Police Administration Division gives direct support in all of the previously mentioned areas to the senior director of Public Safety and Emergency Management.

RELATIONSHIP WITH LOCAL LAW ENFORCEMENT AGENCIES

AU is located in upper northwest Washington, DC, in the Second District of the Metropolitan Police Department (MPD). The Second District's headquarters is located approximately one and one-half miles from campus. The Department of Public Safety maintains a close working relationship with MPD and communicates items of mutual concern on a daily basis. MPD dispatches officers when a felony is reported, when requested by the Department of Public Safety or by a victim, or when an arrest is made. MPD works with university police officers on complex or specialized cases. MPD officials meet with campus law enforcement directors to discuss mutual concerns, coordinate programs, and exchange information. AU Public Safety does not currently have a Memorandum of Understanding with MPD.

NON-CAMPUS CRIMINAL ACTIVITY

Public Safety does not provide law enforcement service for non-campus activity involving students, because AU does not have any officially recognized student organizations with non-campus locations. Non-campus criminal activity that occurs within the District of Columbia is handled through MPD. Public Safety officers may respond to non-campus locations at the request of MPD for the purpose of enforcing the Student Conduct Code. AU may take disciplinary action for non-campus infractions of the code when a student's behavior threatens or endangers the safety and well-being of the campus community; when a student is the subject of a violation of local, state, or federal law; or when, in the judgment of university officials, a student's alleged misconduct has a negative effect on the university's pursuit of its mission or on the well-being of the greater community. AU's Public Safety coordinates with MPD on a monthly basis to receive follow-up reports on activities involving students.

CRIME PREVENTION AND CAMPUS SAFETY AWARENESS PROGRAMS

Public Safety maintains comprehensive crime prevention and campus safety awareness programs. Working with the Office of Campus Life and other units, the crime prevention coordinator develops and monitors procedures and programs to promote safety, security, and crime prevention. A common theme of all safety awareness programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

While it is the responsibility of each member of Public Safety to promote crime prevention throughout the university community, the coordinator is specifically responsible for implementing Public Safety's proactive stance on crime prevention as part of its basic philosophy. This includes, but is not limited to, conducting programs, answering questions about safety and security, responding to inquiries about Public Safety's role on campus, and encouraging residents to become actively safety-conscious. To help students and employees protect themselves and their property, this unit develops and makes available to the university community a variety of educational programs and materials.

EDUCATIONAL PROGRAMS

Crime Prevention and Awareness presents the following programs to all faculty, staff, and students upon request and at the request of resident assistants in the residence halls. These programs address specific needs of the audience and focus on individuals taking personal responsibility for their safety, avoiding unsafe situations, and using Public Safety services. Unless otherwise noted, the sessions last one to one and one-half hours. These sessions can be arranged by calling the coordinator of special events and crime prevention at 202-885-2563.

- **Who is Public Safety?** introduces students to the functions, purpose, and services of Public Safety. It provides important phone numbers and educates attendees on the training, credentials, and authority of university police officers on campus and in surrounding neighborhoods. It also describes Public Safety's role in the campus emergency plan.
- **Safety in the City** educates students about living in an urban setting and using crime prevention skills. This program is typically customized for a specific audience.
- **Be Safe @ Home** provides students with safety tips and tools to use in their campus residence and around campus. The session encourages safe living on campus and explains how to avoid becoming a victim and how to enhance safety during emergencies.
- **Alcohol and Drug Awareness** illustrates the effects of alcohol and the dangerous consequences of underage drinking. Additional programs educate students on the hazards of drug use, including danger to their well-being and the legal ramifications, financial hardships, and social difficulties to which drug use or experimentation can lead.
- **Rape Aggression Defense (RAD) Systems** teaches practical physical self-defense techniques to members of the AU community (see below for more details).
- **Dating Violence** educates individuals, primarily women, on acquaintance rape and preventive strategies to avoid dangerous dating situations. This program educates students on forms of dating violence, such as emotional and sexual abuse.

Campus groups that sponsor these programs can increase attendance and bring together individuals who have common concerns. Any interested group should contact Public Safety at 202-885-2563. The Student Health Center and the Office of Campus Life may offer related programs on acquaintance rape, alcohol, and relationships.

RAPE AGGRESSION DEFENSE PROGRAMS (RAD)

The Department of Public Safety offers classes that teach self-defense techniques for all ages and genders.

Classes/Sections

RAD classes are offered every fall and spring semester on campus for women, men, children, and individuals who do not identify with any gender. These classes are taught by Public Safety officers after they have attended a 32-hour certification class. Any member of the AU community, current or former, is welcome to participate.

Three full women's classes/sections are taught over four days for three hours per day, with a simulation on the last day. These sections are generally taught on Mondays/Tuesdays for two weeks from 6 to 9 p.m., on Wednesdays for four weeks from 6 to 9 p.m., and over two weekends from 11 a.m. to 2 p.m. The classes focus on preventing sexual assault. Attendees must be at least 12 years of age.

A RAD for Men class also is offered during the semester, generally on a Wednesday from 6 to 8 p.m. during the semester. The classes focus on walking away from a verbal confrontation. There is no simulation. Attendees must be at least 12 years of age.

Classes are also offered for members of the community that do not identify with any gender. This class lasts for three hours and focuses on preventing violence for those in the GLBTA (gay, lesbian, bisexual, transgender, and allies) community. There is no simulation. Attendees must be at least 12 years of age. Anyone who would like a children's class taught for ages 5–12 can contact the crime prevention coordinator at 202-885-2563. This class focuses on preventing assaults, abuse, and attempted abduction perpetrated against children.

Registration

All RAD classes are posted on the Public Safety website. Interested participants simply need to complete the online form and a member of the department will let them know if they are registered or on the waitlist. Additional information is available at american.edu/finance/publicsafety/RAD-Classes.cfm#CP_JUMP_1887954.

Advertising

Public Safety posts the class schedule on department bulletin boards, on Today@AU, and at multiple tabling events and crime prevention seminars throughout the semester. A communication is also sent to other departments asking them to post flyers in their respective offices.

SERVICES AND OTHER PROGRAMS

Escort Service

To ensure the safety of AU community members, individuals can call Public Safety for an escort on foot or in a vehicle if for any reason they believe they may be in danger or if they require assistance on campus or university property. Escorts may be arranged by calling 202-885-2527 or using an emergency telephone.

Safe Ride Back to Campus

AU community members always have a way back to campus. If they are stuck in the city without money or a ride back to campus, they can call a cab and have it take them to AU's Public Safety Building. AU community members can notify Public Safety that they are on their way by calling 202-885-2527. Public Safety will pay for the cab and place the charge on the individual's account, ensuring that even without money or a ride, AU community members can always return safely to campus. This service can be utilized in a 10-mile radius of the main campus.

Other Education and Counseling Programs

Educational programs and counseling options are available to students and employees at AU. The Wellness Center (202-885-3380) and the Department of Human Resources (202-885-2591) sponsor a wide variety of substance abuse education programs. The Counseling Center and Human Resources have treatment and counseling options available for individuals and groups.

CRIME PREVENTION TIPS

Public Safety provides the following information to students.

General Safety Tips

- Program Public Safety's emergency number 202-885-3636 into your cell phone.
- Be aware of your surroundings.
- Travel in groups at night whenever possible, especially when walking.
- Use lighted walkways and thoroughfares, even if it means going out of your way.
- Walk briskly, with your head up, and with assurance. Do not walk in brush-covered areas or against buildings.
- Do not wear dangling jewelry when traveling into the city. Keep purses, backpacks, and money belts close to the body, and do not leave them unattended.
- Do not struggle if someone attempts to take your property.

In the Residence Halls

- Attend crime prevention seminars held in the residence halls. Public Safety and Housing and Dining Programs sponsor seminars on a variety of subjects that could help students avoid becoming victims of crime.
- Lock your room's door at all times, whether the room is occupied or not, and while you are sleeping. Many victims of burglaries have been out of their rooms for only minutes or were down the hall a short distance from their rooms when the burglaries occurred.
- Report doors that are propped open—they increase vulnerability to crime. If you find an interior or exterior residence hall door propped open, call a resident assistant and close the door.
- Lock cash, credit cards, jewelry, and other valuables in a drawer or trunk. Take these valuables with you during school breaks. Be careful not to leave clothing and other property unattended in lounges or laundry rooms.

Safety When Coming and Going

- Lock your bicycle with a high-security lock.
- Park your vehicle in a well-lit and populated area. If this is impossible, scan the area before getting into or out of your vehicle. Know your surroundings!
- Get into your vehicle briskly, quickly, and confidently.
- Avoid becoming too absorbed with the task at hand, such as keeping your head down at the key lock or occupying yourself with bags, books, or keys. Stay alert to avoid becoming a target for crime.
- Keep keys in hand to avoid unnecessary delay upon reaching your car.
- Always plan ahead, even if you are late or in a rush.

- Whenever possible, travel by way of the university shuttle, which travels to the Tenleytown Metro station, Tenley Campus, and Washington College of Law. AUTO lends vans to student groups and other on-campus organizations at a low cost. Students, professors, and other members of the campus community can be certified to reserve a van. The service can be contacted at auto@ausg.org.

Reporting Suspicious Activity or Persons

Report suspicious incidents, activities, or persons immediately to residence hall staff and to Public Safety at 202-885-3636. Instant crime reporting or reporting suspicious behavior as soon as possible is critical in reducing campus crime and in assisting Public Safety in its efforts to promote campus safety. **Never hesitate to contact Public Safety with any suspicion regarding your own or someone else's safety. Public Safety encourages prompt reporting of all crimes to our department and/or non-campus law enforcement entities (911) when the victim of a crime elects to or is unable (physically or mentally) to make such a report. We strongly urge you to program your cell phone with Public Safety's emergency number: 202-885-3636.**

AVAILABLE CRIME INFORMATION

Crime Prevention Boards

Public Safety posts crime alerts, crime prevention tips, and similar information on crime prevention boards. At various campus events throughout the year, we display information regarding Public Safety services and crime prevention programs, and we distribute crime prevention literature. Crime prevention boards are located at:

- Nebraska Lot (corner of Nebraska Avenue and New Mexico Avenue NW)
- Asbury, next to AU Central
- Mary Graydon Center First Floor, next to elevators
- Megabytes
- Butler Ticket Office
- Bender Library, ground floor under the stairs
- McDowell Hall, behind the front desk
- Leonard Hall, behind the front desk
- Brandywine First Floor, next to elevators
- Tenley Shuttle Stop (under construction)
- Hurst Hall, next to Room #101
- Southside Shuttle Stop

Timely Warnings—Crime Alerts

Crime Alerts are AU's method of providing timely warnings to the campus community. Issued at the direction of the senior director of Public Safety, Crime Alerts inform the campus community of crimes the institution considers to represent a serious or continuing threat to students and employees. In evaluating what constitutes a serious or continuing threat, the director of Public Safety will consider factors including but not limited to crime type, location, likelihood of reoccurrence, and time of initial reporting to Public Safety. Once it is determined that there is a serious or continuing threat, Public Safety will draft and distribute Crime Alerts. Crime Alerts issued by Public Safety will contain information about the reported crime, location, dates of occurrence, suspect description(s) if applicable, Public Safety contact information, confidential reporting options, location of the Crime Alert online, and safety tips. To protect the identity of a victim, certain information may be redacted or generalized. Redaction of specific information from a Crime Alert may also be done if release of the information would compromise the investigation of law enforcement. All redaction of information is done at the discretion of the senior director of Public Safety or his/her designee.

These alerts are generated by crimes reported to Public Safety, local law enforcement agencies, or campus security authorities (e.g., deans of academic units, directors and department heads of administrative units). When provided in a timely manner, Crime Alerts aid in the prevention of similar occurrences. The alerts may be posted on the Public Safety website (american.edu/finance/publicsafety/crimealerts.cfm) and on bulletin boards throughout the university (e.g., in residence halls and in heavily trafficked buildings, such as Bender Library and Mary Graydon Center). Public Safety may also issue these alerts to community coordinators at off-campus housing controlled by AU and to the security desk of the Washington College of Law. Alerts may also be sent to the campus community via email or text. Crime Alert flyers will be removed after a 30-day period and no Crime Alert will ever identify a victim by name.

Crime Alerts are posted at the following locations, in addition to residence halls:

- Mary Graydon Center Information Desk
- Washington College of Law Security Desk
- Off-campus offices (4200 Wisconsin Avenue, 4620 Wisconsin Avenue, 4401 Connecticut Avenue)
- Nebraska Lot (corner of Nebraska Avenue and New Mexico Avenue NW)
- Asbury, next to AU Central
- Mary Graydon Center First Floor, next to elevators
- Megabytes
- Butler Ticket Office
- Bender Library, ground floor under the stairs
- McDowell Hall, behind the front desk
- Leonard Hall, behind the front desk
- Brandywine First Floor, next to elevators
- Tenley Shuttle Stop (under construction)
- Hurst Hall, next to Room #101
- Public Safety Front Desk
- Federal Hall, outside of the dining hall (under construction)

Anyone with information warranting a Crime Alert should report the circumstances to Public Safety by phone (202-885-3636), from any on-campus telephone (x3636), or in person at Public Safety.

Daily Crime Log

Public Safety maintains a daily crime log, which is written in an easily understood format and describes the nature of the crime, date the crime was reported, date and time the crime occurred, general location of the crime, and disposition of the complaint, if known. Public Safety enters or updates reports within two business days of receiving the information. The log records virtually all crimes reported to Public Safety. There are times, however, when information may be withheld from the log. If there is clear and convincing evidence that releasing such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, that information may be withheld until the adverse effect is no longer likely to occur. In addition, updates are not required after 60 days have passed from the date of the initial entry.

Access the log under Campus Security at Public Safety's website at w.american.edu/publicsafety/dailycrimelog.pdf.

Upon request, the most recent 60-day period of the log may be inspected at Public Safety during normal business hours (8 a.m. to 5 p.m.), Monday through Friday, unless the university is closed. Any portion of the log older than 60 days may be inspected at Public Safety within two business days of being requested. Logs are kept for seven years. Requests for copies of the crime log can be made to Public Safety at 202-885-2537.

MISSING STUDENT NOTIFICATIONS

SCOPE

This statement establishes the policy and procedures for the AU community regarding the reporting, investigation, and required emergency notification when a residential student is deemed to be missing. While the scope of this policy is directed primarily to residential students and the staffs of Campus Life and Public Safety, all members of the AU community, including students, faculty, and staff, share the responsibility of reporting to designated university officials when they believe that a student is missing.

POLICY STATEMENT

The safety of students living on campus is of utmost priority for AU. To this end, this policy is established to assist in locating AU students living in on-campus housing who, based on the facts and circumstances known to AU, are determined to be missing. This policy is in compliance with the missing person provision of the Higher Education Opportunity Act of 2008.

DEFINITIONS

A. Residential Student

A student who resides in on-campus housing under an AU licensing agreement and is currently enrolled at the university

B. Missing

For purposes of this policy, a residential student is presumed missing if he or she is overdue in reaching home or campus for more than 24 hours past his or her expected arrival and a check of his or her residence supports that determination. A residential student may be considered missing if he or she is overdue in reaching home, campus, or another specific location past his or her expected arrival, or if any additional factors lead university staff to believe he or she is missing, and a check of his or her residence supports that determination.

POLICY

In General

AU will notify all residential students of the provisions of the Missing Student Notification Policy and will actively investigate or assist in the investigation of all missing student reports involving residential students. The missing person's contact(s) (and custodial parent or guardian if the student is under age 18) will be notified within 24 hours once the student is determined to be missing.

Designation of Emergency Contact by Residential Students

On an annual basis, each residential student, upon checking into his or her residence hall room, has the option to confidentially register an emergency contact ("missing person contact") for AU to notify within 24 hours of when the student has been determined to be missing. The missing person contact information will be registered confidentially, will be accessible only to authorized university officials, and will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

This missing person contact may be listed in addition to the general-purpose emergency contact provided during the residence hall check-in process. If a missing person contact is not formally declared, the university will notify the general-purpose emergency contact.

If a student is under age 18 and non-emancipated, the student's custodial parent or guardian (in addition to any designated missing person contact) will be notified in the event the student is deemed missing.

Procedures for Reporting and Notification Regarding Missing Students

Individuals who have reason to believe that a student is missing should immediately report their concerns to Public Safety. Public Safety will engage appropriate residence hall and other university staff in immediate efforts to locate the student. These efforts may include but are not limited to:

1. Contacting the student via his or her telephone or email account.
2. Checking with roommates, friends, members of the residential community, and others who may have relevant information.

If a student who has been reported missing is not located within 24 hours, as determined in consultation with Public Safety, the following will occur:

1. The dean of students or designee will notify the student's designated missing person contact, general-purpose emergency contact, and/or the custodial parent or legal guardian, as appropriate.
2. Public Safety will notify law enforcement agencies, including the MPD, coordinate its investigation with outside law enforcement agencies, and continue its efforts to locate the student.

If in the course of this investigation, foul play is evident or strongly indicated or there are other compelling circumstances, law enforcement will be contacted immediately.

NOTIFICATION OF POLICY

Notification of this policy will be made directly to all student residents in campus housing annually through its inclusion in AU's Annual Security Report and through the residence hall registration process.

EFFECTIVE DATES

This policy is effective June 1, 2009, revised July 1, 2010.

Frequency of Review and Update

This policy is reviewed biennially unless changes in laws or university business needs require a different review/revision schedule.

REPORTING CRIMINAL ACTIONS AND EMERGENCIES

The university encourages accurate and prompt reporting of all crimes to Public Safety to ensure inclusion in the annual crime statistics and to aid in providing timely Crime Alerts to the community, when appropriate. Students, faculty, staff, and visitors should immediately report any criminal offenses to Public Safety. Emergencies, potential criminal actions, or suspicious activities can be reported by regular telephone, by emergency telephone, or in person.

- You may dial 202-885-3636 or, from any on-campus telephone, extension 3636.
- Twenty-one blue emergency phone towers are on the university campus. All towers have emergency buttons that connect the caller directly to Public Safety. Caller ID in these phones identifies the caller's location even if there is no voice communication. The towers are also equipped with LED lights and high-definition cameras. These phones are tested weekly. An additional network of emergency phones is in elevators, parking garages, various building entryways, and residence halls. These phones also connect directly to Public Safety when the receiver is lifted or the call button is pushed. Caller ID in these phones identifies the caller's location even if there is no voice communication. These phones are serviced by Telecommunications. All exterior emergency phones are tested biweekly.
- You can make reports in person at the Public Safety Building or to uniformed university police officers on patrol throughout campus. Reports made to Public Safety will be included in annual statistical compilations and the daily crime log, when appropriate, and will be evaluated for timely warning consideration. You also can report criminal offenses to other officials at AU, including deans of academic units and directors and heads of certain administrative units (as listed on p. 75). These reports will also be included in annual statistical compilations and evaluated for timely warning consideration, but only crimes reported to Public Safety will be included in the daily crime log. If reports are made to other university officials and forwarded to Public Safety, Public Safety may include the crimes reported, provided that there is enough information in terms of classification, timeframe, and location.
- Public Safety will help members of the AU community contact outside police departments and other reporting authorities.
- You can make a confidential report to pastoral or professional counselors at the Counseling Center, Student Health Center, and Kay Spiritual Life Center; to the sexual assault prevention coordinator and coordinator of victim advocacy services in the Wellness Center; and through the Faculty and Staff Assistance Program. Pastoral counselors (individuals who are associated with a religious order or denomination, are recognized by that religious order or denomination as individuals who provide confidential counseling, and are functioning within the scope of that recognition as pastoral counselors) and professional counselors (individuals whose official responsibilities include providing mental health counseling to members of the institution's community and who are functioning within the scope of their license or certification; this definition applies even to professional counselors who are not employees of the institution but are under contract to provide counseling at the institution) are exempt from disclosing information when acting in their role of pastoral or professional counselor. Consequently, reports to pastoral or professional counselors may not be included in annual statistical compilations, included in the daily crime log, or evaluated for timely warning consideration. AU does not currently have a written procedure to encourage counselors to inform persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.
- You can also make a confidential report through Public Safety's Crime Stoppers web page at american.edu/finance/publicsafety/tips.cfm. Such reports will not be used for Crime Alerts, daily crime log entries, or Annual Security Report crime statistics unless the occurrences can be substantiated through investigation. Additional confidential reporting can be done through the Rave Mobile Safety Guardian app (as outlined below). These methods should not be used to report crimes in progress.

In August 2014, the university unveiled the Rave Mobile Safety Guardian app for iOS and Android devices with the following functionality:

- **Panic Button**
This provides a direct, immediate connection to campus safety with GPS location and personal profile information.
- **Tip Texting**
This enables anonymous crime tip reporting and two-way communication via SMS or mobile app.
- **Guardian Timer**
Students can identify friends, roommates, and family, along with Public Safety, as “Guardians.” During a Timer session, Guardians can check the student’s status. If the Rave Guardian timer is not deactivated before it expires, Public Safety is automatically given the user’s Rave Guardian profile to proactively identify and check on the individual.

Whenever students, faculty, or staff connect with Public Safety from their mobile phone, the Rave Guardian Campus Safety app automatically delivers a caller profile that the community member has provided, including current location, medical conditions, course schedule, addresses, photo, and other critical data.

When we receive a report of an urgent situation, we dispatch officers to the scene to lend assistance, investigate, prepare a report, and conduct follow-up, as needed. When appropriate, we notify District of Columbia fire, emergency medical, and police personnel.

Please visit american.edu/oit/software/AU-Campus-Connect.cfm for more information about the Rave Mobile Safety Guardian app.

REPORTING HAZING

Hazing is strictly prohibited at AU. It is incompatible with the university’s academic mission and compromises personal liberties. Hazing can be physical or psychological in nature. It is an intentional act or method of initiation into a group, club, organization, or team that subjects another person, whether voluntarily or involuntarily, to conduct that may injure, abuse, humiliate, harass, or intimidate that person.

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

- Imposing any requirement that compels a person to engage in conduct prohibited by university policy
- Forcing or requiring unnecessary physical activity or exercise
- Forcing or requiring extended isolation or unnecessary exposure to the elements
- Paddling or any other form of physical abuse
- Depriving others of sleep, study time, or the ability to communicate
- Requiring others to wear conspicuous, embarrassing, or uncomfortable clothing or to carry unusual items
- Forcing or requiring ingestion of alcohol or any other liquid, solid matter, or gas
- Preventing others from practicing personal hygiene
- Withholding information from others that is essential to daily functioning
- Requiring others to perform errands, provide entertainment, or engage in other degrading activities
- Transporting others without their consent
- Conducting quests or hunts as part of membership rituals, whether or not such activities endanger participants or damage property
- Addressing, interrogating, or deceiving others in a manner that may psychologically injure, abuse, humiliate, harass, or intimidate them

Every member of the university community is responsible for reporting actual or suspected hazing activities to the dean of students or to Public Safety as soon as possible. Appropriate university officials will investigate the report to determine whether the allegations warrant a charge of hazing. If a charge is brought, the individual, group, club, organization, or team will be subject to the disciplinary procedures outlined in the Student Conduct Code. Law enforcement agencies off campus may also be notified.

Conduct Council sanctions for hazing may include suspension or dismissal from the university. Advisors to clubs, organizations, or teams and their national or international officials may be notified in cases of alleged violations of this policy. Disciplinary action taken by a club, organization, or team or by its national or international officials will not preclude university action.

To report incidents of hazing or to receive further information, contact the Office of the Dean of Students (202-885-3300, Butler 408) or Public Safety (202-885-2527, Public Safety Building). Anonymous reports may be submitted through the Office of the Dean of Students' online reporting form, located at american-advocate.symplicity.com/hazing.

PUBLIC SAFETY INVESTIGATIONS

University police officers conduct preliminary investigations of reported crimes. We coordinate investigations of serious campus crimes with the MPD. When appropriate, we present investigation results to the U.S. Attorney for prosecution, to Student Conduct and Conflict Resolution Services for action, or to both.

CAMPUS-WIDE EMERGENCY RESPONSE AND EVACUATION PROCEDURES

In the event of a campus-wide emergency, the university's detailed emergency preparedness plan provides notification instructions and operating procedures at american.edu/emergency. This web page provides access links to emergency alerts and procedures, as well as university resources and policies relating to emergency preparedness. A public version of the Emergency Management and Continuity of Operations Plan can be found at american.edu/emergency.

If you notice a forthcoming or an ongoing emergency, please contact the Department of Public Safety on the emergency response line at 202-885-3636 immediately.

Once such an emergency has occurred and has been confirmed by Public Safety, the president of AU, the senior director of Public Safety, and the Emergency Response Team (ERT) leader will convene and determine the scope of the incident. Upon their determination, the president of AU will activate the Emergency Management and Continuity of Operations Plan. Once the emergency preparedness plan has been activated, the ERT will oversee the response team in conducting recovery and restoration operations. The ERT will fulfill many operational functions during an emergency and is the primary vehicle for implementing and managing the emergency response. The ERT is responsible for confirming that there is a significant emergency or dangerous situation and for determining the appropriate segment or segments of the campus community to receive a notification. The ERT is composed of the following members:

- Patricia Kelshian, ERT Leader, 202-885-3284
- Daniel Nichols, ERT Leader Alternate, 202-885-2534
- Tanisha Jagoe, ERT Logistical Support, 202-885-2722
- Victoria Connaughton, ERT Member, 202-885-2188
- David Dower, ERT Member, 202-885-2731
- Vi Eittle, ERT Member, 202-885-2720
- Abbey Fagin, ERT Member, 202-885-3411
- Vin Harkins, ERT Member, 202-885-3704
- Doug Kudravetz, ERT Member, 202-885-3283
- Walter Labitzky, ERT Member, 202-274-4013
- Camille Lepre, ERT Member, 202-885-5953
- Chris Moody, ERT Member, 202-885-3370
- Phillip Morse, ERT Member, 202-885-2549
- Beth Muha, ERT Member, 202-885-2451
- Tony Hollinger, ERT Member, 202-885-2403
- Dave Swartz, ERT Member, 202-885-2612

In a campus-wide emergency response, the ERT will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of the ERT, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Public Safety will work in concert with the ERT to provide a coordinated and effective response to the university community. AU 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 faculty, students, or staff occurring on the campus.

The university operates a campus notification system, AU Alert, which will provide immediate text alerts and updates to students, faculty, and staff, with information and instructions, if there is an emergency. Public Safety will use these text alerts to notify the campus community of the nature of the emergency and procedures to follow. Because we can send the alerts to any cell phone or email address regardless of physical location, parents find them an invaluable resource for keeping informed if an emergency occurs on campus. AU Alert works in conjunction with

local alarm systems (such as fire alarms), outdoor mass notification systems, desktop alerts, and wall-mounted alert beacons. In the event of an emergency, any or all of AU's notification capabilities mentioned herein can be utilized simultaneously. All enrolled AU students are automatically enrolled in the AU Alert system. The AU Emergency Preparedness website, american.edu/emergency, also contains numerous resources for emergency planning (e.g., shelter-in-place and mass-care procedures).

The assistant vice president of University Communications or a designee will act as the university's spokesperson and will authorize the distribution of university-wide statements to keep the community updated. The university conducts a campus-wide test of its emergency response and evacuation procedures annually. Additional exercises are conducted as needed. The university administration and the ERT drill the Emergency Management and Continuity of Operations Plan every spring. Based on the outcomes of the spring drill, the building marshals receive training in the fall.

In certain emergency situations, the campus community may be advised to "shelter in place" to avoid or minimize exposure to outside risks. Risks could include chemical or radioactive releases and some weather-related emergencies.

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter in place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Once shelter-in-place instructions have been communicated, students, faculty, and staff should stay in the same building they were in when they first received the message. If they are outside, they should go to the nearest building and await further instructions.

While it may be advisable to shelter in place in certain situations, no one can be forced to do so. Campus community members who choose not to shelter in place should vacate the premises immediately, so the building can be secured as soon as possible.

The ERT will be responsible for keeping building marshals informed of the situation as it unfolds. Building marshals will:

- Communicate information to building occupants.
- Shut and lock all windows and doors.
- Limit egress to one door or area of the building.
- Affix orange tape on all exterior doorways to visually remind occupants to stay in the building.
- Instruct occupants to gather in the center of the room, away from doors and windows.
- Communicate when the "all clear" message is given.

The alert system was successfully implemented on January 18, 2011 (delayed opening—weather); January 26, 2011 (early closing—weather); January 27, 2011 (delayed opening—weather); April 7, 2011 (chemical spill); February 16, 2012 (power outage); June 1, 2012 (tornado warning); June 29, 2012 (police incident); October 28, 2012 (weather closing); January 28, 2013 (delayed opening—weather); March 6, 2013 (weather closing); March 22, 2013 (police incident); May 5, 2013 (fire alarm—monitoring station); June 13, 2013 (severe weather warning); June 13, 2013 (severe weather warning); August 13, 2013 (possible gas leak); September 9, 2013 (water main break); December 9, 2013 (delayed opening—weather); December 10, 2013 (weather closing); December 11, 2013 (police incident); December 12, 2013 (police incident); January 3, 2014 (delayed opening—weather); January 8, 2014 (burst water pipe); January 20, 2014 (weather closing); January 21, 2014 (weather closing); January 22, 2014 (delayed opening—weather); January 28, 2014 (network outage); February 5, 2014 (power outage); February 12, 2014 (weather closing); February 13, 2014 (weather closing); February 28, 2014 (sprinkler outage); March 12, 2014 (weather closing); March 13, 2014 (delayed opening—weather); March 5, 2014 (DC water alert); and March 17, 2014 (weather closing). All tests were unannounced.

AU also conducted several announced all-emergency communication tests. These tests occurred on October 12, 2012; October 17, 2013; March 14, 2013; and March 13, 2014. These tests were announced through AU's daily announcements via Today@AU.

Additionally, testing of the in-building AlertUs beacons was conducted May 19, 2010, and an alert issued as part of the Integrated Public Alert and Warning System Drill on November 9, 2011. These tests were announced.

The ERT and building marshals, in coordination with ServeDC, conducted Community Emergency Response Team (CERT) training and exercises in the spring and fall of 2012. This training equipped the participants to better prepare for, respond to, and cope in the event of an emergency or disaster. During the intensive collaboration, skill testing and tabletop modules were completed that mimicked the multiagency response to real-life scenarios involving the local community. The CERT program is a nationally recognized model of emergency response training, first developed by the Los Angeles City Fire Department.

Notification to the campus of the emergency response and evacuation procedures is made annually to students, faculty, and staff. It is included in the notice announcing the publication of the Annual Security Report. Also, AU's senior director of Public Safety and crime prevention coordinator discuss emergency procedures during new student orientation and at residence hall floor presentations, tabling events, and various student group presentations.

Depending on the nature of the incident, other local or federal agencies such as MPD and the DC Fire and Emergency Medical Services Department may respond to the incident.

EMERGENCY NOTIFICATION FOR AU GUESTS

Visitors to campus can prepare for emergency or dangerous situations on campus and the surrounding area before they happen, so they can access up-to-the-minute alerts and advisories, by taking the following proactive steps:

Look for wall-mounted alert beacons throughout campus. These beacons flash and sound to capture the attention of building occupants from a distance. They display custom messages about the nature of the emergency and appropriate responses to take.

Listen for outdoor sirens positioned throughout campus. These mass notification systems will sound an alarm and provide instructions.

Follow the Department of Public Safety on Twitter:

- @AUPublicSafety
Create a free Twitter account at twitter.com or download the free Twitter mobile app.

Register for text alerts and Twitter feeds from the following local and regional jurisdictions:

- **National Capital Region**
capitalert.gov
[@capitalalert](https://twitter.com/capitalalert)
- **DC Metropolitan Police Department**
mpdc.dc.gov/service/dc-police-alert
[@DCPoliceDept](https://twitter.com/DCPoliceDept)
- **Alert DC**
textalert.ema.dc.gov
[@DC_HSEMA](https://twitter.com/DC_HSEMA)

The Department of Public Safety encourages AU guests who do not have access to a smartphone or are unable to join Twitter to contact the department directly at **202-885-2527**.

EMERGENCY EVACUATION FOR STUDENTS WITH DISABILITIES

Students with disabilities are oriented to all procedures related to their safety in all university buildings, including residence halls and academic buildings, during an intake meeting with an academic counselor in the Academic Support and Access Center (ASAC). Students participate in a required intake meeting when they request reasonable accommodations. Information about the ASAC can be found at american.edu/asac or by calling 202-885-3360.

A member from the Academic Support and Access Center meets with students during their intake process and discusses the emergency evacuation plan. Additionally, each resident director from Housing and Dining Programs meets with each student with disabilities at the beginning of each semester to review the evacuation plan and designated areas of rescue assistance.

The Academic Support and Access Center creates and updates an emergency evacuation list that includes the names of students with disabilities, their residence hall and room location, and type of disability. This list is provided to the Department of Public Safety and Housing and Dining Programs. The list is kept at each of the residence hall front desks to be referenced by AU personnel in the event of an emergency.

The Office of University Safety Programs completed an initiative to place “Areas of Rescue Assistance” signs in highly trafficked areas of all university buildings to ensure that students, faculty, staff, and visitors with mobility impairments can be quickly located and evacuated from the building in the event of an emergency.

ANNUAL FIRE SAFETY REPORT

The Annual Fire Safety Report contains information about campus fire safety practices and standards of AU. This report is published on or before October 1. It contains a description of each on-campus student housing facility fire safety system; the number of fire drills held during the previous calendar year; and policies or rules on portable electrical appliances, smoking, and open flames in student housing facilities. The Annual Fire Safety Report also contains procedures for evacuating student housing in case of fire; policies regarding fire safety education and training programs provided to students, faculty, and staff; a list of the titles of each person or organization to which students and employees should report that a fire has occurred; and possible plans for future improvements in fire safety.

The Annual Fire Safety Report is available at american.edu/finance/rmehs/FireSafety.cfm.

A paper copy of the report is available from Public Safety at 202-885-2537 or clerycompliance@american.edu.

PREVENTING AND RESPONDING TO SEX OFFENCES AND INCIDENTS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

The university's Sexual and Discriminatory Harassment Prevention Project Team is responsible for recommending policies and procedures to respond to domestic violence, dating violence, sexual assault, and stalking. Programs on the prevention of domestic violence, dating violence, sexual assault, and stalking are offered regularly through the Office of Campus Life and by Public Safety to students, faculty, and staff. Public Safety offers a physical defense course for women, RAD Systems, which teaches rape prevention and practical self-defense techniques. Campus Life offers programs on relationship violence and sexual assault. Details of upcoming programs and support resources are available at american.edu/sexualassault.

PUBLIC SAFETY PROGRAMS

- **Rape Aggression Defense (RAD) Systems**

This program teaches practical physical self-defense techniques to members of the AU community (see previous pages for more details).

- **Dating Violence**

This program educates individuals, primarily women, on acquaintance rape and preventive strategies to avoid dangerous dating situations. This program educates students on forms of dating violence, such as emotional and sexual abuse.

- **Escort Service**

To ensure the safety of AU community members, individuals can call Public Safety for an escort on foot or in a vehicle if for any reason they believe they may be in danger or if they require assistance on campus or university property. Escorts may be arranged by calling 202-885-2527 or using an emergency telephone.

- **Safe Ride Back to Campus**

AU community members always have a way back to campus. If they are stuck in the city without money or a ride back to campus, they can call a cab and have it take them to AU's Public Safety Building. AU community members can notify Public Safety that they are on their way by calling 202-885-2527. Public Safety will pay for the cab and place the charge on the individual's account, ensuring that even without money or a ride, AU community members can always return safely to campus. This service can be utilized in a 10-mile radius of the main campus.

Campus groups that sponsor these programs can increase attendance and bring together individuals who have common concerns. Any interested group should contact Public Safety at 202-885-2563.

BYSTANDER INTERVENTION TRAINING: STEP UP!

AU is implementing Step Up!, a bystander intervention program developed by the University of Arizona C.A.T.S. Life Skills Program, along with the National Collegiate Athletic Association (NCAA) and national leading experts. Step Up! is a prosocial behavior and bystander intervention program that educates students to be proactive in helping others. Teaching people about the determinants of prosocial behavior makes them more aware of why they sometimes do not help. As a result, they are more likely to help in the future.

The learning outcomes of Step Up! are:

- Raise awareness of situations where intervention is warranted
- Teach students how to use the five decision-making steps to intervene
- Increase students' motivation to help
- Develop skills and confidence when responding to problems or concerns
- Ensure the safety and well-being of self and others

Why Bystander Intervention?

Most problematic behaviors on college campuses involve bystanders. Step Up! training provides a framework that explains the bystander effect; reviews relevant research; and teaches skills for intervening successfully using the five decision-making steps and the S.E.E. Model (Safe; Early; Effective). A survey at three universities (University of Arizona, University of California–Riverside, and University of Virginia) revealed that student-athletes encounter multiple situations where bystander intervention would be appropriate, including, among others, alcohol abuse, hazing, sexual assault/relationship abuse, and discrimination. Almost 90 percent of participants related a problem that could have been avoided with intervention and up to 85 percent indicated they would like to learn skills to intervene.

Primary Components of Step Up!

Five Decision-Making Steps

- Notice the event.
- Interpret the event as a problem—investigate!
- Assume personal responsibility.
- Know how to help.
- Implement the help: Step Up!

The S.E.E. Model

- **SAFE Responding**
Decide on a course of action that best ensures the safety of those involved. Maintain mutual respect and mutual purpose.
- **EARLY Intervention**
Understand the importance of intervening early—before a situation becomes a problem, crisis, or disaster.
- **EFFECTIVE Helping**
Develop specific helping skills and understand how to avoid harmful helping.

Step Up! Training

Step Up! offers training on 11 topics. Each training session includes the five decision-making steps, factors that affect helping, strategies for effective helping, and specific scenarios that address one of the 11 topics. The trainings can be altered to include campus- or location-specific statistics and definitions, including campus and local definitions of sexual harassment, sexual assault, rape, and consent.

Who Can be Step Up! Trained?

Step Up! training will be offered on a request basis beginning in the fall semester of 2014. Any university group, including academic classes, may request a training program. Each training session lasts between 30 and 90 minutes.

Step Up! was introduced to AU's first-year students during Eagle Summit orientation in summer 2014. All resident assistants and orientation staff were trained in Step Up! principles in August 2014, and Step Up! training is scheduled for student-athletes and fraternity and sorority life organizations.

For more information about Step Up!, please visit american.edu/ocl/stepup or www.facebook.com/StepUpAU.

U ASK DC

If you or someone you care about needs help, U ASK can help you find it. U ASK DC is a project of Men Can Stop Rape and the District of Columbia Executive Office of the Mayor's Office of Victim Services.

Get immediate access to the information needed most in the event of a sexual assault on one of DC's nine college campuses—quickly, confidentially, and free. U ASK is an invaluable tool for any DC college student. Search “U ASK DC” on the iTunes App Store, Google Play Store, or Blackberry Appworld.

U ASK respects your privacy:

- 100% secure and confidential
- No identifying information is collected, stored, or shared by U ASK or U ASK sponsors.

ONLINE EDUCATION

Beginning in the summer of 2014, all AU undergraduate and graduate students were expected to complete the online course *Haven—Understanding Sexual Assault* prior to their arrival at AU for the fall semester. This expectation has been in place for new undergraduates for several years. *Haven* teaches lessons about healthy relationships, the importance of consent and being a good communicator, and the many ways students can help create a safe and positive campus community. *Haven* includes pre- and post-surveys, and all responses are confidential. The university receives only information about students as a population, never individual answers.

PEERS

Peer Educators for the Elimination of Relationship and Sexual Violence (PEERS) is comprised of passionate student leaders at AU who are recruited, trained, and supervised by AU's sexual assault prevention coordinator. The mission of PEERS is to increase awareness of sexual assault, dating abuse, and stalking and to reduce the incidence of sexual violence in the AU community through outreach and education. PEERS provides workshops and facilitates discussions on dating abuse, stalking, and sexual violence to any university-affiliated group.

To request a PEERS workshop, please contact the Wellness Center at 202-885-3276.

Welcome Week's Freshman Fundamentals included the introduction to “*Step Up—Be More Than a Bystander*” for new undergraduates who did not attend Eagle Summit. Mandatory floor meetings in the residence halls included the opportunity to download the U ASK DC app for resident students who had not already done so. Also, during Welcome Week and the first week of classes, the Wellness Center prominently and actively disseminated health and safety information.

FRATERNITY AND SORORITY LIFE

As part of Student Activities, the staff of Fraternity and Sorority Life serves as advisors, mentors, and educators, providing the foundation for student engagement, leadership development, and student-initiated programming in a challenging environment that promotes personal, social, and intellectual growth.

The Fraternity and Sorority Life community at AU provides a variety of education and trainings for the community, including:

- **Hazing Prevention 101**
Provided for all new members each semester
- **Alcohol and Other Drug Education**
Provided by the Wellness Center and required for all new members each semester
- **Sexual Assault Prevention and Bystander Intervention Education**
Provided by the Wellness Center and required for all new members each semester

- **T.I.P.S. (Training for Intervention ProcedureS)**
Every chapter has at least two members trained in T.I.P.S.
- **Speakers**
Each semester, speakers discuss various topics with the community; 75 percent of each chapter is required to attend.
 - Kristen's story (fall 2013)
 - Jackson Katz (spring 2014)

Additional information about programs offered by Fraternity and Sorority Life is available from the assistant director of fraternity and sorority life at 202-885-3288 or augreeklife.com.

REPORTING SEX-RELATED OFFENSES AND INCIDENTS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

Public Safety provides the following information to students.

Individuals should report sex-related offenses and incidents of domestic violence, dating violence, sexual assault, and stalking to Public Safety as soon as possible. Public Safety will help you file a university incident report and assign a female or male officer, as appropriate, to handle the initial interview. We will offer you the option of contacting MPD when you report the incident to us. It is extremely important to preserve evidence as proof of a criminal offense or for obtaining a protection order. We will honor and respect your decision to pursue or not to pursue some course of criminal or civil action. If you so choose, Public Safety can assist with obtaining a rape kit and provide support as you work with the MPD Sex Crimes Unit.

When a university employee reports an incident involving sexual assault, domestic violence, dating violence, or stalking to the Department of Public Safety, the employee is provided with information about services, including the Employee Assistance Program, Employee Relations, protective orders, and victim assistance programs.

The Department of Public Safety has the option to bar non-affiliates from all AU property when they are a respondent in an allegation involving sexual assault, domestic violence, dating violence, or stalking.

Public Safety resources are available regardless of whether the victim decides to pursue criminal charges.

In addition to filing a report with Public Safety, you may also file an internal university complaint pursuant to the university's Discrimination and Sexual Harassment Policy. The following information is derived from the Discrimination and Sexual Harassment Policy and a copy of the Discrimination and Sexual Harassment Policy is available as Appendix A of this report. The university's procedures are intended to afford a prompt, fair, and impartial investigation and resolution of the complaint.

Individuals ("Complainant") must file a complaint with the university office having disciplinary jurisdiction over the accused person ("Respondent"). Therefore, complaints should be reported to the following office ("Responsible Official"):

A. Complaints against Students

A complaint against a student is referred to the dean of students (American University, Butler Pavilion 408, 4400 Massachusetts Avenue NW, Washington, DC 20016; 202-885-3300; dos@american.edu).

B. Complaints against Law Students

A complaint against a law student is referred to the Washington College of Law dean of student affairs (WCL Dean of Student Affairs, 4801 Massachusetts Avenue NW, Washington, DC 20016; 202-274-4052; djaffe@wcl.american.edu).

C. Complaints of Student Matters

Complaints of student matters are referred to the Section 504 Officer, Director of Student Conduct and Conflict Resolution Services, Butler Pavilion, 4400 Massachusetts Avenue NW, Washington, DC 20016; 202-885-3328; conduct@american.edu.

D. Complaints against Staff, University Administrator, University Guest, or Contractor

A complaint against a staff member, university administrator, vendor, or guest is referred to the assistant vice president of human resources (American University, 3201 New Mexico Avenue NW, Suite 350, Washington, DC 20016; 202-885-2591; employeerelations@american.edu).

E. Complaints against a Faculty Member, Faculty Administrator, or Individual Carrying Out Teaching Responsibilities

A complaint against a faculty member or faculty administrator (e.g., dean, chair) is referred to the dean of academic affairs (American University, Leonard Hall Lower Level, 4400 Massachusetts Avenue NW, Washington, DC 20016; 202-885-2125; deanofacademicaaffairs@american.edu).

F. Complaints against the President or a Member of the University's Cabinet

A complaint against a member of the university president's cabinet is referred to the university president (President's Building, 202-885-2121), and a complaint against the university president is referred to the chairman of the board of trustees (c/o Secretary of the Board of Trustees, President's Office Building, 4400 Massachusetts Avenue NW, Washington, DC 20016).

Once a complaint has been reported and until the resolution of the matter, the Responsible Official may take interim measures to ensure safety and non-retaliation for all parties. Examples of interim measures include separation of the parties, no-contact directives, and alternative academic or housing arrangements.

Depending on the nature of the allegations, the investigation of the complaint could include interviews with the Complainant, the Respondent, and/or witnesses; review of written documentation and relevant policies; and any other steps necessary to thoroughly investigate the allegations. During the investigation, the Complainant and the Respondent will have an equal opportunity to identify witnesses and evidence that the Responsible Official may consider. The Responsible Official will use a preponderance of the evidence standard when evaluating the allegations and formulating the outcomes of the investigation and any related disciplinary proceedings. To the extent that a related disciplinary proceeding has a different standard of proof for findings of responsibility, the preponderance of the evidence standard in this policy will be used instead.

At the conclusion of the investigation, the Responsible Official will notify simultaneously, in writing, the concerned parties of the outcome of the investigation, including referral to the appropriate disciplinary procedures:

A. Student Respondent

The student disciplinary procedure, including appeal, is outlined in the Student Conduct Code. Potential student sanctions include, but are not limited to, a written warning, a ban from specific areas of campus, loss of specific student privileges, community service, transfer or loss of on-campus housing privileges, disciplinary probation, disciplinary suspension, or permanent dismissal. Complainants may elect to file charges through the student disciplinary procedures at any time within one year of the alleged incident.

B. Staff Respondent

Human Resources will take action in accordance with the Staff Personnel Policies Manual Disciplinary Policy. Potential staff sanctions include, but are not limited to, verbal or written warning, mandatory counseling, mandatory training, suspension, and termination. Appeal procedures for termination are outlined in the Staff Personnel Policies Manual Termination Section. Appeal of disciplinary action may be grieved through the Staff Personnel Policies Manual Complaint Policy and Procedure.

C. Faculty Respondent

The Provost's Office will take action in accordance with the Faculty Manual Disciplinary Procedures. Potential faculty sanctions include, but are not limited to, written warning, mandatory counseling, mandatory training,

suspension, and termination. Minor sanctions may be grieved through the Faculty Manual Grievance Procedures. Major sanctions may be appealed through the Faculty Manual Disciplinary Procedures.

All parties engaged in the complaint process are expected to maintain confidentiality. Failure to do so may result in disciplinary sanctions. All reports or complaints will be kept confidential, except that individuals with a legitimate need to know will be informed of the complaint in order for the university to respond effectively to each complaint.

In some cases, Complainants may request that their names be kept confidential and that the university take no action on their report (“confidential reporting”). The Responsible Official will evaluate each request and advise the Complainant that “confidential reporting” will limit the university’s ability to respond fully to the matter, including pursuing disciplinary action against the Respondent. Nevertheless, in most instances, the university will honor such confidentiality requests unless to do so will impede its ability to provide a safe and nondiscriminatory environment for all students.

STUDENT CONDUCT DISCIPLINARY PROCEDURES IN CASES OF SEX OFFENSES AND INCIDENTS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

In appropriate cases, complaints filed under the university’s Discrimination and Sexual Harassment Policy will lead to the initiation of student disciplinary procedures. Alternatively, a student has the option of bringing forth a complaint by filing with Student Conduct and Conflict Resolution Services. The following information is derived from the Student Conduct Code and a copy of the Student Conduct Code can be found as Appendix B of this report. The university’s student disciplinary procedures are intended to afford a prompt, fair, and impartial resolution of the complaint. To ensure this, complainants/complaining witnesses and respondents involved in disciplinary proceedings related to cases of sex offenses and incidents of domestic violence, dating violence, sexual assault, and stalking are afforded the following:

1. To be informed of the allegations, the hearing date, and the hearing outcome at the same time
2. To be allowed reasonable time to prepare a response
3. To hear and respond to evidence upon which an allegation is based
4. To present relevant witnesses and ask questions of the witnesses at disciplinary hearings
5. To be assured of confidentiality according to the terms of the university policy on confidentiality
6. To request that any person conducting a disciplinary conference (hearing officer), or serving as a Conduct Council member or hearing administrator, be disqualified on the grounds of personal bias
7. To be provided with an opportunity to review these rights before any disciplinary conference or hearing
8. To have the respondent be considered not responsible for the allegations until found responsible based on what is more likely than not to have occurred (by a preponderance of the evidence)
9. To have reasonable access to the case file prior to and during the disciplinary conference or hearing
10. To have an advisor as defined in Section XI of the Student Conduct Code
11. To appeal the outcome of the case according to Section XVII of the Student Conduct Code

Moreover, the Student Conduct Code also affords the complainant/complaining witness the same opportunities as the respondent, including but not limited to: (i) receiving notice of the disciplinary proceeding date at the same time as the respondent; (ii) being present during any disciplinary proceeding; (iii) presenting victim impact statements; (iv) receiving simultaneous written notice of the outcome of the disciplinary proceedings and of the procedures to appeal the results as described in the Student Conduct Code; and (v) the right to appeal an outcome as described in the Student Conduct Code.

Conduct Council members and Student Conduct and Conflict Resolution Services staff will receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking, as well as how to conduct a hearing process that protects the safety of complaining witnesses and promotes accountability.

In cases of dating violence, domestic violence, sexual assault, rape, or stalking, the complaining witness and respondent may be advised and accompanied by an advisor of their choice during a disciplinary conference or hearing or related meeting. An advisor of their choice is not limited to only an AU student, faculty, or staff. However, the role of advisors is limited to consultation as described in Section XI(a) of the Student Conduct Code.

In addition, the university will, upon written request, disclose to the alleged victim of a crime of violence (defined in Section 16, Title 18, U.S. Code) or a non-forcible sex offense the results of any disciplinary hearing conducted against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the university will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Disciplinary records are maintained by Student Conduct and Conflict Resolution Services for seven years from the date of the letter providing notice of final disciplinary action. Release of disciplinary records to third parties is provided in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, until a student has graduated from the university or as required by law. Records for a student who is suspended or dismissed or who withdraws with a disciplinary case pending are maintained indefinitely; **release of these categories of disciplinary records to third parties is provided in accordance with all applicable laws, including FERPA and the Campus Sexual Violence Elimination Act.**

SEX OFFENSE, DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING RESOURCES AND VICTIMS' RIGHTS

The following are on- and off-campus resources (including but not limited to counseling, health, mental health, victim advocacy, and legal assistance) designed to assist victims of sex offenses and instances of domestic violence, dating violence, sexual assault, and stalking.

DISTRICT OF COLUMBIA

Sexual Assault Information Line

202-885-2000

DC Rape Crisis Hotline

202-333-RAPE (7273)

Dean of Students

202-885-3300

Emergencies on Campus

202-885-3636

Emergencies off Campus

911

MPD Sexual Assault Unit

202-727-3700

MPD Second District Headquarters

202-715-7300

Counseling Center at American University

202-885-3500

Sibley Memorial Hospital Emergency Room

202-537-4080

Network for Victim Recovery DC

202-742-1720

Washington Hospital Center Sexual Assault Nurse Examiner (SANE)

1-800-641-4028

NATIONWIDE**RAINN.org**

800-656-HOPE (4673)

RAINN online hotline

ohl.rainn.org/online

SEXUAL ASSAULT PREVENTION COORDINATOR

The sexual assault prevention coordinator (SAPC) serves to develop and implement prevention and education programs for the AU community about sexual assault, dating violence, and stalking. The SAPC is also available to provide resources and referrals for survivors of sexual assault and can assist survivors in contacting counselors or a victim advocate when requested. As part of the Wellness Center team, the SAPC is supervised by the associate dean of students. The SAPC became a victim advocate on campus and a confidential resource on November 1, 2011. As a confidential resource, the SAPC's services are available to all members of the AU community with concerns regarding sexual assault, dating violence, or stalking. As a confidential resource, the SAPC is not permitted to report a sexual assault unless requested by the victim/survivor or unless there is immediate danger to human life. The SAPC can be reached at 202-885-3055 and at sapc@american.edu.

COLLEGIATE ASSISTANCE PROGRAM

Every student health plan includes the Collegiate Assistance Program (CAP). CAP provides access to the Nurseline service and a Student Assistance Program designed to help students manage common problems and stressors that can detract from academic success. With one toll-free number and one call, students can access the support they need, when they need it.

The CAP telephone clinical nurse triage service and master's-level specialist support are available to students 24 hours per day, 7 days per week, via one toll-free number. These services are provided by a UnitedHealth Group division, OptumHealth Behavioral Solutions.

CAP includes:

Telephone/Online Counseling

Students facing stressful or emotional issues have 24/7, year-round access to prompt counseling services. Beginning with students' first toll-free call, master's-level clinicians will listen carefully to assess their needs. Crisis intervention specialists and licensed clinicians are always ready for urgent situations.

Web-Based Services

The website for students, liveandworkwell.com, offers a wealth of information on a full range of topics. The site includes thousands of articles, interactive learning tools, cognitive behavioral therapy modules, searchable databases, and helpful resources for students who want to develop their own self-improvement strategies.

Legal and Financial Services

These include assistance with nonclinical issues, such as debt, divorce, child custody matters, and shelter from abuse relationships. The effect of these and other practical concerns can be just as detrimental to a student's health and well-being as a clinical issue.

Nurseline

A technology-enabled, clinical nurse triage service is available to students 24/7. Nurseline promotes personal health management by providing health information, advice, and support through telephone interactions. It helps callers make informed health decisions by providing answers to commonly asked questions.

For more information about CAP, please contact the Student Health Center at 202-885-3380 or shc@american.edu, visit the website at american.edu/ocl/healthcenter, or contact the Wellness Center at 202-885-3276 or wellnesscenter@american.edu.

WELLNESS CENTER

AU's Department of Public Safety and Wellness Center can provide any student with a "Resources for Victims and Survivors of Sexual Assault" brochure specifically addressing resources for victims and survivors of sexual assault. The brochure has also been distributed to all offices providing direct services to students, and faculty and staff in those offices have been directed to make it available to any student who visits their office. The brochure includes information regarding:

- Definitions of conduct.
- Actions to take if a student becomes a victim.
- Tips on how to help a friend.
- Procedures for filing a complaint on campus.
- Victims' rights.
- Confidential resources and policy updates.
- Guidelines of consent.
- On- and off-campus resources available to all students.

VICTIMS' RIGHTS

Students who identify themselves as victims of sex offenses and instances of domestic violence, dating violence, sexual assault, and stalking may rely on the following provisions in support of their recovery:

1. **You do not have to identify** the alleged perpetrator, unless the information is necessary to respond to your request for a specific form of assistance.
2. **You can choose whether or not to file a complaint** with the appropriate university department or with law enforcement.
3. Before making a report to a university official, **you can request information** about university policies and procedures regarding the release of personally identifiable information.
4. **You can request assistance** from Public Safety in filing a report with the MPD.
5. **You can access medical care** without consenting to a crime investigation by Public Safety and/or MPD.

6. **You can access confidential physical and mental health care** at the Student Health Center and the Counseling Center.
7. **You can request a barring of personal contact** between you and the alleged perpetrator through the Office of the Dean of Students.
8. **You can request relocation in university housing** through the Office of the Dean of Students.
9. **You can request a change in your class schedule** to avoid contact with the alleged perpetrator through the Office of the Dean of Students.
10. **You can request a change in your email address** and server login through the Office of the Dean of Students.
11. **You can request that a visual barrier** be placed between you and the respondent during a disciplinary hearing.
12. **The Student Conduct Code also affords you, as the complainant/complaining witness, the same opportunities as the respondent, including but not limited to: (i) receiving notice of the disciplinary proceeding date at the same time as the respondent; (ii) being present during any disciplinary proceeding; (iii) presenting victim impact statements; (iv) receiving simultaneous written notice of the outcome of the disciplinary proceedings and of the procedures to appeal the results as described in the Student Conduct Code; and (v) the right to appeal an outcome as described in the Student Conduct Code.**

ADDITIONAL INFORMATION AND RESOURCES

You can use the following services regardless of whether you were sexually assaulted on or off campus:

- Go to a hospital for an exam, preferably Washington Hospital Center, where the Sexual Assault Nurse Examiner Unit is located. Any part of the exam can be refused, and all services are free of charge. An individual is not required to report the crime to MPD to access these services. The results of an exam are held for 90 days or longer upon request, giving a survivor time to decide whether he or she would like to press criminal charges. At the hospital, if you choose to report the assault for criminal prosecution, hospital officials will call for a member of the MPD Sex Offense Squad to collect appropriate evidence. Again, note that you do not have to report the assault to the police if you go to the hospital. This is your choice.
- It is best not to shower or bathe prior to this exam. Bring with you, in a paper bag, any clothes or articles you were wearing when the assault occurred. Preserving evidence may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking or in obtaining a protective order. A staff member from Housing and Dining Programs or Public Safety can help you arrange transportation to the hospital via cab voucher or ambulance.
- Have a Sexual Assault Nurse Examiner (SANE) exam. Victims are not required to report to or speak with law enforcement to have a SANE exam. In the Washington metropolitan area, only the Washington Hospital Center, located at 110 Irving Street NW, Washington, DC 20010, gives these exams. If you are under 18 years of age, SANE exams are conducted at Children's Hospital, located at 111 Michigan Avenue NW, Washington, DC 20010. The phone number for the on-call Sexual Assault Nurse Examiner is 202-742-1727. All SANE exams, after-care medication, and after-care counseling are free of charge.
- Receive medical attention at the Student Health Center (SHC). The SHC can provide testing for sexually transmitted diseases and other services; however, the SHC cannot collect evidence for MPD in preparation for possible criminal prosecution. It is therefore important that you go to a hospital if you believe there is any possibility that you may press criminal charges. Washington Hospital Center, with its SANE program, is the preferred hospital to refer victims.
- Report the assault to campus authorities, such as those in Housing and Dining Programs, the Office of the Dean of Students, and University Athletics. Licensed and professional counselors in the Counseling Center and

Faculty and Staff Assistance Program, as well as pastoral counselors in the university chaplain's office, can provide confidential counseling. Pastoral and professional counselors must be acting in these roles within the university to be excluded from Public Safety's reporting requirements.

- Contact the sexual assault prevention coordinator, who is a confidential victim advocate on campus, at the Wellness Center. The coordinator can provide advocacy and resources for survivors of sexual assault, relationship violence, and stalking. The Women's Resource Center coordinator is also a confidential resource who can act as a victim advocate for survivors of sexual assault, dating violence, domestic violence, and stalking. The sexual assault prevention coordinator can be reached at 202-885-3055.
- File charges through the university's internal conduct system: Student Conduct and Conflict Resolution Services. You may file a complaint in the university in addition to charges you may have filed through the court system (criminal or civil).
- File a Title IX sex discrimination complaint in addition to filing a criminal complaint.
- Call outside sources, such as the DC Rape Crisis Hotline at 202-333-RAPE (7273).
- Call friends or family to assist you.
- Get psychological counseling through the university Counseling Center, Faculty and Staff Assistance Program, or the DC Rape Crisis Hotline.
- Request changes in your academic and living situations through the Office of the Dean of Students.

ASSISTING A FRIEND

Helping someone can be a scary situation, but it is important that we know what we can do to help when someone is in need. If you are trying to help a friend, follow these guidelines:

- Believe your friend. Statements such as "I believe you" and "It wasn't your fault" can be extremely helpful.
- Make sure your friend feels safe in his or her current location.
- Listen and be available.
- Do not judge or blame your friend for what happened.
- Encourage action but allow your friend to decide what actions to take. For example, encourage your friend to seek medical attention, but do not force him or her to do so. Making choices helps your friend to regain control lost during the assault.
- Be patient. Healing from a sexual assault takes time. Continue to offer your support to your friend throughout the coming weeks and months, or even longer. Remember that every healing process is unique.
- Get support for yourself. Supporting a friend can result in stress and confusion in your own life. You can also utilize the resources in this report.
- The most important point to remember is that the assault is not your friend's fault.

HARM REDUCTION INFORMATION

No matter what, sexual assault is never the survivor's fault. While some safety strategies, such as traveling in groups and trusting your instincts, can help reduce your likelihood of being a victim of any crime, the only person who can prevent sexual assault is the perpetrator.

- Be aware of your surroundings at all times.
- Trust your instincts. If the situation doesn't feel right, it probably isn't. Confront the person immediately or leave.

- Don't allow yourself to be isolated with someone you don't know or trust.
- Know how you're getting home from a social event. If the friend or group of friends you were planning on walking with have already left, call Public Safety at 202-885-2527 and it will send a taxi for you. If you don't have money with you at the time, your student account will be charged, or you can pay later.
- Be cautious of fellow students that you just met or only consider an acquaintance. Unfortunately, the people we trust the most can be the most hurtful. It is important to be aware and vigilant with everyone you encounter.
- Remember that alcohol and other drugs can interfere with your ability to communicate effectively and deal with potentially dangerous situations. Be responsible in your decision making with regard to alcohol and drugs.
- Think about what your sexual limits are, and be prepared to communicate them directly.
- Be aware of sex-role stereotypes that prevent you from acting as you want to, such as a woman not being able to initiate sexual activity or a man not being able to say "no."

If you have any questions, please contact Daniel Rappaport, sexual assault prevention coordinator and confidential victim advocate, at rappapor@american.edu or 202-885-3055.

CONFIDENTIAL RESOURCES ON CAMPUS

The following offices and individuals are confidential resources available to all members of the AU community with concerns regarding sexual assault, dating violence, domestic violence, and/or stalking:

- **Professional Counselors—Counseling Center**
214 Mary Graydon Center
202-885-3500
(including the satellite office located in the Washington College of Law)
- **Sexual Assault Prevention Coordinator**
McCabe 123
202-885-3055
sapc@american.edu
- **Medical Staff—Student Health Center**
McCabe First Floor
202-885-3380
- **Ordained Clergy—Kay Spiritual Life Center**
202-885-3336

These confidential resources are not permitted to report a sexual assault, dating violence, domestic violence, and/or stalking unless requested by the victim/survivor or if there is immediate danger to human life. Contact information for these resources can be found in the On-Campus Resources portion of this report. For additional information, please visit american.edu/sexualassault. Notice: Any office or staff member outside of the resources listed above is required under Title IX to report knowledge of an incident involving sexual assault, dating violence, domestic violence, and/or stalking to the appropriate authorities for follow-up.

Dating Abuse, Domestic Violence, and Stalking Resources

Contact AU's sexual assault prevention coordinator and confidential victim advocate at SAPC@american.edu or 202-885-3055 for information about dating abuse and stalking. Break the Cycle (Helpline at 1-888-988-8336) provides legal services and other advocacy programs for survivors ages 12–24. My Sister's Place (202-529-5991) provides 24-hour hotline and support services.

Understanding the Difference between Healthy and Unhealthy Relationships

Healthy Relationships	Unhealthy Relationships
EQUALITY Partners share decision-making roles	CONTROL One partner makes decisions for the other
HONESTY Partners are open and communicate needs and desires	DISHONESTY One partner lies to the other
SUPPORT Partners encourage each other	DISRESPECT One partner may insult, demean, or otherwise put the other down
COMFORT Partners are free to be themselves	INTIMIDATION One partner may attempt to coerce the other into doing things he or she does not feel comfortable with
UNDERSTANDING OF BOUNDARIES Respect is given to each partner's privacy	LACK OF PRIVACY Examining a partner's phone, email, or social media discussions without permission or consent
Independence within the relationship	Dependence on the other individual
PHYSICAL SAFETY Partners feel safe when together and in the space that they may share	PHYSICAL ABUSE One partner may use force to exert his or her will on another (e.g., slapping, pushing, hitting)
SEXUAL RESPECT Partners never force any physical activity without consent. There is active and enthusiastic consent before any sexual activity.	SEXUAL ABUSE Force or coercion is used by one partner against the other. Even in relationships, consent is required before any sexual activity.

CIVIL PROTECTION ORDERS (WASHINGTON, DC)

A civil protection order (CPO) is a civil order from the DC Court that protects you from abuse by a current or former spouse, domestic partner, intimate/dating partner, relative (by blood or marriage/domestic partnership), housemate, someone you have a child in common with, or someone who is/was in a relationship with someone who you are/were in a relationship with. It also protects victims of stalking, sexual assault, or sexual abuse who do NOT have the type of relationship described above. You should file for a CPO with the DC Court as soon as possible after the abuse occurs. You can file for a CPO up to two years after the incident. You must live in DC or at least one incident must have occurred in DC to seek protection from the DC Court; however, the order will protect you in all states. If you feel you are in immediate danger, contact 911 (off campus) or Public Safety at 202-885-3636.

What is the legal definition of domestic violence in the District of Columbia?

This section defines domestic violence for the purposes of getting a CPO.

In Washington, DC, domestic violence is divided into three categories: intimate partner violence, intrafamily violence, and interpersonal violence, which are explained in detail below. “Domestic violence” is when one of the following people commits or threatens to commit any crime against you:

- Someone you are or were married to, in a domestic partnership with, or in a romantic, dating, or sexual relationship with (“intimate partner violence”)
- Someone related to you by blood, adoption, legal custody, marriage, or domestic partnership (e.g., your brother or your father-in-law) (“intrafamily violence”)
- Someone you have a child in common with—this can be “intrafamily violence” and/or “intimate partner violence”
- Someone you share(d) a home with (e.g., a roommate) (“interpersonal violence”)

- Someone who is/was in an intimate relationship with the same person that you are/were in an intimate relationship with (e.g., you are dating Jane and Jane's ex-husband assaults you) ("interpersonal violence")

Note: If you are a victim of stalking, sexual assault, or sexual abuse, you can file for a CPO against the offender even if you do not fall into one of these above categories.

What types of CPOs are there? How long do they last?

There are two types of CPO in Washington, DC.

Temporary (Ex Parte) Protection Orders

A temporary protection order can be issued the day that you file your petition without the abuser being present in court (this is what is meant by an ex parte order). The judge can give you this temporary order if the judge believes that the safety or welfare of you or your household member is in immediate danger from the abuser.

The first temporary protection order that you get can last up to 14 days. Once you return to court, the judge can extend the temporary protection order for an additional 14-day period (or for a longer period if both parties consent) until the final court hearing or trial is completed.

Civil Protection Orders

A final protection order can be issued by a judge after one of the following happens:

1. There is a court hearing where you and the abuser both appear and present evidence and testimony to the judge, or
2. There is a court hearing where only you appear (i.e., the abuser fails to appear, even though you can prove he or she was properly served with notice of the court date), or
3. In court, the abuser consents to the protection order being issued.

In Option 1 or 2, above, the judge will only issue the final protection order if he or she has "good cause" to believe that the abuser committed or threatened to commit a criminal offense against you, your animal, or any animal in your household. For Option 3, this is not a requirement.

A final protection order lasts up to one year. The expiration date should be included on the order. However, the length of the order is subject to change if either party files a motion in court and proves that there is "good cause" to either extend or rescind (i.e., cancel) it.

How can a CPO help me?

In a CPO, a judge can order the abuser to:

- Stop committing or threatening to commit criminal offenses against you and any other protected person (named in the petition).
- Stay away from you, any other protected person, and any other specific locations ("stay away order").
- Have no contact with you and any other protected person ("no contact order").
- Stay away from the home OR leave the home where you are living ("vacate order") whether that home is:
 - Marital property of the parties;
 - Jointly owned, leased, or rented and occupied by you and the abuser (including if you used to live there but had to leave due to the abuse);
 - Owned, leased, or rented by you alone; or
 - Jointly owned, leased, or rented by you and another person (not the respondent).

- Participate in a psychiatric or medical treatment or counseling program(s) for domestic violence, parenting, alcohol, drugs, etc.
- Pay your costs and attorney fees.
- Give up possession of any firearms.
- Return personal property owned by you alone or by you and the abuser (including keys).
- Give you financial assistance and/or spousal support to pay your rent/mortgage/bills or other expenses.
- Pay you child support.
- Not remove you and/or your children from his/her health insurance policy.
- Reimburse you for medical costs, property damage, or other expenses you have due to the abuser's actions (you will have to bring medical bills, receipts, invoices, or estimates to the final hearing).

The order can also:

- Grant you temporary custody of your children and arrange visitation in a way to protect your safety (note that the abuser must prove to the judge that visitation will not endanger the child or significantly harm the child's emotional development).
- Order police assistance to help enforce the terms of the order (such as getting your keys returned or escorting the abuser home to collect personal belongings).
- Give you custody or control of a domestic animal that belongs to you or to the respondent or that lives in either household.

Order anything else that you can show you need in order to be free from the violence.

Whether the judge grants any or all of these depends on the facts of your case.

How much does it cost to file and serve a CPO? Do I need a lawyer?

Filing

There is no fee to file for a CPO.

Serving

As long as you have a valid home or work address for the person you are getting the order against, the MPD will serve the protection order petition (and motions) at no charge when the party being served lives or works in the District of Columbia. If the person lives in Maryland or Virginia, service may also be free as part of an agreement between Washington, DC, and the sheriff departments in the surrounding areas of Maryland and Virginia.

Lawyer

Although you do not need a lawyer to file for a CPO, it may be to your advantage to seek legal counsel. This is especially important if the abuser has a lawyer. Even if the abuser does not have a lawyer, it is recommended that you contact a lawyer to make sure that your legal rights are protected.

For help in filing an order, you can go to the Domestic Violence Intake Center (dccourts.gov/internet/public/aud_dvu/intake.jsf), which is in the Superior Court. The Office of the Attorney General for the District of Columbia (oag.dc.gov) represents some people who file for CPOs. If the Office of the Attorney General cannot take your case, it may be able to help you get an attorney.

In addition, the domestic violence agencies in your area and/or court staff may be able to answer some of your questions or help you fill out the necessary court forms.

There are two Domestic Violence Intake Centers in DC:

D.C. Superior Court

500 Indiana Avenue NW
Room 4550
Washington, DC
202-879-0152

Satellite Domestic Violence Intake Center

1328 Southern Avenue SE
Suite 311
Washington, DC

Both centers are open from 8:30 a.m. to 4:00 p.m., Monday through Friday.

It may be possible to obtain an Emergency Temporary Protective Order (ETPO), which is good for up to five days. If you are in an emergency situation and wish to file for an ETPO when the intake centers are not open, call the police and they will put you in contact with a SAFE advocate who will explain the process of obtaining an ETPO.

The Department of Public Safety, Dean of Students Office, and/or Wellness Center can assist you in filing a CPO and support you along the way.

Upon receiving a report of stalking, dating violence, domestic violence, or sexual assault, AU police officers will provide the victim with information on how to obtain a protective order in the District of Columbia. An officer will provide the victim with transportation to the courthouse and assist him or her throughout the filing process. AU police officers will collaborate with other law enforcement jurisdictions to serve the protective order, and they will notify the victim when the respondent is served.

UNIVERSITY RESOURCES

Department of Public Safety

202-885-2527 (24/7)

Please note that speaking to law enforcement does not, in any way, obligate you to file for a Temporary CPO.

Office of the Dean of Students

202-885-3300

Wellness Center

202-885-3276

For confidential help, please contact the sexual assault prevention coordinator at 202-885-3055 or AU's Counseling Center at 202-885-3500.

ADDITIONAL RESOURCES

For more information about available resources (including legal assistance), please visit:

"Break the Cycle"

breakthecycle.org

The Network for Victim Recovery of DC

nvrdc.org

National Domestic Violence Hotline

800-799-SAFE (7233)

24-Hour Shelters, Hotlines, and Counseling

House of Ruth at 202-667-7001 x217

My Sister's Place at 202-529-5991

THE CAMPUS SEX CRIMES PREVENTION ACT

The Campus Sex Crimes Prevention Act (Section 1601 of Public Law 106-386) provides for the tracking of convicted, registered sex offenders working or volunteering on campus or enrolled as students at institutions of higher education. The Sex Offender Registry database provides information on Class A sex offenders living, residing, working, or attending school in the District of Columbia only. For this information, go to the MPD Sex Offender Registry at mpdc.dc.gov/service/sex-offender-registry.

TITLE IX

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

AU prohibits sex discrimination in any form and provides resources for support and complaint resolution. AU's Discrimination and Sexual Harassment Policy identifies prohibited conduct under Title IX and outlines complaint procedures. The policy is available at american.edu/policies.

Complaints may be directed to the University's Title IX officers:

Title IX officer – for complaints against university students

Dean of Students
408 Butler Pavilion
202-885-3300
dos@american.edu

Deputy Title IX officer – for complaints against Washington College of Law students

WCL Dean of Student Affairs
4801 Massachusetts Avenue NW
Washington, DC 20016
202-274-4052
djaffe@wcl.american.edu

Section 504 officer – for student matters

Director of Student Conduct and Conflict Resolution Services
Butler Pavilion
202-885-3328
conduct@american.edu

Deputy Title IX officer – for complaints against faculty members, faculty administrators, and individuals carrying out teaching responsibilities

Dean of Academic Affairs
Leonard Hall Lower Level
202-885-2125
deanofacademicaffairs@american.edu

Deputy Title IX officer – for complaints against staff, university administrators, university guests, and contractors

Assistant Vice President of Human Resources
3201 New Mexico Avenue NW, Suite 350
Washington, DC 20016
202-885-2591
employeerelations@american.edu

The Student Conduct Code defines types of sexual misconduct and outlines the procedures for resolving complaints through the student disciplinary system. The Conduct Code is available at american.edu/ocl/sccrs or by calling 202-885-3300.

General information and resources pertaining to sexual assault are available at american.edu/sexualassault. A sexual assault prevention coordinator is on the Wellness Center staff at McCabe Hall (202-885-3055 or sapc@american.edu).

ACCESS TO CAMPUS FACILITIES: SAFETY AND SECURITY

CAMPUS

AU has an open environment, allowing individuals to move freely around the campus; however, the university restricts access to its facilities to members of the academic community and bona fide guests. This open environment makes all members of the university community responsible for immediately reporting suspicious activity to Public Safety. Report suspicious incidents, activities, or persons to Public Safety Police Emergency (202-885-3636) as soon as possible. Individual vigilance is essential in helping Public Safety promote campus safety and reduce campus crime. In order to uphold this policy, all students, faculty, and staff must have an AU ID card (OneCard) and present it when requested by a university official. When university police officers challenge individuals for suspicious activity, individuals must identify themselves and present student, employee, or other identification, as requested. Individuals who do not have legitimate reasons for being on campus or in a university building, and who refuse to comply with a request to leave, may be subject to arrest under the District of Columbia Code, Section 22-3302, Unlawful Entry.

GROUNDS

Access to the grounds is generally not controlled. The outside athletic facilities and adjacent unlit areas are closed at dark. University police officers question individuals observed using the field after hours, displaying suspicious behavior, or suspected of unlawful acts. Public Safety stresses that individuals should not hesitate to contact the department with any suspicion regarding their own or someone else's safety.

ACADEMIC AND ADMINISTRATION BUILDINGS

Academic and administration buildings are open during regular business and class hours. Instructional facilities are generally open from 7 a.m. to 11 p.m., Monday through Friday, with modified weekend hours. Other areas may be open for 24-hour use during exam periods or for other special needs. University police officers lock and unlock exterior building entrances in accordance with the building's schedule. They admit individuals to locked buildings and areas only if the individuals have valid identification and written authorization.

RESIDENCE HALLS

Residence halls are locked 24 hours per day, with an electronic system controlling access. Residents and visitors enter through the main entrance only. Residents use an access card to open the building door. Visitors are granted entry by the front desk staff and must be escorted by a resident. The front desks are staffed 24 hours per day, except during holidays. University personnel and maintenance staff check in at the front desks when entering residence halls. While the university makes every effort to prevent access by uninvited visitors, residents must also take an active role in that effort. Residents should report strangers to the hall staff and avoid holding doors open for nonresidents to enter. Residents are held responsible for the actions of their guests. We encourage students to lock their room doors at all times.

OFF-CAMPUS STUDENT HOUSING

AU provides off-campus student housing at the Berkshire Apartments at 4201 Massachusetts Avenue NW, Washington, DC. At this location, building attendants staff the front desk 24 hours per day. The university employs full-time community coordinators who reside in the building. Residents of the university-provided Berkshire Apartments must comply with the university's Student Conduct Code, including Drug and Alcohol Policies. All criminal activities at these locations should be reported to local police and to the community coordinators, if there is student involvement.

The Berkshire Apartments are located in the Washington, DC, Second Police District. Residents of the Berkshire Apartments can call MPD at 311 for non-emergencies and 911 for emergencies. To help ensure timely notifications and accurate statistics, we encourage individuals to contact AU's Public Safety after filing a report with MPD.

AU's Washington Semester coordinates apartment housing on Capitol Hill and Woodley Park through the Washington Intern Student Housing Program. A full-time community coordinator, who is employed by the university, is present in conjunction with these residences. Residents must comply with the university's Student Conduct Code, including Drug and Alcohol Policies. All criminal activities should be reported to local police and to the community coordinator. Residents of these apartments should contact MPD at 311 for non-emergencies and 911 for emergencies. To help ensure timely notifications and accurate statistics, we encourage individuals to contact AU's Public Safety after filing a report with MPD.

EMERGENCY PHONES

Blue-light emergency phones are two-way call boxes, mounted on stand-alone towers or pillars topped with blue lights. These telephones automatically connect to the Public Safety office when the button on the box is depressed. If an individual needs help, this feature allows him or her to speak directly with Public Safety. A communications specialist will send the appropriate emergency personnel to the caller. The blue phones also allow the caller to call another extension on campus by activating the gray button and dialing the extension. All blue-light emergency phones are equipped with cameras and with LED lighting to observe activity in that area. Sixty-nine blue-light telephones are strategically located on the grounds of the university and in garages. There are 25 indoor emergency red telephones located in various buildings and at the residence hall front desks. The red telephones are identified by signs and automatically connect to the Public Safety office when the receiver is lifted. The location of an activated telephone is displayed in the Public Safety office so that officers can be dispatched to investigate, even if there is no voice communication. Note: In case of emergency, an individual may dial extension 3636 from any on-campus telephone. Individuals using an off-campus line or cell phone should call 202-885-3636.

ALARMS AND CLOSED-CIRCUIT CAMERAS

Limited-access areas in academic and administrative buildings are connected to intrusion alarms that report to a central monitoring station in the Public Safety office. Systems are located in several 24-hour areas on campus. Upgrades and expansions of these systems are planned and installed annually. All residence hall exterior doors are alarmed. These alarms are monitored by Public Safety and sound a local siren.

SALTO LOCKS FOR ENHANCED RESIDENCE HALL AND BUILDING SECURITY

During the summers of 2011, 2012, 2013, and 2014, Public Safety continued installing Salto-locking technology in selected residence halls. This technology allows students access to their rooms using smart-chip technology embedded in their university-issued ID card. Because the doors automatically lock, this technology significantly reduces the opportunity for unauthorized access should students inadvertently leave their door unlocked. If a student loses his or her ID, the ID is simply deleted from the system without the need for expensive lock records and change of keys with other roommates. In addition, Salto locks maintain an audit trail detailing who entered the room and when.

ELECTRONIC KEY BOXES FOR ENHANCED CONTROL OF TEMPORARY ISSUANCE OF KEYS

During the last academic year, Public Safety continued maintenance of electronic key boxes in selected buildings on campus. These boxes secure keys and access-control cards in a locked box in various remote locations on campus. Individuals who need temporary access to rooms, labs, offices, or studios simply swipe their campus ID, and the key box grants them access to authorized keys. A timer is automatically set by the boxes, and an email is sent to the user if he or she keeps the key out of the box for too long. The key box maintains an audit trail to provide administrators with needed information on who accessed what and when.

SECURITY CONSIDERATION IN MAINTENANCE

Public Safety officers routinely check lighting on campus during regularly assigned patrols. When they find lights that are out or dim, they initiate a work order for Facilities Management (FM). FM maintains university facilities with safety and security in mind. University officers and FM work closely together to identify any broken doors, windows, locks, lights, or other hazards. These items receive expedited maintenance action. We encourage all members of the university to promptly report any unsafe facility conditions by calling 2FIX at 202-885-2349 to reach the Facilities Information Center. Individuals can report any conditions that cause concern about personal safety and property protection to Public Safety by calling 202-885-2527. Public Safety personnel regularly inspect campus facilities to assess potential risks and make recommendations for improvement.

STUDY ABROAD PROGRAMS

The following information is provided to students participating in study abroad programs.

SAFETY

With the safety of students abroad a top priority, AU Abroad operates academically challenging programs where students learn from close integration with their host cultures. AU Abroad only administers programs that we deem safe.

AU Abroad performs regular risk assessments of every program administered. Faculty and staff at our sites know how to contact students locally or when they travel; at each site, students are given 24-hour emergency contact numbers and informed of emergency procedures. When students travel independently, we ask that they keep on-site staff apprised of their plans. AU Abroad will modify or cancel planned field trips or other activities when necessary to ensure student safety. Before students leave the United States, they receive a general safety orientation. Once on site, students receive more detailed instructions from local professionals. AU Abroad is in regular communication with our on-site directors and coordinators regarding any security concerns.

The decision to study abroad is one that must be made by you and your family. Even with the care that university staff members devote to your safety, and even if you carefully follow provided guidelines, we cannot guarantee a completely safe environment, just as no one can guarantee it here in the United States. Nor can we force you to follow these guidelines when you are on your own. We urge you, however, to pay attention to them and to exercise the same caution as you would in the United States, in order to have the best study abroad experience possible.

You may find more safety information at american.edu/abroadatau. With more than 20 years of excellence and experience in the field, we are committed to administering safe programs abroad. Should you have any questions about AU Abroad safety or other details, we invite you to get in touch with us. Call AU Abroad director Sara Dumont at 202-885-1320 or the AU Public Safety emergency number 24 hours per day, 7 days per week, at 202-885-3636.

GENERAL SAFETY TIPS FOR STUDYING ABROAD

- Register your travel plans with the U.S. Department of State before you leave.
- Be alert and aware of your surroundings. If a suspicious situation occurs, report it to the appropriate people. For example, if you see a package or bag that appears to be unattended, mention it to appropriate personnel or to the police. Do not leave your own bags unattended at any time, and do not agree to carry or look after any package, parcel, or luggage for anyone.
- Keep a low profile, avoiding confrontations or situations that could become provocative or put you in any danger. Similarly, stay away from demonstrations and unruly crowds. In addition, try to integrate yourself into the host culture so that you do not stand out as a tourist.
- Keep all important documents, such as your passport, in a safe place at all times. Pouches or belts (for documents and money) worn under your clothing are recommended when you are traveling.
- Report stolen documents immediately. If your passport is stolen, inform the U.S. embassy immediately.
- Make several clear photocopies of your passport (and visa, where applicable). Leave a copy of these documents with a parent or guardian, and take a few copies with you—but keep them separate from your passport in a safe place.
- Please be cautious when you meet new people. Just as you would not do in the United States, you should not provide your local address or phone number, or those of fellow students, to strangers. Never get into a car with strangers or put yourself in a situation where you are alone with a stranger or people you have only just met.

- The U.S. State Department occasionally issues advisories for travel to certain countries or worldwide. AU Abroad will inform you if an advisory is issued specific to your site. If you wish to know about general worldwide advisories, either call our office or check online at the State Department's website at travel.state.gov.
- AU Abroad advises against traveling alone to any locations, especially those for which the State Department has issued specific warnings. If you are planning to travel on your own to countries that might raise concerns, with warning signals such as recent terrorist attacks, historically strained relations with the United States, etc., you should check with program staff for the most recent information. If you do travel on your own, you should inform program officials of your itinerary and how you can be reached. If you do not do this, AU Abroad cannot be responsible for locating you or assisting you in emergencies. Keep a copy of your passport and sufficient funds or an international credit card with you at all times.
- Road travel abroad is always a concern. AU Abroad very strongly discourages you from driving in other countries, since you are not familiar with the customs, laws, and road signs. On-site staff hire reliable and careful drivers for any planned trips. For travel on your own, you should assume that the roads present additional significant risks and consider alternative forms of travel. Hitchhiking is strongly discouraged.
- While studying abroad, students, faculty, and staff can utilize AU's resources (as listed in the preceding pages), if they, or someone they know, is the victim of sexual assault, dating violence, and/or stalking. These resources are available even if the AU community member is in a foreign country.
- There is also an international inventory of hotlines, shelters, refuges, crisis centers, and women's organizations, searchable by country, plus an index of domestic violence resources in more than 70 languages at hotpeachpages.net.
- In the nearest U.S. embassy or consulate, consular officers are available for emergency assistance 24 hours per day, 7 days per week.
- To contact a U.S. embassy or consulate, go to usembassy.gov.
- To contact the Department of State while in the United States, call 888-407-4747 during business hours and 202-647-5225 after hours.
- While in AU's study abroad programs, students, faculty, and staff retain their rights to file a Title IX complaint.

RESOURCES FOR SEXUAL HARASSMENT, RELATIONSHIP VIOLENCE, AND SEXUAL ASSAULT ABROAD

The resources identified below apply to all of the university's study abroad programs.

Addressing Sexual Assault, Stalking, and Relationship Violence Abroad

Students are encouraged to be aware of cultural and social attitudes toward sexual harassment, rape, and sexual assault victims, as they may vary greatly in different countries. Students should speak with their study abroad advisor and in-country program director to learn more.

If an AU student discloses an experience of sexual harassment, sexual assault, domestic violence, dating violence, or stalking to any program staff member or study abroad advisor, that staff member or advisor will be required to make a report of the assault to the Office of the Dean of Students. The dean of students will follow up with the student regarding what was reported. If a student is seeking support, but does not want to make a report or is unsure if he or she wants a report made, he or she should speak instead to a confidential resource, such as AU's victim advocate. The victim advocate (SAPC@american.edu or 202-885-3055) can provide confidential support even while a student is abroad.

What to Do If You Have Been Sexually Assaulted Abroad

- Find a place where you feel safe.
- Contact someone you trust who can support you.
- Consider contacting AU's confidential victim advocate at SAPC@american.edu or 202-885-3055. The victim advocate can provide emotional support, connect you with resources, and provide guidance on navigating medical and legal support systems. As a confidential resource, the victim advocate will not share any information with any person or organization unless you request that the advocate do so.
- Consider contacting the Department of State at 202-647-4444 or calling the emergency number for U.S. citizens at the U.S. embassy in your country, which can be found through travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html. Someone at each U.S. embassy will answer the phone 24 hours per day and provide information about local laws and customs.
- Consider seeking medical attention even if you are not seeking evidence collection. It is important to be tested for sexually transmitted infections and to treat possible internal injury.
- Consider talking with a counseling professional who can help you begin to process and understand what happened. This person can help you cope with emotional difficulties that may arise after an assault.

For Sexual Harassment, Relationship Violence, Stalking, and Sexual Assault Survivors Abroad

The sexual assault prevention coordinator (SAPC) serves to provide emotional support, connect students or staff with resources, and provide guidance or support for individuals navigating medical and legal support systems on campus or in any community, domestic or abroad. As part of the Wellness Center team, the SAPC is a victim advocate on campus and acts as a confidential resource. As a confidential resource, the SAPC's services are available to all members of the AU community with concerns regarding sexual assault, dating violence, or stalking. As a confidential resource, the SAPC is not permitted to report a sexual assault unless requested by the victim/survivor or unless there is immediate danger to human life. The SAPC can be reached at 202-885-3055 and SAPC@american.edu.

The Rape, Abuse and Incest National Network (RAINN) can be reached at 1-800-656-HOPE (4673) or you can initiate an anonymous and confidential online chat with them at rainn.org.

Additional Resources for Sexual Harassment, Relationship Violence, Stalking, and Sexual Assault Survivors Abroad

Country-Specific Assistance

Office for Victims of Crime
ovc.ncjrs.gov/findvictimservices

U.S. Department of State

202-647-4444

Emergency Number for U.S. Citizens at U.S. Embassies

travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html

Someone at each U.S. embassy will answer 24 hours per day and provide information regarding local laws and customs.

On-Campus Resources for Sexual Harassment, Stalking, Relationship Violence, and Sexual Assault Survivors

The Counseling Center cannot provide counseling over the phone, but it can provide support upon an individual's return to the United States. The Counseling Center can be contacted at 202-885-3500.

The Office of the Dean of Students will assist in communicating with academic advisors and with counseling, housing, and other units and resources on campus and investigate if the assault or harassment is committed by another AU student. The dean of students can be reached at 202-885-3300 or dos@american.edu.

TITLE IX

While on study abroad programs, students, faculty, and staff retain their rights to file a Title IX complaint.

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion.

AU prohibits sex discrimination in any form and provides resources for support and complaint resolution.

AU's Discrimination and Sexual Harassment Policy identifies prohibited conduct under Title IX and outlines complaint procedures. It is available at american.edu/policies.

Complaints may be directed to the University's Title IX officers:

Title IX Officer – for complaints against university students

Dean of Students
408 Butler Pavilion
202-885-3300
dos@american.edu

Deputy Title IX Officer – for complaints against Washington College of Law students

WCL Dean of Student Affairs
4801 Massachusetts Avenue NW
202-274-4052
djaffe@wcl.american.edu

Section 504 Officer – for student matters

Director of Student Conduct and Conflict Resolution Services
Butler Pavilion
202-885-3328
conduct@american.edu

Deputy Title IX Officer – for complaints against faculty members, faculty administrators, and individuals carrying out teaching responsibilities

Dean of Academic Affairs
Leonard Hall Lower Level
202-885-2125
deanofacademicaffairs@american.edu

Deputy Title IX Officer – for complaints against staff, university administrators, university guests, and contractors

Assistant Vice President of Human Resources
3201 New Mexico Avenue NW
Suite 350
Washington, DC 20016
202-885-2591
employeerelations@american.edu

The Student Conduct Code defines types of sexual misconduct and outlines the procedures for resolving complaints through the student disciplinary system. It is available at american.edu/ocl/sccrs or by calling 202-885-3300.

General information and resources pertaining to sexual assault are available at american.edu/sexualassault. A sexual assault prevention coordinator is on the Wellness Center staff in McCabe Hall (202-885-3055, sapc@american.edu).

COLLEGIATE ASSISTANCE PROGRAM

Every student health plan includes the Collegiate Assistance Program (CAP). CAP provides access to the Nurseline service and a Student Assistance Program designed to help students manage common problems and stressors that can detract from academic success. With one toll-free number and one call, students can access the support they need, when they need it. Students can utilize the services of this plan while on any AU study abroad program.

The CAP telephone clinical nurse triage service and master's-level specialist support are available to students 24 hours per day, 7 days per week, via one toll-free number. Services are provided by a UnitedHealth Group division, OptumHealth Behavioral Solutions.

CAP includes:

Telephone/Online Counseling

Students facing stressful or emotional issues have 24/7, year-round access to prompt counseling services. Beginning with their first toll-free call, master's-level clinicians will listen carefully to assess their needs. Crisis intervention specialists and licensed clinicians are always ready for urgent situations.

Web-Based Services

The website for students, liveandworkwell.com, offers a wealth of information on a full range of topics. The site includes thousands of articles, interactive learning tools, cognitive behavioral therapy modules, searchable databases, and helpful resources for students who want to develop their own self-improvement strategies.

Legal and Financial Services

These include assistance with non-clinical issues, such as debt, divorce, child custody matters, and shelter from abuse relationships. The effect of these and other practical concerns can be just as detrimental to a student's health and well-being as a clinical issue.

Nurseline

A technology-enabled, clinical nurse triage service is available to students 24/7. Nurseline promotes personal health management by providing health information, advice, and support through telephone interactions. It helps callers make informed health decisions by providing answers to commonly asked questions.

For more information about CAP, please contact the Student Health Center at 202-885-3380 or the Wellness Center at 202-885-3276 or wellnesscenter@american.edu.

STUDY ABROAD PROGRAM—MADRID, SPAIN

The following information is provided to AU students participating in study abroad programs.

This program is designed for students who speak intermediate to advanced Spanish and seek a structured study abroad program focusing on the academic theme of contemporary Spain. The program is organized by two full-time staff members in Madrid who coordinate course work and homestays, internships, excursions, and other cultural events.

The Iberian Experience program offers students a broad range of opportunities to learn about this cultural metropolis and the rest of the country as you will be living, studying, and interning in Madrid and traveling to other regions. Through the program's academic curriculum, field trips, internships, and other activities, participants will be able to immerse themselves in Spain's politics, history, culture, and society, an experience that fosters international consciousness and cross-cultural learning. Students earn a full semester of AU credit.

During participation in the Iberian Experience program, students live in a Spanish home. The homestay allows participants to experience the warmth and hospitality of Spain while improving their language skills. In the homestay, students enjoy breakfast, evening meals, and, in most cases, weekly laundry privileges. Students may be in single or double rooms. Students commute approximately 30 minutes from their homestays to the program offices in the center of Madrid. During program excursions, students stay in pensions and hotels.

AU leases office space at:

AU Center

C/Comandante Zorita, 4
Madrid, Spain 28020

To report any crime that occurs at or in the vicinity of the above AU Center, please contact Francisco Gomez Santiago at 00 34 619 841689 and/or Professor Elena Dominguez at 00 34 617 941165.

In the AU Center, the front door on the street must be rung and opened from the inside before anyone can enter the building. In residences, approximately 85 percent of buildings have a doorman. The center opens from 8:00 a.m. to 9:30 p.m. and is closed on weekends. However, the director and coordinator are available 24 hours per day, 7 days per week. There is a reception desk at the entrance of the AU Center. The receptionist allows students and instructors in and out.

AU does not provide its own security and/or police department in Madrid. For all criminal complaints and police assistance matters, please contact the local police. For the police department in the Chamartin District, contact:

Calle del Príncipe de Vergara, 142
28002 Madrid
Telephone: 00 34 91 588 0345

In the event of an emergency, students should contact the police emergency line at 112 (similar to 911 in the United States). Once the police have been contacted, students should contact the program directors listed above.

ON-SITE CONTINGENCY PLAN IN AN EMERGENCY

- If you are at home, do not leave. Someone from the program staff will contact you. Wait for instructions. Stay calm, as telephone lines may be busy.
- If you are at Mosaic International Institute or at an internship office, do not leave either one until you receive further instructions.

- If you are on the street in Madrid and do not have a cell phone with you, go to a public place (such as a cafeteria or restaurant) and from there contact the program staff. If you have your phone, chances are that the program staff will have contacted you already. Do not leave the cafeteria or restaurant until you receive instructions.
- If you are in another Spanish city or another European city, go to a public place and from there contact the program staff.

Please remember the following:

- You and the program staff are registered in the U.S. embassy in Madrid. Program staff will receive official information and instructions from the embassy and/or from AU Abroad in Washington and will send information to you and your host families.
- Your homestay in Madrid is the first place to go to and to stay until you receive further information from program staff.
- Do not use public transportation such as metro or bus.
- If the streets appear to be safe, take a taxi to your homestay.
- Local and international phones and email servers are likely to be difficult to use for a while. Please stay calm and follow instructions. Do not move out of your homestay without notifying the program. We need to know where you are.

If a student does not return to his or her homestay as expected, the host family would report the student as missing to the program director. If inquiries to the student's host family or roommates do not provide information regarding the student's whereabouts, the local police and hospitals would be contacted.

In conjunction with this effort, the director of AU Abroad in Washington would be contacted to see if any communication from the student had been received, and the director of AU Abroad would subsequently contact the student's parents or guardians to see whether they had heard from the student. If none of these efforts yields information about the student's location, the U.S. consulate abroad would be contacted.

To contact the director of AU Abroad, call 202-885-1321 or send an email to dumont@american.edu.

While you are studying abroad, AU policies for the main AU campus regarding drugs and alcohol will apply to you. Failure to comply with the established policies will result in the consequences discussed in the Code of Conduct. If you have any questions concerning AU policies, please talk with on-site staff.

SPECIAL INFORMATION FOR CASES OF SEXUAL ASSAULT AND RAPE

The following information is provided by the U.S. embassy in Madrid, Spain.

What is considered sexual assault in Spain?

Any unauthorized sexual contact is criminally punishable per Spanish law. The law defines various sexual crimes and sentencing varies by crime. For example, sexual abuse is subject to lower sentencing while rape may be subject to the highest possible sentence. Acquaintance or date rape is considered as serious as any other type of sexual assault.

What steps should I take if I have been the victim of a sexual assault?

Report the incident to the police right away. File a police report and request a copy. Have a medical exam to preserve any physical evidence of the crime. Remember that physical evidence is very important in sexual assault cases and can deteriorate as time passes.

You should not change clothes, avoid bathing if possible, and have a physical exam at the first opportunity. You should take these steps even if you are unsure about whether to report the crime to police. If you decide to pursue a prosecution at a later time, these steps preserve evidence that will assist the prosecutor.

How does the medical exam work?

The medical exam will be performed only in specific hospitals throughout Spain that are trained to work with victims of sexual assault. The police will instruct the victim of a sexual assault where he or she needs to go to have the forensic examination performed. These exams are performed by certified medical doctors in Spain who are licensed to conduct forensic examinations. The exam will involve a pelvic exam, genital swabs, taking of hair samples, fingernail scrapings, blood samples, and saliva samples. The victim may ask for a support person to remain with him or her throughout the exam process.

Do I have to have a medical exam?

No, but it is very difficult to convict anyone in a rape/sexual assault charge without a physical exam. Even if you are not interested in taking the case to court, it is important to get medical attention to determine if you have been injured in any way and to discuss treatment and prevention options for pregnancy and sexually transmitted diseases. Emergency contraception (the morning-after pill) is available in Spain, as is prophylaxis for HIV and other sexually transmitted diseases.

What is my role in the case?

You will be interviewed by the police, public prosecutor, investigating judge, and defense counsel throughout the proceeding.

How do I maintain my privacy during the case?

Strict data protection laws in Spain make it illegal to publicize the victim's name.

What can the embassy do?

Provide lists of local doctors and clinics. Send a consular officer or after-hours duty officer to accompany victims for the medical exam.

SPECIAL INFORMATION FOR CASES OF DOMESTIC VIOLENCE

Is domestic violence a crime in Spain?

Yes.

How can I get help?

You can get a protection order after reporting the crime to the police or to a court. Shelters for victims of domestic violence are available in every region in Spain and are safe. Law enforcement or social services will provide a victim with a local shelter referral. This report does not publish locations of shelters because the locations are kept secret as a safety measure. Young children may stay with their mothers in some shelters.

What other resources are available to me?

The Spanish domestic violence hotline is 016. This number is toll-free and no record of calling this number will appear on your phone bills. English operators are available and this service is completely confidential. This service

provides access to social resources, financial aid, sheltered housing, employment advice, residence papers, and legal advice. Stalking is also a crime in Spain and can be reported to the police. The 016 hotline will provide victims with referrals to free emergency programs.

The police have implemented SAF (servicio de atención a la familia) and SAM (servicio de atención a la mujer) to work with women who have been sexually or physically abused. The central SAF office is located at Calle Julián González Segador, s/n 28043 Madrid. In emergencies, dial 012 and tell the operator your name, where you are, and that you need help.

The Americans Overseas Domestic Violence Crisis Center is available for a number of services, including advocacy to obtain resources, case management, relocations, counseling, and emergency assistance. To call toll-free from Spain, dial the AT&T USADirect Access Number (900-99-0011) and then dial 866-879-6636.

Hot Peach Pages is a global information center for women, searchable by country (hotpeachpages.net/usa). You can find additional domestic abuse centers to call and information on your rights.

Embassy staff is available to try to answer any questions you might have. In an emergency involving an American citizen in Spain, you can reach the embassy at the following numbers: (34)91-587-2240 or (34)91-587-2200 (after hours).

PERSONAL STREET SAFETY

Madrid is a large city, therefore you should exercise the same caution there as in large American cities. Although Madrid has a relatively low rate of violent crime, a marked increase in robberies calls for some tips for traveling in Spain.

Money and Valuables

When traveling, bring only what you absolutely need, leaving inessential items at your apartment or in a safe at the hotel. Make a photocopy of your passport to carry and leave the real one in a safe place. Especially in Madrid, don't carry your passport!

Purse and Wallet Snatching

Thieves usually work in pairs. They snatch purses or wallets from pedestrians, cyclists, and even people in vehicles, grabbing them and running away. One common technique on the streets, carried out in pairs, is for one thief to spill something (mustard, ketchup, etc.) on a victim. While one of them pretends to clean off the victim, the other locates valuables and runs off. Be especially alert for "double teaming" on the metro and in any crowded or tourist areas.

Automated Teller Machines

When using automated teller machines (ATMs) in Madrid, be alert. Many recent scams have involved thieves distracting people at ATMs and taking either their money or their card while they are using the machine. One common technique is to drop a bill by a person's feet, tell him or her that he or she has dropped money, and when the person reaches down to pick it up, the thief runs off with the card.

Precautions You Can Take

- Do not carry a purse. If you do, make sure that it has a long strap to cross over your body, around your neck. It should have a thick strap that cannot be snipped with scissors.
- If you wear a backpack, keep it in front of you, or buy a small lock for it that cannot be opened without your knowledge. Pay attention to where you store your cell phone, laptop, and other important items.
- Keep your valuables in your front, never back, pockets.

- Carry only enough cash for the day's needs. Don't carry all of your credit cards on you at one time.
- Be aware of your surroundings, especially of someone who asks you questions or tries to distract you.
- Keep a separate record (photocopies are good) of your passport number, check numbers, and credit cards.
- Write down the phone numbers for cancelling credit cards in case you need to do so.

Emergency Contacts

Keep the program staff and an emergency contact in the United States well-informed of your whereabouts and activities, and provide these people with copies of your important travel documents (i.e., passport, visa, plane tickets, traveler's checks, and prescriptions).

Laws and Codes of Conduct

Make yourself aware of both the rules and regulations of the study abroad program sponsor and the local laws and customs of the countries you will be visiting. Understand that you will have to not only conform to the legal system of the country you will be visiting, but also to obey the codes of conduct required of program participants.

Alcohol and Drugs

Use and abuse of alcohol and drugs abroad can increase the risk of accident and injury. Many study abroad accidents and injuries are related to the use and abuse of alcohol and drugs abroad. Violating drug laws in other countries may result in very serious consequences. In some countries, being found guilty of violating drug laws can result in consequences as serious as death.

While you are on your study abroad program, AU policies for the main AU campus regarding drugs and alcohol will apply to you. Failure to comply with established policies will result in the consequences discussed in the Code of Conduct. If you have any questions concerning AU policies, please talk with staff.

Contact information for the U.S. embassy in Spain:

Embassy switchboard

Telephone: 91-587-2200

American Citizen Services

Telephone: 91-587-2240

(8:30 a.m.–1:00 p.m., Monday–Friday)

Telephone: 91-587-2200 (after-hour emergencies)

The American Citizen Services unit is located at:

American Embassy

Calle Serrano 75

28006 Madrid

Telephone: (34)91 587 2240

askacs@state.gov

The American Citizen Services unit of the consular section provides information and assistance to U.S. citizens in the Madrid area. The unit handles a wide variety of services, such as issuing emergency passports, processing passport applications, providing notary services, furnishing voting information, and documenting births and deaths of Americans in Spain. It also assists travelers in distress—for example, in acquiring funds from home and arranging for medical care—and assists Americans arrested or incarcerated in Spain.

STUDY ABROAD PROGRAM—BRUSSELS, BELGIUM

The European Union in Action program provides an in-depth understanding of the European Union and the North Atlantic Treaty Organization (NATO) through a combination of classes and seminars with European Union and NATO decision makers; access to behind-the-scenes players in Brussels; internships; field trips outside the city; homestays; and cultural activities.

Students live with a family while in the program. The homestay experience offers insights into normal life for citizens living in one of the most powerful cities in the world. It also provides a daily connection with modern Belgian culture that might otherwise be missed in the hectic pace of this busy European capital.

A student receives three evening meals with the host family each week and breakfast daily. An additional meal stipend is provided to help defray the cost of some other meals, allowing a student to have as much or as little interaction with the host family as the student desires. For a student who wishes to integrate into Belgian culture and improve her or his French, it is the perfect opportunity. However, for a student who wants to live more independently, there is no obligation to spend time with the family. Most, if not all, homestay hosts speak English and/or French.

AU leases administrative office space at:

Place de l'Alma 3, bte.7
B-1200 Brussels, Belgium

In the event of an emergency and/or criminal occurrence, students in the program should contact the European Union emergency response telephone number at 112. Within Belgium, they may also call 101. (These two numbers are the European and Belgian equivalents of 911.)

Within the program, students should contact the housing coordinator, Benedicte Debray, at 0495-83-01-66 or the program director, Jerome Sheridan, at 0477-33-05-08.

There are no personnel employed by AU who provide any form of security at either AU-leased premises or local homestays. At the beginning of each semester, a Belgian police officer briefs students for one to one and one-half hours on safety in Belgium, covering security in all aspects of daily life, including shops, cafés, restaurants, public transport, and on the street.

Entrance at AU's premises is controlled by a key. The door to the premises is unlocked when AU staff arrives and it is locked when AU staff leaves. Entrance into the building in which AU's premises are located is controlled by a card key. Each student has his or her own card key to enter the building.

If a student does not return to his or her homestay as expected, the host family would report the student as missing to the program director. If inquiries to the student's host family or roommates do not provide information regarding the student's whereabouts, the local police and hospitals would be contacted.

In conjunction with this effort, the director of AU Abroad in Washington would be contacted to see if any communication from the student had been received, and the director of AU Abroad would subsequently contact the student's parents or guardians to see whether they had heard from the student. If none of these efforts yields information about the student's location, the U.S. consulate abroad would be contacted.

To contact the director of AU Abroad, call 202-885-1321 or send an email to dumont@american.edu.

While you are studying abroad, AU policies for the main AU campus regarding drugs and alcohol will apply to you. Failure to comply with established policies will result in the consequences discussed in the Code of Conduct. If you have any questions concerning AU policies, please talk with on-site staff.

In Brussels, the local member of the Rape Crisis Network is located at:

Sos Viol

Rue Blanche
24-1060 Brussels
Phone: 02-534-3636
Fax: 02-534-8667
sosviol@brutele.be

PERSONAL STREET SAFETY

Brussels is a large city, and, therefore, you should exercise the same caution there as in large American cities.

Money and Valuables

When traveling, bring only what you absolutely need, leaving inessential items at your apartment or in a safe at the hotel. Make a photocopy of your passport to carry and leave the real one in a safe place. Especially in Madrid, don't carry your passport!

Purse and Wallet Snatching

Thieves usually work in pairs. They snatch purses or wallets from pedestrians, cyclists, and even people in vehicles, grabbing them and running away. One common technique on the streets, carried out in pairs, is for one thief to spill something (mustard, ketchup, etc.) on a victim. While one of them pretends to clean off the victim, the other locates valuables and runs off. Be especially alert for "double teaming" on the metro and in any crowded or tourist areas.

Automated Teller Machines

When using automated teller machines (ATMs) in Brussels, be alert. Many recent scams have involved thieves distracting people at ATMs and taking either their money or their card while they are using the machine. One common technique is to drop a bill by a person's feet, tell him or her that he or she has dropped money, and when the person reaches down to pick it up, the thief runs off with the card.

Precautions You Can Take

- Do not carry a purse. If you do, make sure that it has a long strap to cross over your body, around your neck. It should have a thick strap that cannot be snipped with scissors.
- If you wear a backpack, keep it in front of you, or buy a small lock for it that cannot be opened without your knowledge. Pay attention to where you store your cell phone, laptop, and other important items.
- Keep your valuables in your front, never back, pockets.
- Carry only enough cash for the day's needs. Don't carry all of your credit cards on you at one time.
- Be aware of your surroundings, especially of someone who asks you questions or tries to distract you.
- Keep a separate record (photocopies are good) of your passport number, check numbers, and credit cards.
- Write down the phone numbers for cancelling credit cards in case you need to do so.

Emergency Contacts

Keep the program staff and an emergency contact in the United States well-informed of your whereabouts and activities, and provide these people with copies of your important travel documents (i.e., passport, visa, plane tickets, traveler's checks, and prescriptions).

Laws and Codes of Conduct

Make yourself aware of both the rules and regulations of the study abroad program sponsor and the local laws and customs of the countries you will be visiting. Understand that you will have to not only conform to the legal system of the country you will be visiting, but also to obey the codes of conduct required of program participants.

Alcohol and Drugs

Use and abuse of alcohol and drugs abroad can increase the risk of accident and injury. Many study abroad accidents and injuries are related to the use and abuse of alcohol and drugs abroad. Violating drug laws in other countries may result in very serious consequences. In some countries, being found guilty of violating drug laws can result in consequences as serious as death.

While you are on your study abroad program, AU policies for the main AU campus regarding drugs and alcohol will apply to you. Failure to comply with established policies will result in the consequences discussed in the Code of Conduct. If you have any questions concerning AU policies, please talk with on-site staff.

Contact information for the U.S. embassy in Brussels:

Regentlaan 27 Boulevard du Régent
B-1000 Brussels
Telephone: (32-2)811-4000
Fax: (32-2)811-4500
9 a.m. to 6 p.m., Monday–Friday

If you are an American citizen with an after-hours emergency, please call (32)(0)2-811-4000.

The American Citizen Services unit of the consular section assists American citizens in Belgium. Among other services, the unit provides passport services, registers the birth of children, assists with federal benefits, offers notary services, gives information on voting, and provides information to Americans visiting and residing in Belgium. All of these services are available at the consular section by appointment.

The unit also provides emergency assistance to American citizens in distress, such as those who are destitute, arrested, separated from minor children, or sick. In an emergency, the embassy duty officer can be reached at any time.

U.S. Embassy

Consular Section
Bd du Regentlaan 25
1000 Brussels
Telephone: (32)(0)2-811-4300

STUDY ABROAD PROGRAM–NAIROBI, KENYA

Nairobi, the capital of Kenya, is one of the fastest growing cities in the world. With more than 40 ethnic groups and numerous immigrants from around Africa and beyond, the city boasts a remarkable wealth of cultures. As the headquarters for the United Nations Environmental Program and the United Nations Human Settlements Programme (UN-HABITAT) and the hub for many international nongovernmental organizations in the region, the city is in many ways a microcosm of the rapidly changing face of Africa. Nairobi and Kenya in general provide an ideal location for AU’s theme programs: Issues in Sustainable Development and Public Health.

Program participants live in private and secure apartments convenient for all their activities. The apartments are fully furnished with a TV, kitchen, laundry room, and most laundry services. Each apartment houses at least four students.

The AU offices in Nairobi are located at AU Abroad, Riverside Drive (off Chiromo Flyover), Kileleshwa, Nairobi. Participants of the program will live at Njema Court, Rhapta Road, Westlands, Nairobi.

While in the Nairobi program, please report any crimes to the following personnel:

Program Director Mwangi Njagi	0713180292
Program Assistant Victor Mwanza	0724523417
U.S. Embassy, Nairobi	020-363 6170
	020-363 6451
	020-3636000
	020-3636622
Kenya Police Emergency Service	999
	112
Nairobi Police Control Room	020-714995
	020-724201
Emergency Response Service.	911
Nairobi Fire Department	020-222181
	222181-2

When reporting any threats or incidents, provide a description of the incident, including:

- The kind of incident.
- Your name.
- Any observations about the incident.
- Exact location of the incident.
- Other pertinent identifying information.

In an emergency, call 999 (land line) or 112 (mobile phone). The emergency service is for use when an immediate response is required. Use this service to contact the police while a crime is occurring or if anyone is in immediate danger. The 999 system also handles calls for the fire brigade (department) and ambulance services. Kindly specify the kind of service that you need.

The AU Abroad office and student residences are enclosed by high security fences. Student residences have a brick wall topped with an electric fence. The apartment complex contracts a private security company (as do most apartment complexes, businesses, and private individuals in Nairobi). The same applies to the AU Abroad office. All residents must know their apartment numbers and any pertinent details, because they are usually questioned before being allowed to enter the building. Security personnel patrol the grounds to maintain order. The office in which the residents report any problems (the equivalent of a front desk) is open 24 hours per day, 7 days per week. The AU Abroad center employs much the same security arrangement with the exception of the front desk.

Access to both facilities is strictly controlled by security guards. Access for residents and workers is straightforward, but visitors to student apartments are questioned and the resident consulted before the visitor is allowed in the building.

Program participants are advised to always carry their United States International University (USIU) identification and a photocopy of their passport.

If a student does not return to his or her homestay as expected, the host family would report the student as missing to the program director. If inquiries to the student's host family or roommates do not provide information regarding the student's whereabouts, the local police and hospitals would be contacted.

In conjunction with this effort, the director of AU Abroad in Washington would be contacted to see if any communication from the student had been received, and the director of AU Abroad would subsequently contact the student's parents or guardians to see whether they had heard from the student. If none of these efforts yields information about the student's location, the U.S. consulate abroad would be contacted.

To contact the director of AU Abroad, call 202-885-1321 or send an email to dumont@american.edu.

While you are studying abroad, AU policies for the main AU campus regarding drugs and alcohol will apply to you. Failure to comply with established policies will result in the consequences discussed in the Code of Conduct. If you have any questions concerning AU policies, please talk with on-site staff.

GENERAL SAFETY TIPS IN NAIROBI

- Keep to the main areas of Nairobi.
- Keep to the main roads and avoid shortcuts, back alleys, etc.
- Be particularly wary of people hanging around outside hotels—a common place for criminals to mug tourists.
- Ignore street children and others who approach you in the streets.
- Do not carry large sums of money when shopping, and do not wear expensive jewelry or other expensive items. Keep your belongings on you in a zipped pocket or in a bag that you carry over your shoulder.
- Do not accept food and drink from strangers.
- Register with the U.S. embassy online at travelregistration.state.gov/ibrs/ui.
- On your phone, program the phone numbers of Nairobi program staff, all your colleagues, and the local police. Never give out somebody else's phone number without his or her consent. Never use your phone on the street; instead, if you need to use it, call from inside a shop.
- Avoid travel late at night.
- Never walk in a narrow street or space, such as between a wall and parked cars.
- Never leave food or drink unattended in a public place.
- Never give strangers your address or let them into your apartment. If you feel uncomfortable with someone in your apartment, call the security guards.

TRANSPORTATION SECURITY PRECAUTIONS

- At night, the only real option you have is to call a taxi, since you won't be allowed to make the 20-minute walk to the nearest taxi stand. That's why it is important to become very familiar with taxi drivers in Westlands and to build a relationship with a few of them.

- Stay alert and be aware of your surroundings. Do not expose what you have. Avoid carrying valuable things in open bags and pockets. Try putting them in zippered pockets or compartments.
- Avoid allowing any unauthorized personnel in your group.
- Avoid being distracted by other passengers. Pay attention. If you notice anything or anyone strange, alert your colleagues.
- Try to blend in. All sorts of people ride matatus, but those who appear naïve and unaware are the ones targeted.
- If you're worried about squeezing past people on a crowded matatu, only ride in those with a seat available in the front few rows.
- Never board or ride on an empty matatu.
- Never use your phone while crossing streets in the city center, and avoid using your phone in a matatu, especially if seated next to the window.
- If you lose your belongings, file a report at the nearest police station, especially if you lose your identification cards, credit cards, and cell phone.

GENERAL SAFETY PRECAUTIONS

- Avoid public venues such as political rallies and crusades, and also avoid bars, night clubs, and restaurants that broadcast events and games. You should monitor local media for current information, and amend your travel and meeting arrangements accordingly. By taking necessary precautions, the risks of a security incident can be reduced drastically. Always pay attention to your surroundings and use common sense.
- Avoid hanging out in areas with a high concentration of people. If something or someone strikes you as suspicious, make a mental note of it, and report the incident or person as soon as possible to the AU Abroad Kenya office.
- In addition to terrorism, other criminal activities in Nairobi include robbery, mugging, burglary, and carjacking. Recently, Nairobi has also had cases of kidnapping.
- Be discreet when strangers ask you a lot of personal questions. Some will ask out of amiable curiosity, but others will ask to try and extract a favor from you, a “donation,” for example. Others may have sinister motives. A good way to disarm overly curious strangers is to turn the conversation back on them by asking them similarly detailed personal questions. Never take strangers to your residence. Be wary of traveling to unfamiliar areas of Nairobi.
- Always carry the following with you:
 - Your USIU identification card
 - A photocopy of your passport
 - Your cell phone, which should always be fully functional, with the battery charged and with ample available credit
 - At least 1,000 Kenyan shillings (Ksh) for emergencies
- Memorize the phone numbers of the AU Abroad Kenya director, most importantly, and your colleagues, and call if you are in trouble or need to talk. Register with the U.S. embassy in Kenya online to receive advisory alerts on any changing situations in Kenya and the region at nairobi.usembassy.gov.

Con Artists

It is common to run into people in Nairobi who want to ply money from you. They assume the role of political refugee and request money for their family. Others pretend to be students collecting contributions for their schools. Another scam involves men dressing up as beggars, acting as though they are blind, and asking for money. The most common places to encounter such people are along Moi Avenue and Tom Mboya Streets in the city center, at the junction between Riverside Drive, and on the road to Kileleshwa next to the bank near the AU Abroad office. Exercising common sense is your best weapon against tricks and scams. You should never give money to a stranger.

Road Crossing

- Crossing the road in Nairobi can be arduous and dangerous. Traffic lights sometimes don't work and even when they do, many motorists do not respect them. Your best survival strategy is to follow the lead of the Kenyans when crossing the road.
- Always keep the following in mind when attempting to cross the road: look right, left, and then right again to make sure the road is clear before crossing. When walking along the road, walk against traffic, allowing you to see oncoming vehicles.
- Again, stay safe by not making calls when crossing the road in the city center.

Mugging

Mugging and pickpocketing are common in Nairobi and can happen to anyone. To be safe, don't carry anything you can't bear to lose. Do not carry expensive valuables—and only carry the amount of money you need for a specific purpose hidden in several places; for example, keep a small amount in your pocket for spending, some between your foot and sock, and the rest in your money belt.

Violent Crime

Violent crime can be prevented by not resisting, chasing, or fighting thieves. Walking around at night, especially alone, increases your chances of violent attack. If you take precautions and use common sense, you can reduce the chances of becoming a victim of violent crime. Should you become a victim of violent robbery, however, comply without a fight. If threatened, give your attacker what he or she wants. Let go of your valuables rather than get hurt.

Bag Snatching

Try not to behave too much like an unsuspecting tourist, such as walking, absorbed in your guide book, while your camera and wallet bulge from your pockets.

Safety When Going Out

- Never go out alone. Always bring one of your fellow students or colleagues along to provide support.
- Spiking of drinks is common in pubs, so don't accept open drinks (alcoholic or nonalcoholic) from anyone.
- If your drink has been left unattended, dispose of your drink upon your return.
- Keep your eyes and ears open; if you hear talk of date rape or drugs or if friends seem overly intoxicated for what you know they have consumed, leave the party or club immediately and don't go back to it.

Personal Travel

The current political and military activities in Kenya and the larger East Africa region have made individual travel risky. AU Abroad therefore advises its students against any trips not sanctioned by the program.

IN AN EMERGENCY

In an emergency, please contact the following (keep this list with you at all times):

Mwangi D. Njagi

Program Director
Cell: 0713 180 292
mnjagi@american.edu

Victor Mwanza

Program Assistant
Cell: 0724 523 417
victoroty76@gmail.com

United States International University

P.O. Box 14634-00800
Nairobi, Kenya
Telephone: 020 360 6000

Kellen Njagi

USIU International Students Officer
Ext: 212
knjagi@usiu.ac.ke

Ian Johnson

International Development Instructor
Cell: 0705 978 631
ianfjohnson@gmail.com

Judith Kiprop

Kiswahili Instructor
Cell: 0722 590 396
judithatk@yahoo.com

Zuhra Magut

Kiswahili Instructor
Cell: 0722 372 403
zmagut@yahoo.com

U.S. Embassy

United Nations Avenue Nairobi
P. O. Box 606 Village Market
00621 Nairobi, Kenya
Embassy switchboard: 020 363 6000
Emergency after-hours line: 0722 204445

AU Abroad

American University
4400 Massachusetts Avenue NW
Washington, DC 20016-8039
Telephone: 1-202-885-1320
Fax: 202-885-1370

Sara Dumont, Director
dumont@american.edu

Tina Murray, Assistant Director
murray@american.edu

Partner Organizations

Most of our partner organizations have projects in informal settlement areas. These organizations play a major role in ensuring your security while with them. Let the AU Abroad Kenya staff know in advance when you have a field trip with your organization. Below are some of the issues you need to find out from your organization before going out for a field meeting. For your safety, please give this information to the AU Abroad office:

- Where you will be visiting
- How you will get there
- Name of the person and organization you will be visiting
- Kind of forum/meeting
- Time of projected return

Having this information helps us to monitor situations and events in that particular area, and if there are any concerns, we are able to address the situation and suggest steps to be taken.

UNIVERSITY ALCOHOL AND DRUG POLICIES

AU strives to create a healthy and safe community through education and intervention efforts for alcohol and other drugs. AU community members uphold university policies and abide by local, state, and federal laws pertaining to these substances. Individuals accept personal responsibility for the outcome of their decisions regarding alcohol and other drugs.

Policies of AU regarding alcohol and other drugs are covered in the Staff Manual, the Student Conduct Code, the Residence Hall Regulations, and the Alcohol and Drug Policies section of this report.

Residence Hall Regulations

The types of misconduct that subject a student to disciplinary action include but are not limited to: the sale, distribution, use, or possession of alcohol; the violation of university policies pertaining to the sale, distribution, use, or possession of alcohol in the residence halls; knowingly and voluntarily being in the presence of alcohol in the residence halls; the sale, distribution, use, or possession of any illegal drug or drug paraphernalia in the residence halls; and knowingly and voluntarily being in the presence of any illegal drug or drug paraphernalia in the residence halls.

Student Conduct Code

In addition to the Residence Hall Regulations, the Student Conduct Code lists types of student misconduct that subject a student to disciplinary action, including but not limited to unauthorized possession, use, manufacture, distribution, and/or sale of any controlled substance or illegal drug and illegal drug paraphernalia; violation of university policies pertaining to the sale, distribution, use, or possession of alcohol; and violation of local, state, or federal law.

Faculty and Staff Conduct

Employee misconduct—including that of all full-time faculty and staff, adjunct faculty, and part-time staff—related to alcohol or other drug abuse will not be tolerated. Violation of the university's Alcohol and Drug Abuse Policies or the Guidelines for Serving Alcohol at University Events will result in appropriate disciplinary action in accordance with university policies. Such disciplinary action may include termination of employment and referral for legal prosecution.

Obvious examples of prohibited conduct include but are not limited to the unauthorized use, possession, manufacture, distribution, dispensation, or sale of alcohol, drugs, or drug paraphernalia on university premises, on university business, in university-supplied vehicles, during the employee's work hours, or during university-sponsored activities; coming to work or performing any job duties while impaired by alcohol or drugs on university premises, in university-supplied vehicles, in any location while on university business, or during university-sponsored activities; the possession, use, manufacture, distribution, dispensation, or sale of alcohol or drugs off university premises that may adversely affect the individual's work performance, his or her own or others' safety at work, or the university's reputation in the community; failure to adhere to the requirements of any drug treatment or counseling program in which the employee is enrolled; conviction under any criminal drug statute for a violation occurring in the workplace or in another location while on university business or during university-sponsored activities, or conviction under any criminal drug statute under circumstances that adversely affect the university's reputation in the community; failure to notify the university of any conviction, within five days of the conviction, under any criminal drug statute for a violation occurring in the workplace, on university premises, on university business, in university-supplied vehicles, during employee's work hours, or during university-sponsored activities; deliberate failure to comply with the requirements of law or federal rules and regulations under the university's Alcohol and Drug Abuse Policies.

POLICY ON ALCOHOL SERVICE AT UNIVERSITY EVENTS

Policy Category

Student Policies, Administrative Policies

Subject

Alcohol service at university events

Office Responsible for Review of this Policy

Office of Campus Life, Office of the Provost, Office of Finance and Treasurer

Procedures

Alcohol Approval Form (Please contact the office of Student Activities, University Center, or Procurement and Contracts to obtain an Alcohol Approval Form.)

Related University Policies

Employee Alcohol and Drug Policy in the AU Staff Personnel Policy Guide, Advertising Policy, Posting Policy, Tavern Programming Guidelines, and the AUTO Van Request and Charter Manifesto

I. SCOPE

This policy establishes guidelines for alcohol service at university-sponsored events.

II. POLICY STATEMENT

AU is committed to maintaining a healthy and safe academic environment that reflects high standards of personal responsibility and behavior. Alcohol abuse will not be tolerated under any circumstances. This policy permits the responsible use of alcohol in moderation by persons of legal drinking age and in accord with these guidelines.

III. DEFINITIONS

University-Sponsored Events

Events hosted by the university, whether the event is held on or off university premises

University Premises

Buildings and grounds owned, leased, operated, controlled, or supervised by the university

IV. POLICY

A. Authorization Requirements

1. The president, provost, dean, vice provost, or appropriate vice president must authorize, in advance, alcohol service for all university events, whether the events are held on or off university premises.
2. The president, provost, dean, vice provost, or appropriate vice president must authorize the expenditure of university funds to purchase alcohol for approved events.

B. General Requirements

1. Consumption of alcohol is prohibited on university premises except as authorized by this policy.
2. Possession of alcohol is prohibited in university residence halls, in Bender Arena, and at open-air events.
3. Advertising that highlights the availability of alcohol at an event is prohibited.

4. University officials reserve the right to check proof of age at university events.
5. University officials can deny admission, alcohol services, or continued attendance at a university event to anyone who, in the sole judgment of the officials, is intoxicated.
6. Food or snacks and nonalcoholic beverages must be available at university events where alcohol is served.
7. One-price, all-you-can-drink arrangements are prohibited.
8. Bring-Your-Own-Beverage (BYOB) arrangements are prohibited.

C. Legal and Risk Management Requirements

1. Alcohol service on university premises is limited to beer and wine.
2. Alcohol service off university premises must comply with the vendor's license.
3. The vendor's license for university dining service permits the service of beer and wine in any university venue.
4. A District of Columbia permit is required to serve beer and wine at approved events on university premises that are not covered by the vendor's license for university dining services. A permit is also required for approved university events at which alcohol is sold or an admission fee is assessed in any form. The alcohol vendor is responsible for obtaining the permit.
5. Non-university vendors must provide a certificate of insurance with a minimum of \$1 million in liquor liability coverage. The certificate should accompany the Alcohol Approval Form.
6. All contracts must have the appropriate signatures prior to approved university events being held. If alcohol will be served at an event, a copy of the signed Alcohol Approval Form, liquor license, District of Columbia permit when applicable, and certificate of insurance when applicable must accompany the contract.

D. Additional Information

1. Faculty and staff may obtain an Alcohol Approval Form in the offices of Student Activities, University Center, and Procurement and Contracts and through my.american.edu on the Controller's Office Forms and Resources page. Students can obtain the form in the office of Student Activities.
2. Questions about the Alcohol Policy should be directed to the Office of the Vice President of Campus Life (x3310) or the Office of the Provost (x2127).
3. The university reserves the right to amend this policy in accordance with the law, community standards, or the best interests of the university.

E. **University sanctions for violating the Alcohol Policy** can be found in the Staff Manual posted on my.american.edu and in the Student Handbook posted at american.edu/policies.

Effective date: last revised May 2005; October 2010

DRUG POLICY

Possession and/or use of illicit drugs and unauthorized controlled substances is contrary to university policy and in violation of federal and District of Columbia laws. The university prohibits the possession, use, manufacture, distribution, and/or sale of illegal drugs and illegal drug paraphernalia. Students at the university who use or are otherwise involved with drugs in violation of the Student Conduct Code and/or the university Housing Agreement are subject to university disciplinary action in addition to any action taken by local or federal law enforcement authorities. Questions about the Drug Policy should be directed to the Office of the Dean of Students, 202-885-3300, 408 Butler Pavilion.

ENFORCEMENT OF DC UNDERAGE DRINKING AND DRUG LAWS

The university cooperates fully with law enforcement authorities to enforce violations of DC underage drinking laws and federal and state drug laws. Violations of the Student Conduct Code or Residence Hall Regulations, which are also violations of federal or local law, may be referred to external law enforcement. In such situations, cases may proceed concurrently at the university and in the criminal justice system.

UNIVERSITY SANCTIONS FOR VIOLATING ALCOHOL AND DRUG POLICIES

Students found responsible through the conduct system for violating the Student Conduct Code are given sanctions. These sanctions are implemented in accordance with university policies. There are no automatic sanctions for particular offenses. Student Conduct and Conflict Resolution Services evaluates cases individually and applies sanctions consistent with the severity of the offense; however, the predictable consequences for drug- and alcohol-related offenses are typically as follows:

Alcohol Violations

1. First-time minor violations may result in sanctions including but not limited to a letter of warning, censure, and educational and reflective assignments.
2. Second-time minor violations may result in sanctions including but not limited to an alcohol education program, an alcohol and drug evaluation, and disciplinary probation for a specified period (also see Parental Notification on this page).
3. Repeated violations of the Alcohol Policy may result in sanctions including but not limited to disciplinary probation for a specified period, removal from the residence halls, suspension, or dismissal.
4. Students, faculty, or staff caught driving drunk on campus may be stopped by university police officers for traffic violations on campus. If, during such a stop, the officer believes the driver is intoxicated, the officer or MPD may conduct a field sobriety test and make an arrest.

Refer to District of Columbia Crimes and Penalties—Alcohol; see page 67.

Drug Violations

1. First-time sale, use, or possession of illegal drugs may result in sanctions including but not limited to disciplinary probation, barring from the residence halls, a drug education program, removal from the residence halls permanently or for a specified period, and suspension or dismissal from the university.
2. Second-time sale, use, or possession of illegal drugs may result in sanctions including but not limited to removal from the residence halls permanently, suspension or dismissal from the university, and recommended participation in a drug treatment program (depending upon the situation).
3. First-time sale or distribution of illegal drugs may result in sanctions including but not limited to disciplinary probation, permanent removal from the residence halls, participation in a drug treatment program, suspension, or dismissal from the university.

Parental Notification

AU will generally notify parents or guardians of students' misconduct related to alcohol or controlled substances when:

- A student's behaviors or violations of the university's alcohol or drug policies are judged by the dean of students or designee to be egregious, to indicate that the student's health or safety may be at risk, or to indicate that the student may have placed others at risk.

- A student who is under 21 is found responsible for a violation of the university's alcohol and/or drug policies and is placed on disciplinary probation (typically a first drug violation or second alcohol violation), however minor, and all subsequent violations of alcohol or drug policies.

DESCRIPTION OF DRUG AND ALCOHOL ABUSE EDUCATION PROGRAMS

The following information is provided to the campus community about drug and alcohol abuse resources.

On-Campus Resources

In case of an emergency, contact Public Safety at 202-885-3636. If you are ever in doubt about your own health and safety or someone else's, call for help.

The Office of the Dean of Students, at 202-885-3300, provides general information about campus resources. It also offers programming during orientation and through various organized groups of students interested in educating the campus community about alcohol and drug use and related issues.

The Student Health Center can provide treatment and/or referral for health issues related to alcohol and other drug use. For more information, call 202-885-3380. The Counseling Center offers individual counseling for students concerned about alcohol and other drug use. For more information, call 202-885-3500 or visit american.edu/ocl/counseling.

Residence hall assistants and directors can discuss alcohol and other drug use with students and can advise students about referrals and how to help a friend who may have a problem. The staff also provides hall and floor programming on these topics throughout the year.

The Wellness Center has an evidence-based approach with extensively trained specialist peer educators. You can see the information about each program in the programs section of the Wellness Center's website at american.edu/ocl/wellness.

The Faculty and Staff Assistance Program, a component of Human Resources, offers an array of substance abuse prevention and intervention programs for faculty and staff who have problems with alcohol or other drugs. Call extension 2588 for further information or to request help for a colleague or friend you suspect may have a problem. The Faculty and Staff Assistance Program offers confidential, professional, and personal counseling services to eligible faculty/staff and their immediate families. Visit the Faculty and Staff Assistance Program home page at american.edu/hr/fsap.cfm.

Student Health Center

The following information is provided to students about the Student Health Center and other resources.

The Student Health Center (SHC) offers many health prevention services such as routine immunizations, health screenings, and screenings for sexually transmitted infections. Students with chronic health problems are encouraged to engage the health center as a "medical home" through which preventive treatment and coordination of care services may be employed to maintain their best possible health throughout the college experience.

Stress, anxiety, and a wide range of other emotions can be normal reactions to college life. When emotional, relational, or psychological difficulties make it hard to be a successful student, it is important to reach out and ask for help. Various types of support and treatment are available and may address your needs. The SHC is pleased to be able to offer psychiatric care to students through a psychiatric nurse practitioner.

The main focus of psychiatric care at the SHC is the management of psychiatric medications. If you or your therapist thinks psychiatric medication might be helpful to you, or you would like to discuss the option of medication, you may set up an initial psychopharmacology evaluation. This initial evaluation, scheduled for 45 minutes, is an opportunity for

the prescribing clinician to hear about your current problems and symptoms and to assess if medication is appropriate. This visit is also a time for you to ask questions about psychiatric medication and to learn about medication options, possible side effects, risks and benefits, and non-pharmacological options.

If you are interested in counseling and psychotherapy, contact AU's Counseling Center by phone or stop by the office to schedule a confidential appointment with a counselor. The Counseling Center also provides referrals to psychiatric and psychological care in the community and addresses all urgent psychiatric emergencies. It can be reached at 202-885-3500 and is located in MGC 241.

Online Assessments and Screenings

Alcohol Edu is an online, personalized screening tool that lets you see how your drinking, family risk, and campus norms affect your life and future.

Screening, Counseling, and Treatment

The Tobacco Cessation Workshop is a free program offered to all AU students who would like individual support to quit smoking or chewing tobacco.

The Alcohol Workshop is an alcohol education program offered to all AU students who would like to explore personal decision making related to alcohol use.

The Marijuana Workshop is a two-session assessment and education program offered to all AU students who would like to examine their use of marijuana to reduce risky behaviors and harmful consequences.

Counseling Center

Mary Graydon, Room 214
202-885-3500
american.edu/ocl/counseling

Free, confidential services for AU students, including:

- Assessments
- Crisis intervention
- Consultations
- Referrals for additional help
- Workshops
- Self-help materials

Student-Led Wellness Programs

The Wellness Center is dedicated to delivering effective and engaging events and programs to the AU community. Its student-led programs, Wellness Crew and Cabana Crew, play an integral role in achieving this mission. Members are a diverse group of AU students who are interested in proactively addressing health and wellness issues on campus. They are trained to educate their classmates about college lifestyles and wellness issues in a positive, interactive, fun, and nonjudgmental manner.

The Wellness Center welcomes students with interest in all health topics who wish to have a positive impact on the health and well-being of the AU community.

The following information is provided to students who may be interested in joining the Wellness Network.

What is the Mission of the Wellness Network?

The mission of the Wellness Network is to encourage, support, and advance a healthy lifestyle for the AU community. As a Network member, you will have the unique opportunity to learn the most current information on a variety of

health-related topics, including sexual health; eating disorders/body image; alcohol, tobacco, and other drugs; and general wellness. The Wellness Network is dedicated to providing education with sensitivity to race, gender, sexual orientation, culture, religion, and individual capabilities.

Cabana Crew

Cabana Crew duties are similar to Wellness Crew members, with a primary focus on organizing Cabana outings. Duties include attending weekly meetings to brainstorm ideas and participating in office hours to coordinate logistics and to staff the Cabana.

How Can I Join?

For more information about the recruitment process, please contact Tessa Telly at ttelly@american.edu or 202-885-3255.

Off-Campus Resources

While AU strives to help members of the campus community learn about alcohol and other drugs, we realize that sometimes students may wish to seek off-campus help. The following is a list of contacts and resources:

Addiction, Prevention, and Recovery Center

1-800-729-6686

doh.dc.gov/service/doh-substance-abuse

Alcoholics Anonymous (AA)

4530 Connecticut Avenue NW

Suite 111

Washington, DC 20008

202-966-9115

aa-dc.org

Narcotics Anonymous

P.O. Box 9863

Washington, DC 20016

na.org

NIH National Institute on Alcohol Abuse and Alcoholism Support and Treatment

1-800-662-HELP

niaaa.nih.gov/alcohol-health/support-treatment

U.S. Department of Justice

Drug Enforcement Administration

justice.gov/dea

Al-Anon

al-anon-alateen-dcmd.org

For friends and family members of problem drinkers (local chapter website)

National Information and Referral Resources

National Institutes of Alcohol Abuse and Alcoholism

niaaa.nih.gov

Rethinking Drinking – Concerned about your drinking habits?

rethinkingdrinking.niaaa.nih.gov

National Institute of Drug Abuse (NIDA)

drugabuse.gov

KOLMAC Clinic

The Kolmac Clinic serves the Washington, DC, and Baltimore, Maryland, metro areas with six outpatient drug and alcohol treatment centers for substance abuse treatment, outpatient rehabilitation, and outpatient continuing care. It is located 1.5 blocks north of the McPherson Square Metro Station (Blue/Orange Line) and three blocks east of Farragut North Metro Station (Red Line).

1411 K Street NW, Suite 703

Washington, DC 20005

202-638-1992

Admissions: 301-589-0255

Fax: 202-638-2608

kolmac.com

LOCAL AND FEDERAL LAWS PERTAINING TO ALCOHOL AND DRUGS

The following is a brief summary of District of Columbia and federal laws pertaining to alcohol and drugs. This is not an exhaustive list and is subject to change. The law constantly evolves and is subject to different interpretations.

DISTRICT OF COLUMBIA CRIMES AND PENALTIES – ALCOHOL VIOLATIONS

DC Official Code, Title 25, Chapter 10, § 25-1002 as of May 19, 2014

Purchase, possession, or consumption by persons under 21; misrepresentation of age; penalties

- a. No person who is under 21 years of age shall purchase, attempt to purchase, possess, or drink an alcoholic beverage in the District, except as provided under subchapter IX of Chapter 7.
- b.
 1. No person shall falsely represent his or her age, or possess or present as proof of age an identification document which is in any way fraudulent, for the purpose of purchasing, possessing, or drinking an alcoholic beverage in the District.
 2. No person shall present a fraudulent identification document for the purpose of entering an establishment possessing an on-premises retailer's license, an Arena C/X license, or a temporary license.
 3. For the purpose of determining valid representation of age, each person shall be required to present to the establishment owner or representative at least one form of valid identification, which shall have been issued by an agency of government (local, state, federal, or foreign) and shall contain the name, date of birth, signature, and photograph of the individual.
- c.
 1. Except as provided in paragraph (4)(D) of this subsection, any person who violates any provision of this section shall be guilty of a misdemeanor and, upon conviction, shall be subject to a fine and suspension of driving privileges as follows:
 - A. Upon the first violation, a fine of not more than \$300 and suspension of driving privileges in the District for 90 consecutive days;
 - B. Upon the second violation, a fine of not more than \$600 and suspension of driving privileges in the District for 180 days; and
 - C. Upon the third and each subsequent violation, a fine of not more than \$1,000 and suspension of driving privileges in the District for one year.

DC Official Code, Title 25, Chapter 10, D.C. Code § 25-1001 as of May 19, 2014

Drinking of alcoholic beverage in public place prohibited; intoxication prohibited

- a. Except as provided in subsections (b) and (c) of this section, no person in the District shall drink an alcoholic beverage or possess in an open container an alcoholic beverage in or upon any of the following places:
 1. A street, alley, park, sidewalk, or parking area;
 2. A vehicle in or upon any street, alley, park, or parking area;
 3. A premises not licensed under this title where food or nonalcoholic beverages are sold or entertainment is provided for compensation;

4. Any place to which the public is invited and for which a license to sell alcoholic beverages has not been issued under this title;
 5. Any place to which the public is invited for which a license to sell alcoholic beverages has been issued under this title at a time when the sale of alcoholic beverages on the premises is prohibited by this title or by the regulations promulgated under this title; or
 6. Any place licensed under a club license at a time when the consumption of the alcoholic beverages on the premises is prohibited by this title or by regulations promulgated under this title.
- b. Subsection (a)(1) of this section shall not apply if drinking or possession of an alcoholic beverage occurs:
 1. In or on a structure which projects upon the parking, and which is an integral, structural part, of a private residence, such as a front porch, terrace, bay window, or vault; and
 2. By, or with the permission of, the owner or resident.
 - c. No person, whether in or on public or private property, shall be intoxicated and endanger the safety of himself, herself, or any other person or property.
 - d. Any person violating the provisions of subsection (a) or (c) of this section shall be guilty of a misdemeanor and, upon conviction, shall be punished by a fine of not more than the amount set forth in § 22-3571.01, or imprisoned for not more than 90 days, or both.
 - e. Any person in the District who is intoxicated in public and who is not conducting himself or herself in such manner as to endanger the safety of himself, herself, or of any other person or of property shall be treated in accordance with Chapter 6 of Title 24.

DISTRICT OF COLUMBIA CRIMES AND PENALTIES - DRUG VIOLATIONS

DC Official Code, Title 48, Subtitle III, Chapter 9, Unit A, § 48-904.01 as of May 19, 2014

Prohibited acts A; penalties

- a.
 1. Except as authorized by this chapter or Chapter 16B of Title 7 [§ 7-1671 et seq.], it is unlawful for any person knowingly or intentionally to manufacture, distribute, or possess, with intent to manufacture or distribute, a controlled substance.
 2. Any person who violates this subsection with respect to:
 - A. A controlled substance classified in Schedule I or II that is a narcotic or abusive drug shall be imprisoned for not more than 30 years or fined not more than the amount set forth in § 22-3571.01, or both;
 - B. Any other controlled substance classified in Schedule I, II, or III, except for a narcotic or abusive drug, is guilty of a crime and upon conviction may be imprisoned for not more than five years, fined not more than the amount set forth in § 22-3571.01, or both; except that upon conviction of manufacturing, distributing or possessing with intent to distribute one-half pound or less of marijuana, a person who has not previously been convicted of manufacturing, distributing, or possessing with intent to distribute a controlled substance or attempting to manufacture, distribute, or possess with intent to distribute a controlled substance may be imprisoned for not more than 180 days or fined not more than the amount set forth in § 22-3571.01, or both;
 - C. A substance classified in Schedule IV is guilty of a crime and upon conviction may be imprisoned for not more than three years, fined not more than the amount set forth in § 22-3571.01, or both; or
 - D. A substance classified in Schedule V is guilty of a crime and upon conviction may be imprisoned for not more than one year, fined not more than the amount set forth in § 22-3571.01, or both.

- b.
1. Except as authorized by this chapter, it is unlawful for any person to create, distribute, or possess with intent to distribute a counterfeit substance.
 2. Any person who violates this subsection with respect to:
 - A. A counterfeit substance classified in Schedule I or II that is a narcotic or abusive drug shall be imprisoned for not more than 30 years or fined not more than the amount set forth in § 22-3571.01, or both;
 - B. Any other counterfeit substance classified in Schedule I, II, or III, except for a narcotic or abusive drug, is guilty of a crime and upon conviction may be imprisoned for not more than five years, fined not more than the amount set forth in § 22-3571.01, or both;
 - C. A counterfeit substance classified in Schedule IV is guilty of a crime and upon conviction may be imprisoned for not more than three years, fined not more than the amount set forth in § 22-3571.01, or both; or
 - D. A counterfeit substance classified in Schedule V is guilty of a crime and upon conviction may be imprisoned for not more than one year, fined not more than the amount set forth in § 22-3571.01, or both.
- c. Repealed.
- d.
1. It is unlawful for any person knowingly or intentionally to possess a controlled substance unless the substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his or her professional practice, or except as otherwise authorized by this chapter or Chapter 16B of Title 7 [§ 7-1671 et seq.], except as provided in paragraph (2) of this subsection. Any person who violates this subsection is guilty of a misdemeanor and upon conviction may be imprisoned for not more than 180 days, fined not more than the amount set forth in § 22-3571.01, or both.
 2. Any person who violates this subsection by knowingly or intentionally possessing the abusive drug phencyclidine in liquid form is guilty of a felony and, upon conviction, may be imprisoned for not more than three years, fined not more than the amount set forth in § 22-3571.01, or both.
- e.
1. If any person who has not previously been convicted of violating any provision of this chapter, or any other law of the United States or any state relating to narcotic or abusive drugs or depressant or stimulant substances is found guilty of a violation of subsection (d) of this section and has not previously been discharged and had the proceedings dismissed pursuant to this subsection, the court may, without entering a judgment of guilty and with the consent of such person, defer further proceedings and place him or her on probation upon such reasonable conditions as it may require and for such period, not to exceed one year, as the court may prescribe. Upon violation of a condition of the probation, the court may enter an adjudication of guilt and proceed as otherwise provided. The court may, in its discretion, dismiss the proceedings against such person and discharge him or her from probation before the expiration of the maximum period prescribed for such person's probation. If during the period of probation such person does not violate any of the conditions of the probation, then upon expiration of such period the court shall discharge such person and dismiss the proceedings against him or her. Discharge and dismissal under this subsection shall be without court adjudication of guilt, but a nonpublic record thereof shall be retained solely for the purpose of use by the courts in determining whether or not, in subsequent proceedings, such person qualifies under this subsection. Such discharge or dismissal shall not be deemed a conviction for purposes of disqualifications or disabilities imposed by law upon conviction of a crime (including the penalties prescribed under § 48-904.08 for second or subsequent convictions) or for any other purpose.

2. Upon the dismissal of such person and discharge of the proceedings against him under paragraph (1) of this subsection, such person may apply to the court for an order to expunge from all official records (other than the nonpublic records to be retained under paragraph (1) of this subsection) all recordation relating to his or her arrest, indictment or information, trial, finding of guilty, and dismissal and discharge pursuant to this subsection. If the court determines, after hearing, that such person was dismissed and the proceedings against him or her discharged, it shall enter such order. The effect of such order shall be to restore such person, in the contemplation of this law, to the status he or she occupied before such arrest or indictment or information. No person as to whom such order has been entered shall be held thereafter under any provision of any law to be guilty of perjury or otherwise giving a false statement by reason of failure to recite or acknowledge such arrest, or indictment, or trial in response to any inquiry made of him or her for any purpose.

3. A person who was discharged from probation and whose case was dismissed pursuant to paragraph (1) of this subsection shall be entitled to a copy of the nonpublic record retained under paragraph (1) of this subsection but only to the extent that such record would have been available to the person before an order of expungement was entered pursuant to paragraph (2) of this subsection. A request for a copy of the nonpublic record may be made ex parte and under seal by the person or by an authorized representative of the person.

f. The prosecutor may charge any person who violates the provisions of subsection (a) or (b) of this section relating to the distribution of or possession with intent to distribute a controlled or counterfeit substance with a violation of subsection (d) of this section if the interests of justice so dictate.

g. For the purposes of this section, “offense” means a prior conviction for a violation of this section or a felony that relates to narcotic or abusive drugs, marijuana, or depressant or stimulant drugs, that is rendered by a court of competent jurisdiction in the United States.

DC Official Code, Title 48, Subtitle III, Chapter 9, Unit A, § 48-904.06 as of May 19, 2014

Distribution to minors

a. Any person who is 21 years of age or over and who violates § 48-904.01(a) by distributing a controlled substance which is listed in Schedule I or II and which is a narcotic drug, phencyclidine, or a phencyclidine immediate precursor to a person who is under 18 years of age may be punished by the fine authorized by § 48-904.01(a)(2)(A), by a term of imprisonment of up to twice that authorized by § 48-904.01(a)(2)(A), or by both.

b. Any person who is 21 years of age or over and who violates § 48-904.01(a) by distributing for remuneration any other controlled substance which is listed in Schedule I, II, III, IV, or V, except for phencyclidine or a phencyclidine immediate precursor, to a person who is under 18 years of age may be punished by the fine authorized by § 48-904.01(a)(2)(B), (C), or (D), respectively, by a term of imprisonment up to twice that authorized by § 48-904.01(a)(2)(B), (C), or (D), respectively, or both.

DC Official Code, Title 48, Subtitle III, Chapter 9, Unit A, § 48-904.07a as of May 19, 2014

Drug-free zones

a. All areas within 1,000 feet of an appropriately identified public or private day care center, elementary school, vocational school, secondary school, junior college, college, or university, or any public swimming pool, playground, video arcade, youth center, or public library, or in and around public housing, as defined in section 3(1) of the United States Housing Act of 1937, approved August 22, 1974 (88 Stat. 654; 42 U.S.C. § 1437a(b)), the development or administration of which is assisted by Department of Housing and Urban Development, or in or around housing that is owned, operated, or financially assisted by the District of Columbia Housing Authority, or an event sponsored by any of the above entities shall be declared a drug-free zone. For the purposes of this subsection, the term “appropriately identified” means that there is a sign that identifies the building or area as a drug-free zone.

b. Any person who violates § 48-904.01(a) by distributing or possessing with the intent to distribute a controlled substance which is listed in Schedule I, II, III, IV, or V within a drug-free zone shall be punished by a fine up to twice that otherwise authorized by this chapter to be imposed, by a term of imprisonment up to twice that otherwise imposed, or both.

DC Official Code, Title 48, Subtitle III, Chapter 9, Unit A, § 48-904.08 as of May 19, 2014

Second or subsequent offenses

a. Any person convicted under this unit of a second or subsequent offense may be imprisoned for a term up to twice the term otherwise authorized, fined an amount up to twice that otherwise authorized, or both.

b. For purposes of this section, an offense is considered a second or subsequent offense if, prior to commission of the offense, the offender has at any time been convicted under this unit or under any statute of the United States or of any state relating to a controlled substance.

c. A person who is convicted of violating § 48-904.06 may be sentenced according to the provisions of § 48-904.06 or according to the provisions of this section, but not both.

DC Official Code, Title 48, Subtitle III, Chapter 9, Unit A, § 48-904.10 as of May 19, 2014

Possession of drug paraphernalia

Whoever, except for a physician, dentist, chiroprapist, or veterinarian licensed in the District of Columbia or a state, registered nurse, registered embalmer, manufacturer or dealer in embalming supplies, wholesale druggist, industrial user, official of any government having possession of the proscribed articles by reason of his or her official duties, nurse or medical laboratory technician acting under the direction of a physician or dentist, employees of a hospital or medical facility acting under the direction of its superintendent or officer in immediate charge, person engaged in chemical, clinical, pharmaceutical or other scientific research, acting in the course of their professional duties, has in his or her possession a hypodermic needle, hypodermic syringe, or other instrument that has on or in it any quantity (including a trace) of a controlled substance with intent to use it for administration of a controlled substance by subcutaneous injection in a human being shall be fined not more than the amount set forth in § 22-3571.01 or imprisoned for not more than 180 days, or both.

FEDERAL CODES AND PENALTIES - DRUG ABUSE, PREVENTION, AND CONTROL

United States Code, Title 21, Chapter 13, Subchapter I, Part D, §844

Penalties for simple possession

a. Unlawful acts; penalties

It shall be unlawful for any person knowingly or intentionally to possess a controlled substance unless such substance was obtained directly, or pursuant to a valid prescription or order, from a practitioner, while acting in the course of his professional practice, or except as otherwise authorized by this subchapter or subchapter II of this chapter. It shall be unlawful for any person knowingly or intentionally to possess any list I chemical obtained pursuant to or under authority of a registration issued to that person under Section 823 of this title or Section 958 of this title if that registration has been revoked or suspended, if that registration has expired, or if the registrant has ceased to do business in the manner contemplated by his registration. It shall be unlawful for any person to knowingly or intentionally purchase at retail during a 30-day period more than 9 grams of ephedrine base, pseudoephedrine base, or phenylpropanolamine base in a scheduled listed chemical product, except that, of such 9 grams, not more than 7.5 grams may be imported by means of shipping through any private or commercial carrier or the Postal Service. Any person who violates this subsection may be sentenced to a term of imprisonment of not more than one year,

and shall be fined a minimum of \$1,000, or both, except that if he commits such offense after a prior conviction under this subchapter or subchapter II of this chapter, or a prior conviction for any drug, narcotic, or chemical offense chargeable under the law of any state, has become final, he shall be sentenced to a term of imprisonment for not less than 15 days but not more than two years, and shall be fined a minimum of \$2,500, except, further, that if he commits such offense after two or more prior convictions under this subchapter or subchapter II of this chapter, or two or more prior convictions for any drug, narcotic, or chemical offense chargeable under the law of any state, or a combination of two or more such offenses have become final, he shall be sentenced to a term of imprisonment for not less than 90 days but not more than three years, and shall be fined a minimum of \$5,000. Notwithstanding any penalty provided in this subsection, any person convicted under this subsection for the possession of flunitrazepam shall be imprisoned for not more than three years, shall be fined as otherwise provided in this section, or both. The imposition or execution of a minimum sentence required to be imposed under this subsection shall not be suspended or deferred. Further, upon conviction, a person who violates this subsection shall be fined the reasonable costs of the investigation and prosecution of the offense, including the costs of prosecution of an offense as defined in Sections 1918 and 1920 of Title 28, except that this sentence shall not apply and a fine under this section need not be imposed if the court determines under the provision of Title 18 that the defendant lacks the ability to pay.

United States Code, Title 21, Chapter 13, Subchapter I, Part D §859

Distribution to persons under age 21

a. First offense

Except as provided in Section 860 of this title, any person at least 18 years of age who violates section 841(a)(1) of this title by distributing a controlled substance to a person under 21 years of age is (except as provided in subsection (b) of this section) subject to (1) twice the maximum punishment authorized by section 841(b) of this title, and (2) at least twice any term of supervised release authorized by Section 841(b) of this title, for a first offense involving the same controlled substance and schedule. Except to the extent a greater minimum sentence is otherwise provided by Section 841(b) of this title, a term of imprisonment under this subsection shall be not less than one year. The mandatory minimum sentencing provisions of this subsection shall not apply to offenses involving five grams or less of marijuana.

b. Second offense

Except as provided in Section 860 of this title, any person at least 18 years of age who violates Section 841(a)(1) of this title by distributing a controlled substance to a person under 21 years of age after a prior conviction under subsection (a) of this section (or under Section 333(b) of this title as in effect prior to May 1, 1971) has become final, is subject to (1) three times the maximum punishment authorized by Section 841(b) of this title, and (2) at least three times any term of supervised release authorized by Section 841(b) of this title, for a second or subsequent offense involving the same controlled substance and schedule. Except to the extent a greater minimum sentence is otherwise provided by Section 841(b) of this title, a term of imprisonment under this subsection shall be not less than one year. Penalties for third and subsequent convictions shall be governed by Section 841(b)(1)(A) of this title.

United States Code, Title 21, Chapter 13, Subchapter I, Part D, §860

Distribution or manufacturing in or near schools and colleges

a. Penalty

Any person who violates Section 841(a)(1) of this title or Section 856 of this title by distributing, possessing with intent to distribute, or manufacturing a controlled substance in or on, or within 1,000 feet of, the real property comprising a public or private elementary, vocational, or secondary school or a public or private college, junior college, or university, or a playground, or housing facility owned by a public housing authority, or within 100 feet of a public or private youth center, public swimming pool, or video arcade facility, is (except as provided in subsection (b) of this section) subject to (1) twice the maximum punishment authorized by Section 841(b) of this title; and (2) at least twice any term of supervised release authorized by Section 841(b) of this title for a first offense. A fine up to twice that authorized by Section 841(b) of this title may be imposed in addition to any term of imprisonment authorized by this subsection. Except to the extent a greater minimum sentence is otherwise provided by Section 841(b) of this title,

a person shall be sentenced under this subsection to a term of imprisonment of not less than one year. The mandatory minimum sentencing provisions of this paragraph shall not apply to offenses involving five grams or less of marijuana.

b. Second offenders

Any person who violates Section 841(a)(1) of this title or Section 856 of this title by distributing, possessing with intent to distribute, or manufacturing a controlled substance in or on, or within 1,000 feet of, the real property comprising a public or private elementary, vocational, or secondary school or a public or private college, junior college, or university, or a playground, or housing facility owned by a public housing authority, or within 100 feet of a public or private youth center, public swimming pool, or video arcade facility, after a prior conviction under subsection (a) of this section has become final is punishable (1) by the greater of (A) a term of imprisonment of not less than three years and not more than life imprisonment or (B) three times the maximum punishment authorized by Section 841(b) of this title for a first offense, and (2) at least three times any term of supervised release authorized by Section 841(b) of this title for a first offense. A fine up to three times that authorized by Section 841(b) of this title may be imposed in addition to any term of imprisonment authorized by this subsection. Except to the extent a greater minimum sentence is otherwise provided by Section 841(b) of this title, a person shall be sentenced under this subsection to a term of imprisonment of not less than three years. Penalties for third and subsequent convictions shall be governed by Section 841(b)(1)(A) of this title.

United States Code, Title 21, Chapter 13, Subchapter I, Part D, §863

Drug paraphernalia

a. In general

It is unlawful for any person:

1. To sell or offer for sale drug paraphernalia;
2. To use the mails or any other facility of interstate commerce to transport drug paraphernalia; or
3. To import or export drug paraphernalia.

b. Penalties

Anyone convicted of an offense under subsection (a) of this section shall be imprisoned for not more than three years and fined under title 18.

c. Seizure and forfeiture

Any drug paraphernalia involved in any violation of subsection (a) of this section shall be subject to seizure and forfeiture upon the conviction of a person for such violation. Any such paraphernalia shall be delivered to the Administrator of General Services, General Services Administration, who may order such paraphernalia destroyed or may authorize its use for law enforcement or educational purposes by federal, state, or local authorities.

d. "Drug paraphernalia" defined

The term "drug paraphernalia" means any equipment, product, or material of any kind which is primarily intended or designed for use in manufacturing, compounding, converting, concealing, producing, processing, preparing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance, possession of which is unlawful under this subchapter. It includes items primarily intended or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, hashish oil, PCP, methamphetamine, or amphetamines into the human body, such as:

1. Metal, wooden, acrylic, glass, stone, plastic, or ceramic pipes with or without screens, permanent screens, hashish heads, or punctured metal bowls;
2. Water pipes;
3. Carburetion tubes and devices;
4. Smoking and carburetion masks;

5. Roach clips: meaning objects used to hold burning material, such as a marijuana cigarette, that has become too small or too short to be held in the hand;
6. Miniature spoons with level capacities of one-tenth cubic centimeter or less;
7. Chamber pipes;
8. Carburetor pipes;
9. Electric pipes;
10. Air-driven pipes;
11. Chillums;
12. Bongs;
13. Ice pipes or chillers;
14. Wired cigarette papers; or
15. Cocaine freebase kits.

e. Matters considered in determination of what constitutes drug paraphernalia

In determining whether an item constitutes drug paraphernalia, in addition to all other logically relevant factors, the following may be considered:

1. Instructions, oral or written, provided with the item concerning its use;
2. Descriptive materials accompanying the item which explain or depict its use;
3. National and local advertising concerning its use;
4. The manner in which the item is displayed for sale;
5. Whether the owner, or anyone in control of the item, is a legitimate supplier of like or related items to the community, such as a licensed distributor or dealer of tobacco products;
6. Direct or circumstantial evidence of the ratio of sales of the item(s) to the total sales of the business enterprise;
7. The existence and scope of legitimate uses of the item in the community; and
8. Expert testimony concerning its use.

Federal Drug Trafficking Penalties

Updated information about federal drug trafficking penalties for most drugs is available at [justice.gov/dea/druginfo/ftp3.shtml](https://www.justice.gov/dea/druginfo/ftp3.shtml).

CRIME STATISTICS AND CAMPUS SECURITY AUTHORITIES

LIST OF UNIVERSITY OFFICIALS TO WHOM CRIMINAL OFFENSES SHOULD BE REPORTED

Criminal offenses can be reported directly to Public Safety or to other officials at AU who have been designated as campus security authorities. These are individuals with significant responsibility for student and campus activities and include deans of academic units and directors and department heads of administrative units, including the Counseling Center, the Student Health Center, Kay Spiritual Life Center, and Faculty and Staff Assistance Program. The crimes reported to these sources are tallied and provided to Public Safety to be included in the annual disclosure of crime statistics. If enough pertinent information is available, these reports may also be used for the issuance of Crime Alerts to the AU community and inclusion in the Daily Crime Log. As previously mentioned, pastoral counselors, licensed professional counselors employed through AU, and those acting as medical professionals are not required to disclose any information to Public Safety.

The following persons have been designated as campus security authorities to whom students and employees should report criminal offenses described in the law for the purpose of making timely warning reports and the annual statistical disclosure:

Assistant Vice Provost—Undergraduate Admissions, 202-885-6053
Assistant Vice Provost—Financial Aid, 202-885-6500
Senior Director—Public Safety, 202-885-2549
Director—Community and Local Government Relations, 202-885-3370
Director—Athletics and Recreation, 202-885-3001
Associate Director—Athletics/Senior Women’s Administrator—Athletics and Recreation, 202-885-3024
University Chaplain, 202-885-3320
Executive Director—Career Center, 202-885-1804
Dean—College of Arts and Sciences, 202-885-2446
Dean—School of Communications, 202-885-2061
Dean—School of Public Affairs, 202-885-2940
Dean—Office of the Dean of Academic Affairs, 202-885-2125
Dean—School of Education, Teaching, and Health, 202-885-3720
Dean—Academic Affairs, 202-885-2125
Dean—Kogod School of Business, 202-885-1985
Dean—School of International Service, 202-885-1603
Dean—Washington College of Law, 202-274-4004
Chief Information Security Officer, 202-885-3998
Controller—Office of the Controller, 202-885-2840
Program Administrator—AUNTL, 202-885-6494
Senior Director—Center for Diversity and Inclusion, 202-885-3651
Director—Center for Diversity and Inclusion, 202-885-3346
Coordinator LGBTQ Programming—Center for Diversity and Inclusion, 202-885-3346
Program Coordinator—Center for Diversity and Inclusion, 202-885-3347
Multicultural Program Coordinator—Center for Diversity and Inclusion, 202-885-3652
Women and Gender Programming Coordinator—Center for Diversity and Inclusion, 202-885-3959
Assistant Director, Student Athletes—Academic Support and Access Center, 202-885-3890
Senior Director—Academic Support and Access Center, 202-885-3360
Director, Academic and Disability Support—Academic Support and Access Center, 202-885-3360
Coordinator, Supplemental Instruction and Tutoring Services—Academic Support and Access Center, 202-885-3360
Director—AU Abroad, 202-885-1320
Associate Director—AU Abroad, 202-885-1323
Associate Director—AU Abroad, 202-885-1328

Director—Counseling Center, 202-885-3500
Assistant Vice President—Budget and Finance Resource Center, 202-885-2729
Assistant Vice President—Risk Management and Safety Services, 202-885-3284
Assistant Vice President—Human Resources, 202-885-2451
Medical Director—Student Health Center, 202-885-3958
Director—International Student and Scholar Services, 202-885-3355
Director—Jewish Studies Program, 202-885-2423
Executive Director—Center For Teaching, Research, and Learning, 202-885-2117
Director—Women’s, Gender, and Sexuality Studies, 202-885-2981
University Librarian, 202-885-3232
Faculty Coordinator—Human Resources, 202-885-3739
Employee Relations Advisor—Human Resources, 202-885-2548
Senior Director—Human Resource Delivery, 202-885-2589
Employee Relations Advisor—Human Resources, 202-885-2548
Director—Employee Relations and Recruiting, 202-885-2721
Director—Facilities Management, 202-885-2403
Assistant Director—Facilities Management, 202-885-2321
Executive Assistant to the President, 202-885-2121
Vice President—Communication, 202-885-5950
University President, 202-885-2121
Chief of Staff—Office of the President, 202-885-2121
Director of Special Projects—Office of the President, 202-885-2121
University Provost, 202-885-2127
University Registrar, 202-885-2022
Chair—Faculty Senate, 202-885-2295
Vice Chair—Faculty Senate, 202-885-2295
Director—Student Finance and Collections, 202-885-3541
Assistant Vice President—Communications and Media, 202-885-5950
Dean—Washington Semester, School of Professional and Extended Studies, 202-895-4900
Assistant Dean—Student Services, Washington Semester, 202-895-4912
Senior Director—University Center and Student Activities, 202-885-3296
Associate Director—Programming and Operations, University Center, 202-885-3393
Assistant Director—Fraternity and Sorority Life, 202-885-3288
Associate Director—Leadership Development, University Center, 202-885-3392
Director—University Honors and Scholars Program, 202-885-6194
Associate Director—University Honors Program, 202-885-6194
Assistant Vice President—Campus Life, 202-885-3357
Vice President—Campus Life, 202-885-3484
Special Assistant to the Vice President—Campus Life, 202-885-3499
Assistant Vice President and Dean of Students, 202-885-3374
Associate Dean(s) of Students, 202-885-3371
Coordinator, Orientation, Transition and Retention Programs—Dean of Students Office, 202-885-3374
Case Manager—Dean of Students Office, 202-885-3301
Project Manager, Female Athlete Wellness—Dean of Students Office, 202-885-3374
Director—Center for Community Engagement and Service, 202-885-1551
Sexual Assault Prevention Coordinator, 202-885-3055
Director—Wellness Center, 202-885-3255
Coordinator—Health and Wellness Education, 202-885-3384
Director—Residence Life, 202-885-3370
Director of Global Opportunities—Washington College of Law, 202-274-4237
Assistant Dean—Career and Professional Development—Washington College of Law, 202-274-4091
Assistant Vice President—Housing and Dining Programs, 202-885-3370

Director—Student Conduct and Conflict Resolution Services, 202-885-3328
Assistant Director—Student Conduct and Conflict Resolution Services, 202-885-3328
Coordinator of Student Activities—Student Activities and University Center, 202-885-3900
Director—University College and Learning Communities, 202-885-6737
Executive Director—Washington College of Law, 202-274-4004
Associate Dean—Student Affairs, Washington College of Law, 202-274-4052
Director—Minority Affairs, Washington College of Law, 202-274-4032
Director—Facilities, Washington College of Law, 202- 274-4013
Program Director—AU Abroad, Brussels, 202-885-1320 (*see program information for international contact*)
Program Director—AU Abroad, Madrid, 202-885-1320 (*see program information for international contact*)
Program Director—AU Abroad, Nairobi, 202-885-1320 (*see program information for international contact*)
International Programs Coordinator(s)—School of International Service, 202-885-1685
Vice Provost—Academic Administration, 202-885-2127
Assistant Director—Student Affairs—Washington College of Law, 202-274-4031
Honor Code Prosecutor—Washington College of Law, 202-274-4000
Associate Director—Program on Law and Government, Washington College of Law, 202-274-4305
Associate Director—International Legal Studies Programs, Washington College of Law, 202-274-4415
Associate Director—Weinstein Trial Advocacy Program, Washington College of Law, 202-274-4000
Associate Dean—Faculty and Academic Affairs, Washington College of Law, 202-274-4196
Director—Law and Government Programs, Washington College of Law, 202-274-4011
Director—International Legal Studies Program, Washington College of Law, 202-274-4415
Associate Dean—Faculty and Academic Affairs, Washington College of Law, 202-274-4196

All resident assistants, resident directors, community coordinators, and athletic coaching staff are mandated to provide information concerning all criminal activity to the Department of Public Safety directly or through their supervisors.

Public Safety maintains a close relationship with the MPD's Second Precinct to ensure notification of crimes that have occurred on or near the AU campus and non-campus property that were reported directly to these law enforcement agencies.

Requests for crime statistics were made of the MPD, as well as the local police departments of Nairobi, Madrid, and Brussels. These requests asked for statistics of Clery Act reportable crimes that occurred on any of AU's campuses, non-campus property, and public property adjacent to and immediately accessible from any AU campus. As of the publishing of this report, none of the aforementioned jurisdictions provided any applicable information.

DEFINITION OF CLERY ACT REPORTABLE CRIMES

CRIMINAL HOMICIDE

- **Murder and Non-Negligent Manslaughter**
The willful (non-negligent) killing of one human being by another
- **Negligent Manslaughter**
The killing of another person through gross negligence

FORCIBLE SEX OFFENSES

Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent:

- **Forcible Rape**
The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth)
- **Forcible Sodomy**
Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity
- **Sexual Assault with an Object**
To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- **Forcible Fondling**
The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

NON-FORCIBLE SEX OFFENSES

- **Incest**
Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- **Statutory Rape**
Non-forcible sexual intercourse with a person who is under the statutory age of consent

OTHER CRIMES

- **Robbery**
The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear
- **Aggravated Assault**
An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.

This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.

- **Burglary**
Unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.
- **Motor Vehicle Theft**
The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on land surface and not on rails. Watercraft, construction equipment, airplanes, and farming equipment are specifically excluded from this category.
- **Arson**
Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

REPORTABLE CRIMES BEGINNING FOR CALENDER YEAR 2013

- **Dating Violence**
The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- **Domestic Violence**
The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
- **Stalking**
The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others or (b) suffer substantial emotional distress.

CORRESPONDING DC CRIMINAL CODE REGARDING SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, DOMESTIC VIOLENCE AND STALKING

Sexual Abuse Offenses: Title 22, Chapter 30

22-3002. First-degree sexual abuse

Felony

- a. A person shall be imprisoned for any term of years or for life, and in addition, may be fined in an amount not to exceed \$250,000, if that person engages in or causes another person to engage in or submit to a sexual act in the following manner:
1. By using force against that other person;
 2. By threatening or placing that other person in reasonable fear that any person will be subjected to death, bodily injury, or kidnapping;
 3. After rendering that other person unconscious; or
 4. After administering to that other person by force or threat of force, or without the knowledge or

permission of that other person, a drug, intoxicant, or other similar substance that substantially impairs the ability of that other person to appraise or control his or her conduct.

22-3003. Second-degree sexual abuse

Felony

A person shall be imprisoned for not more than 20 years and may be fined in an amount not to exceed \$200,000, if that person engages in or causes another person to engage in or submit to a sexual act in the following manner:

1. By threatening or placing that other person in reasonable fear (other than by threatening or placing that other person in reasonable fear that any person will be subjected to death, bodily injury, or kidnapping); or
2. Where the person knows or has reason to know that the other person is:
 - A. Incapable of appraising the nature of the conduct;
 - B. Incapable of declining participation in that sexual act; or
 - C. Incapable of communicating unwillingness to engage in that sexual act.

22-3004. Third-degree sexual abuse

Felony

A person shall be imprisoned for not more than 10 years and may be fined in an amount not to exceed \$100,000, if that person engages in or causes sexual contact with or by another person in the following manner:

1. By using force against that other person;
2. By threatening or placing that other person in reasonable fear that any person will be subjected to death, bodily injury, or kidnapping;
3. After rendering that person unconscious; or
4. After administering to that person by force or threat of force, or without the knowledge or permission of that other person, a drug, intoxicant, or similar substance that substantially impairs the ability of that other person to appraise or control his or her conduct.

22-3005. Fourth-degree sexual abuse

Felony

A person shall be imprisoned for not more than five years and, in addition, may be fined in an amount not to exceed \$50,000, if that person engages in or causes sexual contact with or by another person in the following manner:

1. By threatening or placing that other person in reasonable fear (other than by threatening or placing that other person in reasonable fear that any person will be subjected to death, bodily injury, or kidnapping); or
2. Where the person knows or has reason to know that the other person is:
 - A. Incapable of appraising the nature of the conduct;
 - B. Incapable of declining participation in that sexual contact; or
 - C. Incapable of communicating unwillingness to engage in that sexual contact.

22-3006. Misdemeanor sexual abuse

Probable Cause Misdemeanor

Whoever engages in a sexual act or sexual contact with another person and who should have knowledge or reason to know that the act was committed without that other person's permission, shall be imprisoned for not more than 180 days and, in addition, may be fined in an amount not to exceed \$1,000.

Domestic Violence/Dating Violence

Title 16, Section 1031

- a. A law enforcement officer (shall) arrest a person if the law enforcement officer has probable cause to believe that the person:
 - 1. Committed an intra-family offense that resulted in physical injury, including physical pain or illness, regardless of whether or not the intra-family offense was committed in the presence of the law enforcement officer; or
 - 2. Committed an intra-family offense that caused or was intended to cause reasonable fear of imminent serious physical injury or death.
- b. The law enforcement officer shall present the person arrested under subsection (a) of this section to the U.S. Attorney for charging under Title 16, Section 1002.

Stalking

Title 22, Section 3133

- a. It is unlawful for a person to purposefully engage in a course of conduct directed at a specific individual:
 - 1. With the intent to cause that individual to:
 - A. Fear for his or her safety or the safety of another person
 - B. Feel seriously alarmed, disturbed, or frightened
 - C. Suffer emotional distress
 - 2. That the person knows would cause that individual reasonably to:
 - A. Fear for his or her safety or the safety of another person
 - B. Feel seriously alarmed, disturbed, or frightened
 - C. Suffer emotional distress
 - 3. That the person should have known would cause a reasonable person in the individual's circumstances to:
 - A. Fear for his or her safety or the safety of another person
 - B. Feel seriously alarmed, disturbed, or frightened
 - C. Suffer emotional distress
- b. This section does not apply to constitutionally protected activity.
- c. Where a single act is of a continuing nature, each 24-hour period constitutes a separate offense.
- d. The conduct on each of the occasions needs to be the same as it is on the others.

16-1031. Arrests

- a. A law enforcement officer shall arrest a person if the law enforcement officer has probable cause to believe that the person:
 - 1. Committed an intra-family offense that resulted in physical injury, including physical pain or illness, regardless of whether or not the intra-family offense was committed in the presence of the law enforcement officer; or
 - 2. Committed an intra-family offense that caused or was intended to cause reasonable fear of imminent serious physical injury or death.
- b. The law enforcement officer shall present the person arrested under subsection (a) of this section to the U.S. Attorney for charging.

Because local laws are constantly changing, please visit either of the following sites for the most up-to-date legislation within the District of Columbia: lexisnexis.com/hottopics/dccode or dc.gov/page/laws-regulations-and-courts.

CORRESPONDING DC CRIMINAL CODE REGARDING CONSENT WITH REGARD TO SEXUAL ACTIVITY

22-3001. Definitions.

“Consent” means words or overt actions indicating a freely given agreement to the sexual act or contact in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force, threats, or coercion by the defendant shall not constitute consent.

Because local laws are constantly changing, please visit either of the following sites for the most up-to-date legislation within the District of Columbia: lexisnexis.com/hottopics/dccode/ or dc.gov/page/laws-regulations-and-courts.

HATE CRIMES

Hate crimes include any of the aforementioned offenses, any other crime involving bodily injury reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias (categories of bias are race, gender, religion, sexual orientation, ethnicity/national origin, gender identity, and disability), and any crime listed below if there is evidence that it occurred due to the perpetrator’s bias. The crimes below are presented in the Clery Act statistics as of August 2008:

- **Larceny**
The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another
- **Simple Assault**
An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness
- **Intimidation**
To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack
- **Vandalism**
To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control, by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law

OTHER OFFENSES

- **Liquor Law Violations**
The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, or possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned (Drunkenness and DUI are not included in this definition.)
- **Drug Abuse Violations**
Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine,

heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine)

- **Illegal Weapons Possession**

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; and all attempts to commit any of the aforementioned

DEFINITION OF CLERY ACT REPORTABLE LOCATIONS ON CAMPUS

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor)

RESIDENTIAL FACILITY (SUBSET OF "ON CAMPUS" STATISTICS)

Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility

NON-CAMPUS PROPERTY

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution

PUBLIC PROPERTY

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus

For AU's main campus, non-campus properties (as defined above) are the following:

Greenberg Theatre and AU offices

4200 Wisconsin Avenue NW, DC

AU offices

3201 New Mexico Avenue NW, DC

The Brandywine building

4000 Brandywine Street NW, DC

AU-leased apartments and common areas

4201 Massachusetts Avenue NW, DC

Washington Intern Semester Housing

4401 Connecticut Avenue NW, Washington, DC

4545 42nd Street NW, Washington, DC

Other properties as designated through lease agreement with American University and that vary year to year

CRIMINAL OFFENSES

MAIN CAMPUS

Type of Offense		On Campus	Residential Facility	Non-Campus Building or Property	Public Property
Criminal Homicide					
Murder/Non-negligent manslaughter	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Negligent manslaughter	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Sex Offenses*					
Forcible sex offenses	2011	2	1	1	1
	2012	7	4	0	9
	2013	8	5	0	0
Non-forcible sex offenses	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Robbery					
	2011	2	1	0	1
	2012	0	0	0	0
	2013	1	0	1	0
Aggravated Assault					
	2011	3	2	0	1
	2012	0	0	0	0
	2013	7	2	2	0
Burglary					
	2011	31	15	0	0
	2012	25	12	1	0
	2013	16	8	3	0
Motor Vehicle Theft					
	2011	4	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Arson					
	2011	4	4	0	0
	2012	4	2	0	0
	2013	7	2	0	0

Domestic Violence*					
	2011	n/a	n/a	n/a	n/a
	2012	n/a	n/a	n/a	n/a
	2013	5	3	1	0
Dating Violence*					
	2011	n/a	n/a	n/a	n/a
	2012	n/a	n/a	n/a	n/a
	2013	7	2	0	0
Stalking*					
	2011	n/a	n/a	n/a	n/a
	2012	n/a	n/a	n/a	n/a
	2013	18	9	1	2

NOTE: The Residential Facility statistics are subsets of the On Campus statistics.

* Due to the fact that Domestic Violence, Dating Violence, Stalking, and Sex Offenses are not applicable to the Uniform Crime Reporting hierarchy rule, some instances of the aforementioned are counted in multiple categories. Hence, a singular criminal incident may be listed under a variety of categories if facets of the incident meet criteria defined herein. As always, please refer to the Daily Crime Log for information regarding the most recent criminal occurrences.

HATE CRIME OFFENSES

MAIN CAMPUS

In 2011, there was one (1) Simple Assault Offense on the Main Campus characterized by bias toward disability.

In 2011, there was one (1) Intimidation Offense on the Main Campus characterized by religious bias.

In 2011, there was one (1) Destruction/Damage/Vandalism of Property Offense on the Main Campus characterized by sexual orientation bias.

In 2011, there was one (1) Destruction/Damage/Vandalism of Property Offense on the Main Campus characterized by racial bias.

In 2012, there was one (1) Simple Assault Offense on the Main Campus characterized by bias toward national origin.

In 2013, there was one (1) Intimidation Offense in a residence hall characterized by racial bias.

In 2013, there was one (1) Defacing Property Offense in a residence hall characterized by religious bias.

In 2013, there was one (1) Intimidation Offense in a residence hall characterized by sexual orientation bias.

In 2013, there was one (1) Defacing Property Offense in a residence hall characterized by sexual orientation bias.

In 2013, there were seven (7) Defacing Property Offenses in a residence hall characterized by racial bias.*

* These offenses were the result of a single incident occurring in a residence hall.

CRIMINAL OFFENSES

TENLEY CAMPUS

Type of Offense		On Campus	Residential Facility	Non-Campus Building or Property	Public Property
Criminal Homicide					
Murder/Non-negligent manslaughter	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Negligent manslaughter	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Sex Offenses*					
Forcible sex offenses	2011	3	2	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Non-forcible sex offenses	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Robbery					
	2011	0	0	0	1
	2012	0	0	0	0
	2013	0	0	0	0
Aggravated Assault					
	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Burglary					
	2011	6	6	0	0
	2012	2	1	0	0
	2013	4	0	0	0
Motor Vehicle Theft					
	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Arson					
	2011	2	2	0	0
	2012	1	1	0	0
	2013	1	1	0	0

Domestic Violence*

	2011	n/a	n/a	n/a	n/a
	2012	n/a	n/a	n/a	n/a
	2013	0	0	0	0

Dating Violence*

	2011	n/a	n/a	n/a	n/a
	2012	n/a	n/a	n/a	n/a
	2013	0	0	0	0

Stalking*

	2011	n/a	n/a	n/a	n/a
	2012	n/a	n/a	n/a	n/a
	2013	0	0	0	0

NOTE: The Residential Facility statistics are subsets of the On Campus statistics.

* Due to the fact that Domestic Violence, Dating Violence, Stalking, and Sex Offenses are not applicable to the Uniform Crime Reporting hierarchy rule, some instances of the aforementioned are counted in multiple categories. Hence, a singular criminal incident may be listed under a variety of categories if facets of the incident meet criteria defined herein. As always, please refer to the Daily Crime Log for information regarding the most recent criminal occurrences.

HATE CRIME OFFENSES

TENLEY CAMPUS

There were no Hate Crime Offenses reported on the Tenley Campus in 2011.

In 2012, there was one (1) vandalism of property on the Tenley Campus characterized by gender bias.

There were no Hate Crime Offenses reported on the Tenley Campus in 2013.

CRIMINAL OFFENSES

WASHINGTON COLLEGE OF LAW CAMPUS

Type of Offense		On Campus	Non-Campus Building or Property	Public Property
Criminal Homicide				
Murder/Non-negligent manslaughter	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Negligent manslaughter	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Sex Offenses*				
Forcible sex offenses	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Non-forcible sex offenses	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Robbery				
	2011	0	0	0
	2012	0	0	1
	2013	0	0	0
Aggravated Assault				
	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Burglary				
	2011	0	0	0
	2012	0	0	0
	2013	0	2	0
Motor Vehicle Theft				
	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Arson				
	2011	0	0	0
	2012	0	0	0
	2013	0	0	0

Domestic Violence*

	2011	n/a	n/a	n/a
	2012	n/a	n/a	n/a
	2013	0	0	0

Dating Violence*

	2011	n/a	n/a	n/a
	2012	n/a	n/a	n/a
	2013	0	0	0

Stalking*

	2011	n/a	n/a	n/a
	2012	n/a	n/a	n/a
	2013	0	0	0

* Due to the fact that Domestic Violence, Dating Violence, Stalking, and Sex Offenses are not applicable to the Uniform Crime Reporting hierarchy rule, some instances of the aforementioned are counted in multiple categories. Hence, a singular criminal incident may be listed under a variety of categories if facets of the incident meet criteria defined herein. As always, please refer to the Daily Crime Log for information regarding the most recent criminal occurrences.

HATE CRIME OFFENSES

WASHINGTON COLLEGE OF LAW CAMPUS

There were no Hate Crime Offenses reported on the WCL Campus in 2011.

There were no Hate Crime Offenses reported on the WCL Campus in 2012.

There were no Hate Crime Offenses reported on the WCL Campus in 2013.

CRIMINAL OFFENSES

BRUSSELS, BELGIUM

Type of Offense		On Campus	Non-Campus Building or Property	Public Property
Criminal Homicide				
Murder/Non-negligent manslaughter	2011	n/a	n/a	n/a
	2012	0	0	0
	2013	0	0	0
Negligent manslaughter	2011	n/a	n/a	n/a
	2012	0	0	0
	2013	0	0	0
Sex Offenses*				
Forcible sex offenses	2011	n/a	n/a	n/a
	2012	0	0	0
	2013	0	1	0
Non-forcible sex offenses	2011	n/a	n/a	n/a
	2012	0	0	0
	2013	0	0	0
Robbery				
	2011	n/a	n/a	n/a
	2012	0	0	0
	2013	0	0	0
Aggravated Assault				
	2011	n/a	n/a	n/a
	2012	0	0	0
	2013	0	0	0
Burglary				
	2011	n/a	n/a	n/a
	2012	0	0	0
	2013	0	0	0
Motor Vehicle Theft				
	2011	n/a	n/a	n/a
	2012	0	0	0
	2013	0	0	0
Arson				
	2011	n/a	n/a	n/a
	2012	0	0	0
	2013	0	0	0

Domestic Violence*

	2011	n/a	n/a	n/a
	2012	n/a	n/a	n/a
	2013	0	0	0

Dating Violence*

	2011	n/a	n/a	n/a
	2012	n/a	n/a	n/a
	2013	0	0	0

Stalking*

	2011	n/a	n/a	n/a
	2012	n/a	n/a	n/a
	2013	0	0	0

There were no Hate Crime Offenses reported at the Brussels, Belgium, AU offices in 2012.

There were no Hate Crime Offenses reported at the Brussels, Belgium, AU offices in 2013.

NOTE: Brussels, Belgium, AU offices were deemed non-campus properties for reporting years 2010 and 2011.

* Due to the fact that Domestic Violence, Dating Violence, Stalking, and Sex Offenses are not applicable to the Uniform Crime Reporting hierarchy rule, some instances of the aforementioned are counted in multiple categories. Hence, a singular criminal incident may be listed under a variety of categories if facets of the incident meet criteria defined herein. As always, please refer to the Daily Crime Log for information regarding the most recent criminal occurrences.

CRIMINAL OFFENSES

MADRID, SPAIN

Type of Offense		On Campus	Non-Campus Building or Property	Public Property
Criminal Homicide				
Murder/Non-negligent manslaughter	2011	n/a	n/a	n/a
	2012	0	0	0
	2013	0	0	0
Negligent manslaughter	2011	n/a	n/a	n/a
	2012	0	0	0
	2013	0	0	0
Sex Offenses*				
Forcible sex offenses	2011	n/a	n/a	n/a
	2012	0	0	0
	2013	0	0	0
Non-forcible sex offenses	2011	n/a	n/a	n/a
	2012	0	0	0
	2013	0	0	0
Robbery				
	2011	n/a	n/a	n/a
	2012	0	0	0
	2013	0	0	0
Aggravated Assault				
	2011	n/a	n/a	n/a
	2012	0	0	0
	2013	0	0	0
Burglary				
	2011	n/a	n/a	n/a
	2012	0	0	0
	2013	0	0	0
Motor Vehicle Theft				
	2011	n/a	n/a	n/a
	2012	0	0	0
	2013	0	0	0
Arson				
	2011	n/a	n/a	n/a
	2012	0	0	0
	2013	0	0	0

Domestic Violence*

	2011	n/a	n/a	n/a
	2012	n/a	n/a	n/a
	2013	0	0	0

Dating Violence*

	2011	n/a	n/a	n/a
	2012	n/a	n/a	n/a
	2013	0	0	0

Stalking*

	2011	n/a	n/a	n/a
	2012	n/a	n/a	n/a
	2013	0	0	0

There were no Hate Crime Offenses reported at the Madrid, Spain, AU offices in 2012.

There were no Hate Crime Offenses reported at the Madrid, Spain, AU offices in 2013.

NOTE: Madrid, Spain, AU offices were deemed non-campus properties for reporting years 2010 and 2011.

* Due to the fact that Domestic Violence, Dating Violence, Stalking, and Sex Offenses are not applicable to the Uniform Crime Reporting hierarchy rule, some instances of the aforementioned are counted in multiple categories. Hence, a singular criminal incident may be listed under a variety of categories if facets of the incident meet criteria defined herein. As always, please refer to the Daily Crime Log for information regarding the most recent criminal occurrences.

CRIMINAL OFFENSES

NAIROBI, KENYA

Type of Offense		On Campus	Non-Campus Building or Property	Public Property
Criminal Homicide				
Murder/Non-negligent manslaughter	2011	n/a	n/a	n/a
	2012	0	0	0
	2013	0	0	0
Negligent manslaughter	2011	n/a	n/a	n/a
	2012	n/a	n/a	n/a
	2013	0	0	0
Sex Offenses*				
Forcible sex offenses	2011	n/a	n/a	n/a
	2012	0	0	0
	2013	0	0	0
Non-forcible sex offenses	2011	n/a	n/a	n/a
	2012	n/a	n/a	n/a
	2013	0	0	0
Robbery				
	2011	n/a	n/a	n/a
	2012	0	0	0
	2013	0	0	2
Aggravated Assault				
	2011	n/a	n/a	n/a
	2012	0	0	0
	2013	0	0	0
Burglary				
	2011	n/a	n/a	n/a
	2012	0	0	0
	2013	0	0	0
Motor Vehicle Theft				
	2011	n/a	n/a	n/a
	2012	0	0	0
	2013	0	0	0
Arson				
	2011	n/a	n/a	n/a
	2012	0	0	0
	2013	0	0	0

Domestic Violence*

	2011	n/a	n/a	n/a
	2012	0	0	0
	2013	0	0	0

Dating Violence*

	2011	n/a	n/a	n/a
	2012	0	0	0
	2013	0	0	0

Stalking*

	2011	n/a	n/a	n/a
	2012	0	0	0
	2013	0	0	0

There were no Hate Crime Offenses reported at the Nairobi, Kenya, AU offices in 2012.

There were no Hate Crime Offenses reported at the Nairobi, Kenya, AU offices in 2013.

NOTE: Nairobi, Kenya, AU offices were deemed non-campus properties for reporting years 2010 and 2011.

* Due to the fact that Domestic Violence, Dating Violence, Stalking, and Sex Offenses are not applicable to the Uniform Crime Reporting hierarchy rule, some instances of the aforementioned are counted in multiple categories. Hence, a singular criminal incident may be listed under a variety of categories if facets of the incident meet criteria defined herein. As always, please refer to the Daily Crime Log for information regarding the most recent criminal occurrences.

ARRESTS AND JUDICIAL REFERRALS

MAIN CAMPUS

Type of Offense		On Campus	Residential Facility	Non-Campus Building or Property	Public Property
Arrests					
Liquor law violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	1	0	0	0
Drug abuse violations	2011	0	0	0	0
	2012	2	0	0	0
	2013	0	0	1	0
Weapons law violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	1	1	0	0
Judicial Referrals					
Liquor law violations	2011	174	173	9	0
	2012	320	320	19	0
	2013	283	281	3	10
Drug abuse violations	2011	39	34	0	0
	2012	53	46	0	0
	2013	60	55	1	1
Weapons law violations	2011	0	0	0	0
	2012	2	2	0	0
	2013	2	2	0	0

NOTE: The Residential Facility statistics are subsets of the On Campus statistics.

ARRESTS AND JUDICIAL REFERRALS

TENLEY CAMPUS

Type of Offense		On Campus	Residential Facility	Non-Campus Building or Property	Public Property
Arrests					
Liquor law violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Drug abuse violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Weapons law violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Judicial Referrals					
Liquor law violations	2011	25	25	0	0
	2012	62	61	0	0
	2013	17	17	0	0
Drug abuse violations	2011	1	1	0	0
	2012	7	7	0	0
	2013	0	0	0	0
Weapons law violations	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0

NOTE: The Residential Facility statistics are subsets of the On Campus statistics.

ARRESTS AND JUDICIAL REFERRALS

WASHINGTON COLLEGE OF LAW CAMPUS

Type of Offense		On Campus	Non-Campus Building	Public Property
Arrests				
Liquor law violations	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Drug abuse violations	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Weapons law violations	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Judicial Referrals				
Liquor law violations	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Drug abuse violations	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Weapons law violations	2011	0	0	0
	2012	0	0	0
	2013	0	0	0

NOTE: The Residential Facility statistics are subsets of the On Campus statistics.

ARRESTS AND JUDICIAL REFERRALS

BRUSSELS, BELGIUM, AU OFFICES

Type of Offense		On Campus	Non-Campus Building	Public Property
Arrests				
Liquor law violations	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Drug abuse violations	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Weapons law violations	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Judicial Referrals				
Liquor law violations	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Drug abuse violations	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Weapons law violations	2011	0	0	0
	2012	0	0	0
	2013	0	0	0

NOTE: The Brussels, Belgium, AU offices were deemed non-campus properties for reporting years 2010 and 2011.

ARRESTS AND JUDICIAL REFERRALS

MADRID, SPAIN, AU OFFICES

Type of Offense		On Campus	Non-Campus Building	Public Property
Arrests				
Liquor law violations	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Drug abuse violations	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Weapons law violations	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Judicial Referrals				
Liquor law violations	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Drug abuse violations	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Weapons law violations	2011	0	0	0
	2012	0	0	0
	2013	0	0	0

NOTE: The Madrid, Spain, AU offices were deemed non-campus properties for reporting years 2010 and 2011.

ARRESTS AND JUDICIAL REFERRALS

NAIROBI, KENYA, AU OFFICES

Type of Offense		On Campus	Non-Campus Building	Public Property
Arrests				
Liquor law violations	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Drug abuse violations	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Weapons law violations	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Judicial Referrals				
Liquor law violations	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Drug abuse violations	2011	0	0	0
	2012	0	0	0
	2013	0	0	0
Weapons law violations	2011	0	0	0
	2012	0	0	0
	2013	0	0	0

NOTE: The Nairobi, Kenya, AU offices were deemed non-campus properties for reporting years 2010 and 2011.

WASHINGTON, DC, METRO MAP



wmata.com
 Customer Information Service: 202-637-7000
 TTY Phone: 202-638-3780
 Metro Transit Police: 202-962-2121

Legend

- RD** Red Line • Glenmont / Shady Grove
- OR** Orange Line • New Carrollton / Vienna
- BL** Blue Line • Franconia-Springfield / Largo Town Center
- GR** Green Line • Branch Ave / Greenbelt
- YL** Yellow Line • Huntington / Fort Totten
- SV** Silver Line • Wiehle-Reston East / Largo Town Center

Station Features

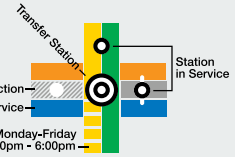
- Bus to Airport
- Parking
- Hospital
- Airport

Connecting Rail Systems



Rush-Only Service: Monday-Friday
 6:30am - 9:00am 3:30pm - 6:00pm

Full-Time Service:



Metro
Operating Times
 Mon-Thu
 5am-midnight
 Fri
 5am-3am
 Sat
 7am-3am
 Sun
 7am-midnight
 Times are approximate

Metro is accessible.
www.wmata.com/metroaccessibility

N
 Map is not to scale
REV. 11/05/13

- No Smoking
- No Eating or Drinking
- No Animals (except service animals)
- No Audio (without earphones)
- No Littering or Spitting
- No Dangerous or Flammable Items

APPENDIX A

University Policy: Discrimination and Sexual Harassment Policy

Policy Category: Institutional Policy

Subject: Discrimination, Discriminatory Harassment, Sexual Harassment, Dating and Domestic Violence, Sexual Assault and Stalking

Office Responsible for Review of the Policy: Human Resources, Academic Affairs, Campus Life

Related University Policies: [Sexual Assault Resources for Students](#), [Disability Grievance Procedures](#), [Student Conduct Code](#), [the WCL Honor Code](#), [Faculty Manual Professional Guidelines](#), [the Faculty Manual Grievance Procedures](#), [Faculty Disciplinary Procedures](#), [Staff Manual Complaint Policy and Procedures](#), [Staff Manual Termination Policy](#).

Related Local and Federal Laws: Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in education. Title IX of the Education Amendments of 1972 prohibits sex discrimination in education institutions. The Violence Against Women Act 2013 addresses violent crimes against women. Age Discrimination Act of 1975 prohibits discrimination based on age in programs or activities that receive federal financial assistance. Title VII of the Civil Rights Act of 1964 and the DC Human Rights Act prohibit discrimination in employment in general. The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against individuals with disabilities. The Age Discrimination in Employment Act prohibits discrimination based on age in employment and the Equal Pay Act prohibits discrimination based on sex in the payment of wages.

I. SCOPE

This policy covers all faculty, staff, and students of American University, applicants for admission and employment as well as vendors, guests, and contractors (“AU Community”).¹ This policy applies to all university programs and activities. The university will address complaints related to an AU Community member’s participation in those programs and activities regardless of whether the offending conduct occurred on or off campus. The policy is intended to be consistent with the provisions of applicable local and federal laws and is not intended to provide more or less than required by law.

¹ **NOTE:** Complaints by students of unlawful disability discrimination are reviewed using the [Disability Grievance Procedures](#) outlined in the online [Student Guide](#). Complaints by students of unlawful discrimination related to the assignment of grades are reviewed using the procedures outlined in the [Academic Regulations Student Academic Grievances](#). Complaints by faculty of unlawful discrimination relating to reappointment, promotion, and tenure are reviewed using the [Faculty Manual Tenure-Line Faculty Appeal for Non-Renewal, Non-Promotion, and Tenure Denial](#). Finally, complaints alleging unlawful discrimination (including sexual harassment and sexual violence) against Washington College of Law students are reviewed using the procedures outlined in the [WCL Honor Code](#).

II. POLICY STATEMENT

Nondiscrimination and Equal Opportunity in Employment and Education

American University is an equal opportunity, affirmative action institution that operates in compliance with applicable laws and regulations. The university does not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy), age, sexual orientation, disability, marital status, personal appearance, gender identity and expression, family responsibilities, political affiliation, source of income, veteran status, an individual's genetic information or any other bases under federal or local laws (collectively "Protected Bases") in its programs and activities. The university expressly prohibits any form of discriminatory harassment (including sexual harassment, dating and domestic violence, sexual assault, and stalking) on any Protected Bases.

Complaint Resolution

The university will respond promptly and effectively to reports of discrimination and will take appropriate action to prevent, to correct, and if necessary, to discipline individuals who violate this policy. Members of the university community who have relevant information are expected to cooperate with investigations of such misconduct.

Retaliation

The university prohibits retaliation against a member of the AU community for filing a complaint of discrimination or assisting in the filing of a complaint, or participating in the resolution of a complaint. Retaliation includes but is not limited to threats, intimidation, and/or adverse actions related to employment or education.

III. DEFINITIONS OF PROHIBITED CONDUCT

- A. **Discrimination.** Discrimination occurs when an individual suffers an adverse employment, academic, or other decision based on an individual's protected status.
- B. **Discriminatory Harassment.** Discriminatory harassment is defined as verbal, written, visual, or physical conduct that denigrates or shows hostility against an individual protected by this policy when such conduct has the purpose or effect of: 1) unreasonably interfering with an individual's work or academic performance, or 2) creating an intimidating, hostile, humiliating, or offensive working, living, or learning environment.
- C. **Sexual Harassment and Sexual Violence.** Sex discrimination covers sexual harassment including sexual violence. The determination of what constitutes sexual harassment will vary with particular circumstances, but may be described generally as: unwelcome sexual advances; requests for sexual favors; and other oral, written, or physical conduct of a sexual nature when:
 - submission to or rejection of such conduct is made either explicitly or implicitly a term or a condition of education, employment, or participation in other university activities;

- submission to or rejection of such conduct by an individual is used as the basis for evaluation in making academic or personnel decisions affecting that individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance, or creating an intimidating, hostile, or offensive work or learning environment.

Sexual violence includes acts such as rape, dating and domestic violence, sexual assault, and other forms of non-consensual sexual activity; or violence or harassment based on sexual orientation. For resources available to victims of sexual violence, please refer to the [Sexual Assault Resources for Students](#) in the [Student Guide](#) or contact the [Office of the Dean of Students](#).

- D. **Dating Violence**. Dating violence is defined as violence or behavior against an intimate partner (romantic, dating, or sexual partner) that seeks to control the partner or has caused harm to the partner (the harm may be physical, verbal, emotional, economic, or sexual in nature).
- E. **Domestic Violence**. Domestic violence is defined as violence or abusive behavior against a roommate, family member, or intimate partner that causes physical or psychological injury, pain, or illness.
- F. **Sexual Assault**. Sexual assault is defined as conduct of a sexual nature, including, but not limited to, sexual contact or physical exposure directed at another person without consent.
- G. **Stalking**. Stalking is defined as repeated, unwanted contact with any person, including contact by electronic means or by proxy, or the credible threat of repeated contact with the intent to place a reasonable person in fear for his or her safety or the safety of his or her family or close acquaintances or to inflict substantial emotion distress.

IV. **POLICY PROCESS**

The following roles and responsibilities and complaint resolution process is established to assist the university in ensuring an educational environment and work place free from sexual harassment, discrimination, and discriminatory harassment.

- A. **Duty to Report Complaints**. AU community members who are aware of or witness Prohibited Conduct must report these matters to the appropriate Responsible Official (see below for contact information). These individuals will resolve these complaints, through informal procedures or formal investigation. AU community members are expected to cooperate in the resolution or investigation of discrimination complaints. Individuals who violate the reporting requirements will be subject to discipline/corrective action.

B. Support, Medical, and Counseling Resources for Students. Students are encouraged to utilize the following resources for confidential discussion and support related to sexual harassment or other illegal discrimination and its effects. Because of the confidentiality afforded to these relationships, however, students should know that these confidential resource persons are not in a position to report the harassment to university officials or to intervene to end the discrimination. To ensure university involvement, students must report the unlawful discrimination through either the informal or formal reporting process, as detailed in this policy. Confidential resources include:

- Sexual Assault Prevention Coordinator – Wellness Center, McCabe Hall, 4400 Massachusetts Avenue, NW, Washington, DC 20016; (202) 885-3055; sapc@american.edu
- Professional Counselors – Counseling Center, 214 Mary Graydon Center, 4400 Massachusetts Avenue, NW, Washington, DC 20016; (202) 885-3500 (including the satellite location in the Washington College of Law)
- Medical Providers – Student Health Center, McCabe Hall, 4400 Massachusetts Avenue, NW, Washington, DC 20016; (202) 885-3380
- Ordained Clergy – Kay Spiritual Life Center, 4400 Massachusetts Avenue, NW, Washington, DC 20016; (202) 885-8010

C. Responsible University Officials & Contact Information

1. Title IX Officer, Section 504 and Equal Employment Opportunity Officers.

Under Title IX of the Education Amendment of 1972 and Section 504 of the Rehabilitation Act, the university is required to designate individuals responsible for the university's compliance efforts to provide a work and learning environment free of sexual harassment, discrimination, discriminatory harassment, dating and domestic violence, sexual assault and stalking. These individuals are:

- Title IX Officer– Dean of Students, American University, Butler Pavilion 408, 4400 Massachusetts Avenue, NW, Washington DC, 20016; (202)885-3300; dos@american.edu
- Deputy Title IX Officer (for WCL student matters) – WCL Dean of Student Affairs, 4801 Massachusetts Avenue, N.W., Washington DC 20016 (202) 274-4052, djaffe@wcl.american.edu

- Section 504 Officer (for student matters)² – Director of Student Conduct and Conflict Resolution Services, Butler Pavilion, American University, 4400 Massachusetts Avenue, NW, Washington DC, 20016; (202)885-3328; conduct@american.edu
- Deputy Title IX/ EEO & Section 504 Officer (for staff matters) – Assistant Vice President of Human Resources, American University, 3201 New Mexico Avenue, Suite 350, NW Washington DC, 20016; (202)885-2591, employeerelations@american.edu
- Deputy Title IX/EEO & Section 504 Officer (for faculty matters) – Dean of Academic Affairs, American University, Leonard Hall Lower Level, 4400 Massachusetts Avenue, NW, Washington DC, 20016; (202)885-2125, deanofacademicaffairs@american.edu

The Title IX Officer is responsible for monitoring and oversight of overall compliance with Title IX for the University. The Title IX Officer and the Deputy Title IX /EEO & 504 Officers or their designees (collectively “Responsible Officials”) are jointly responsible for the following:

- Investigating Title IX and other discrimination complaints.
- Coordinating, planning, and managing the discrimination, discriminatory harassment, sexual harassment, dating and domestic violence, sexual assault and stalking education and training programs including bystander intervention. The programs will include wide dissemination of this policy to the university community; providing educational materials to promote compliance with the policy and familiarity with reporting procedures; and training university employees responsible for reporting or responding to reports of discrimination.
- Developing and implementing procedures to provide for prompt and effective response to reports of discrimination in accordance with this policy.
- Coordinating the maintenance of records of reports of discrimination complaints and actions taken in response to reports, including records of investigations, voluntary resolutions, and disciplinary action, as appropriate.
- Submitting a confidential annual report to the Office of the President on aggregate data of discrimination complaint activity during the preceding academic year that comports with the confidentiality requirements of this policy.
- Conducting periodic campus climate surveys.

2. **Sexual and Discriminatory Harassment Prevention Project Team.** A Sexual and Discriminatory Harassment Prevention Project Team has been established to assist in advising the Responsible Officials and university in addressing problems of sexual and discriminatory harassment campus-wide; to provide information and education on sexual and discriminatory harassment and related university policies and complaint procedures to members of the campus community; and to

² The university’s [Disability Grievance Procedure](#) for students is separate from this policy and is published in the online [Student Guide](#) and on the university’s main webpage.

develop and review educational and informational materials regarding sexual and discriminatory harassment.

D. INITIATING A COMPLAINT

1. STEP ONE (Where to File/Report a Complaint and Estimated Resolution

Timelines). Notify the appropriate Responsible Official as quickly as possible of violations of this policy and within one (1) year of the alleged violation. Complaints filed after the (1) year period may be considered by the Responsible Official when requested in writing and extenuating circumstances exist. A complaint under this Policy must be filed with the office having disciplinary jurisdiction over the accused person (“Respondent”). Therefore, complaints should be reported to the following offices:

- a. **Complaints against Students.** A complaint *against a student* is referred to the Dean of Students.
- b. **Complaints against Law Students.**³ A complaint *against a law student* is referred to the WCL Dean of Student Affairs.
- c. **Complaints against Staff, University Administrator, University Guest or Contractor.** A complaint *against a staff member, university administrator, vendor or guest* is referred to the Assistant Vice President of Human Resources.
- d. **Complaints against a Faculty Member, Faculty Administrator, or an Individual Carrying Out Teaching Responsibilities.** A complaint *against a faculty member or faculty administrator (e.g. Dean, Chair)* is referred to the Dean of Academic Affairs.
- e. **Complaints against the President or a Member of the University’s Cabinet.** A complaint *against a member of the University President’s Cabinet* is referred to the University President (Presidents Building, 202-885-2121), and a complaint *against the University President* is referred to the Chairman of the Board of Trustees (c/o Secretary of the Board of Trustees, President’s Office Building, 4400 Massachusetts Avenue, N.W., Washington, DC 20016).

Option to File a Criminal Report. Simultaneous to pursuing resolution through the university’s internal process, the Complainant may also file a criminal report with the Metropolitan Police Department or the appropriate law enforcement agency. The university will not delay its investigation if criminal charges are filed. At the request of law enforcement authorities, however, the university may briefly postpone the University investigation and proceeding while the authorities gather evidence.

Interim Measures. Once a complaint has been reported and until the resolution of the matter, the Responsible Official may take interim measures to ensure safety and non-retaliation for all parties. Examples of interim measures include separation of the parties, no-contact directives, and alternative academic or housing arrangements.

³ Complaints against WCL students are referred to the WCL Dean of Student Affairs to be reviewed using the procedures outlined in the WCL Honor Code.

Advisors. In cases of dating and domestic violence, sexual assault or stalking, the Complainant and the Respondent may be advised and accompanied by an advisor of his/her choice during any meeting related to the complaint. The role of the advisor is limited to a support role. The advisor may not participate directly in any meeting or contact the Responsible Official.

Estimated Timeline for Resolution. At the initial meeting with the Complainant, the Responsible Official will explain the informal and formal resolution procedures that are identified below. The university strives to complete resolution of complaints within 60 days from when the university has notice of the grievance. However, during winter breaks and summer sessions, when witnesses may not be available or disciplinary panels cannot be convened, the case is complex, or other comparable situations, the 60-day timeframe may be adjusted to accommodate these circumstances. Where the estimated timeline cannot be adhered to, the Responsible Official will notify the parties and provide an anticipated completion date. The 60-day time frame does not include the time needed for the university to process appeals.

2. STEP TWO (Informal Resolution). The university encourages but does not require informal resolution when possible. The university may elect to bypass the informal procedures because of the severity of the allegation or complexity of the complaint.

Informal Resolution. The goal of informal resolution is to resolve concerns at the earliest stage possible, with the cooperation of all parties involved. Informal resolution may include inquiry into the facts, but typically does not include a formal investigation. These informal efforts may include addressing the Respondent directly; participating in a facilitated meeting with the appropriate university official; or participating in mediation. The informal resolution could include by way of example: separating the parties; referring the parties to counseling; conducting targeted educational and training programs; or providing remedies for the individual harmed by the alleged discrimination. If the matter is resolved informally to the satisfaction of all parties, the Responsible Official shall maintain a record of the complaint and its resolution. If informal resolution is not possible, the university will proceed to Step Three for formal resolution of the complaint.

3. STEP THREE (Formal Resolution). If informal resolution is unsuccessful, or if the university considers informal resolution inappropriate (e.g. when facts are in serious dispute, reports involve a pattern of behavior, or reports allege serious misconduct such as a sexual assault), or if the Complainant prefers a formal procedure, a formal complaint may be filed with the Responsible Official.

Reporting. A written complaint should include a detailed description of the conduct that the reporting party alleges to be discriminatory and supporting documentation (if any); name(s) and contact information of the Respondent; and the name(s) and contact information of witnesses (if any).

Investigation. Depending on the nature of the allegations, the investigation could include interviews with the Complainant, the Respondent and/or witnesses; review of written documentation and relevant policies; and any other steps necessary to thoroughly investigate the allegations. During the investigation, the Complainant and Respondent will have an equal opportunity to identify witnesses and evidence that the Responsible Official may consider. The Responsible Official will use a preponderance of the evidence standard when evaluating the allegations and formulating the outcomes of the investigation and any related disciplinary proceedings. To the extent that a related disciplinary proceeding has a different standard of proof for findings of responsibility, the preponderance of the evidence standard in this policy will be used instead.

Resolution. At the conclusion of the investigation, the Responsible Official will notify simultaneously, in writing, the concerned parties of the outcome of the investigation, including referral to the appropriate disciplinary procedures.

- a.* **Student Respondent.** The student disciplinary procedure, including appeal, is outlined in the [Student Conduct Code](#)⁴. Potential student sanctions include, but are not limited to, a written warning, a ban from specific areas of campus, loss of specific student privileges, community service, transfer or loss of on-campus housing privileges, disciplinary probation, disciplinary suspension, or permanent dismissal. Complainants may elect to file charges through the student disciplinary procedures at any time within one (1) year of the alleged incident.
- b.* **Staff Respondent.** Human Resources will take action in accordance with the [Staff Personnel Policies Manual Disciplinary Policy](#). Potential staff sanctions include, but are not limited to, verbal or written warning, mandatory counseling, mandatory training, suspension, and termination. Appeal procedures for termination are outlined in the [Staff Personnel Policies Manual Termination Section](#). Appeal of disciplinary action may be grieved through the [Staff Personnel Policies Manual Complaint Policy and Procedure](#).
- c.* **Faculty Respondent.** The Provost's Office will take action in accordance with the [Faculty Manual Disciplinary Procedures](#). Potential faculty sanctions include, but are not limited to, written warning, mandatory counseling, mandatory training, suspension, and termination. Minor sanctions may be grieved through the [Faculty Manual Grievance Procedures](#). Major sanctions may be appealed through the [Faculty Manual Disciplinary Procedures](#).

V. FALSE OR FRIVOLOUS CHARGES

This policy shall not be used to bring false or frivolous charges against students, faculty, or staff. Those bringing such charges may be subject to disciplinary action.

⁴ Complaints against WCL students are referred to the WCL Dean of Student Affairs to be reviewed using the procedures outlined in the [WCL Honor Code](#).

VI. CONFIDENTIALITY & THE UNIVERSITY'S OBLIGATION TO RESPOND TO COMPLAINTS

All parties engaged in the complaint process are expected to maintain confidentiality. Failure to do so may result in disciplinary sanctions. All reports or complaints of discrimination or harassment will be kept confidential, except that individuals with a legitimate need to know will be informed of the complaint in order for the university to respond effectively to each complaint.

In some cases, Complainants may request that their names be kept confidential and that the University take no action on their discrimination report ("confidential reporting"). The relevant Deputy Title IX Officer (in consultation with the Title IX Officer) will evaluate each request and advise the Complainant that "confidential reporting" will limit the university's ability to respond fully to the matter, including pursuing disciplinary action against the Respondent. Nevertheless, in most instances, the university will honor such confidentiality requests unless to do so will impede its ability to provide a safe and nondiscriminatory environment for all students.

VII. RECORDS

Records of informal and formal complaints will be maintained by the Responsible Official who received and handled the complaint. Complaints against faculty, staff, or students that result in a personnel or disciplinary action will also be a part of the respondent's personnel or disciplinary record. All records are confidential with access only to individuals with a legitimate need to know. Records of complaints will be kept on file in accordance with the university's records and retention policy.


VIII. EFFECTIVE DATE

This Policy was approved August 1, 2011 and amended August 1, 2014. Replaces Faculty Sexual Harassment Policy, Student Sexual Harassment Policy, Staff EEO Policy, Staff Sexual Harassment Policy, University-Wide Discrimination and Discriminatory Harassment Policy

IX. SIGNATURE, TITLE AND DATE APPROVED

Approved: 
Scott A. Bass, Provost

Date: 8/1/14

Approved: 
Gail Short Hanson, Vice President of Campus Life

Date: 7/25/2014

Approved: 
Beth Muha, Assistant Vice President of Human Resources

Date: 7/25/2014

APPENDIX B

American University Student Conduct Code 2014-2015

Student Conduct Code

Preamble

The central commitment of American University is to the development of thoughtful, responsible human beings in the context of a challenging yet supportive academic community.

American University

Statement of Common Purpose

To achieve its ends, an academic community requires the knowledge, integrity, and decency of its members. In turn, the community helps individuals develop habits and values that will enable them to achieve personal satisfaction and to contribute to a better world. This Student Conduct Code is designed to benefit the American University community and to assist in forming the highest standards of ethics and morals among its members. It fosters the university's commitment to excellence and equity and affirms the shared values that make community life possible. Students with alleged violations of the Student Conduct Code should contact Student Conduct and Conflict Resolution Services to receive further information on disciplinary procedures.

I. Authority for Student Discipline

Ultimate authority for all university policy is vested in the Board of Trustees of American University. Non-academic disciplinary authority has been delegated by the president to the vice president of Campus Life to implement student conduct policies and take all necessary and appropriate action to protect the safety and well-being of the campus community.

The Board of Trustees reserves the right to review, and to take any action it deems necessary, in any disciplinary case. In practice, the resolution of nonacademic disciplinary cases may involve an array of university administrators and committees of students, staff, and faculty. Students are asked to assume positions of responsibility in the university conduct system in order to contribute their skills and insights to the resolution of disciplinary cases. The university reserves the right to amend this Student Conduct Code at any time, according to established procedures.

II. Responsibilities and Rights

Provisions afforded to parties involved in cases that are subject to Title IX and the Campus Sexual Violence Elimination Act are italicized in applicable sections and stated in summary below, in part B.

A. Every student has a duty to understand and abide by the rules and regulations of the university. Ignorance of a rule or regulation will not be an acceptable reason to find a student not responsible. Students accused of disciplinary violations are entitled to the following procedural protections:

1. to be informed of the allegations against them;
2. to request an informal resolution of the case;
3. to be allowed reasonable time to prepare a response;
4. to hear and respond to evidence upon which an allegation is based;
5. to present relevant witnesses and ask questions of the witnesses at disciplinary hearings;
6. to be assured of confidentiality according to the terms of the university policy on confidentiality;
7. to request that any person conducting a disciplinary conference (hearing officer), or serving as a Conduct Council member or hearing administrator, be disqualified on the grounds of personal bias;
8. to be provided with an opportunity to review these rights before any disciplinary conference or hearing;
9. to be considered not responsible for the allegations until found responsible based on what is more likely than not to have occurred (by a preponderance of the evidence);
10. to have reasonable access to the case file prior to and during the disciplinary conference or hearing; and
11. to have an advisor as defined in Section XI of this Student Conduct Code

B. Title IX of the Education Amendments of 1972, a federal statute, mandates that schools receiving federal funds must ensure that all students, irrespective of sex, have access to an equal educational opportunity. The university's Discrimination and Sexual Harassment Policy provides the complaint resolution process to assist the university in ensuring an educational environment and work place free from sexual harassment, discrimination, and discriminatory harassment. A copy of the university's Discrimination and Sexual Harassment Policy is available at www.american.edu/policies/upload/Discrimination-and-Sexual-Harassment-Policy.pdf.

Prohibited conduct under Title IX, the Discrimination and Sexual Harassment Policy and the Student Conduct Code includes sexual harassment, dating violence, domestic violence, rape, sexual assault, and stalking. These types of prohibited conduct will not be resolved in mediation. To ensure the prompt, fair, and impartial resolution of these types of prohibited conduct, complainants/complaining witnesses, and respondents are afforded the following in the disciplinary proceedings:

1. to be informed at the same time of the allegations, the hearing date, and the hearing outcome;
2. to be allowed reasonable time to prepare a response;
3. to hear and respond to evidence upon which an allegation is based;
4. to present relevant witnesses and ask questions of the witnesses at disciplinary hearings;
5. to be assured of confidentiality according to the terms of the university policy on confidentiality;
6. to request that any person conducting a disciplinary conference (hearing officer), or serving as a Conduct Council member or hearing administrator, be disqualified on the grounds of personal bias;
7. to be provided with an opportunity to review these rights before any disciplinary conference or hearing;
8. to have the respondent be considered not responsible for the allegations, until found responsible based on what is more likely than not to have occurred (by a preponderance of the evidence);
9. to have reasonable access to the case file prior to and during the disciplinary conference or hearing;
10. to have an advisor as defined in Section XI of this Student Conduct Code;
and
11. to appeal the outcome of the case according to Section XVII of this Student Conduct Code.

III. Scope of Authority

The Student Conduct Code ("Code") is the university's policy for nonacademic conduct offenses and applies to all students, recognized student organizations and provisionally recognized student groups at American University, including students at the Washington College of Law ("WCL"). However, alleged prohibited conduct by WCL students will not

be subject to the resolution mechanism described in this policy, but will be processed within the WCL judicial system.

The university retains authority over alleged infractions that occur during a student's matriculation or attendance at the university, including winter, spring, and summer breaks and periods of leave of absence from the university. Therefore, a hearing may be scheduled after a student has completed a program, withdrawn, or graduated from the university. Generally, the university will take disciplinary action for on-campus infractions of the Code. However, the university may take disciplinary action for off-campus infractions of the Code when a student's behavior threatens or endangers the safety and well-being of the campus community; when a student is the subject of a violation of local, state, or federal law; or when, in the judgment of university officials, a student's alleged misconduct has a negative effect on the university's pursuit of its mission or on the well-being of the greater community.

IV. Violations of Law and University Regulations

Students may be accountable both to civil authorities and to the university for acts that constitute violations of law and of this Code. Disciplinary action at the university will normally proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

V. Definitions

- A. "Aggravated violation"—a violation that resulted or could have resulted in significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal university or university-sponsored activities.
- B. "Coerce"—to force one to act based on fear of harm to self or others. Means of coercion may include, but are not limited to pressure, threats, emotional intimidation, or the use of physical force. Coercion also includes forcing a person to act by impairing the faculties of that person through the administration of a substance.
- C. "Complaining witness"—the person alleged to have been subjected to any of the following: sexual harassment, dating violence, domestic violence, rape, sexual assault, stalking;
- D. "Consent"—words or conduct indicating a freely given agreement to have sexual intercourse or to participate in sexual activities. Sexual contact will be considered "without consent" if no clear consent, verbal or nonverbal, is given; if inflicted through force, threat of force, or coercion; or if inflicted upon a person who is unconscious or who otherwise reasonably appears to be without the mental or physical capacity to consent.
- E. "Dating Violence"—violence or abusive behavior against an intimate partner (romantic, dating, or sexual partner) that seeks to control the partner or has caused harm to the partner (the harm may be physical, verbal, emotional, economic, or sexual in nature). The existence of such a relationship shall be determined based on consideration of the following factors: the length of the relationship, the type of relationship, and the

- frequency of the interaction between the persons involved in the relationship.
- F. “Disciplinary conference”—a forum in which a hearing officer meets with a student to resolve an alleged violation of the Code.
 - G. “Disciplinary hearing”—a forum in which a panel of the Conduct Council meets with a student to resolve an alleged violation of the Code.
 - H. “Disorderly”—conduct which a reasonable person, under similar circumstances, should be expected to know would disturb the peace.
 - I. “Domestic Violence”—violent or abusive behavior against a roommate, family member, or intimate partner that causes physical or psychological injury, pain, or illness.
 - J. “Group”—an association of persons that has applied for recognition as a student organization, but is not yet formally recognized by the university.
 - K. “Harassment”—an intimidating, hostile, or coercive act which is intentional or persistent.
 - L. “Hearing Administrator”—a staff member who conducts disciplinary hearings as set forth in section XV of this Code.
 - M. “Hearing Officer”—a staff member who conducts disciplinary conferences as set forth in Sections XIV of this Code.
 - N. “Institution” and “University”—American University and all of its undergraduate and graduate departments and programs.
 - O. “Organization”—an association of persons that is formally recognized by the university as a student organization.
 - P. “Physical Assault”—Unwanted physical contact or the use of physical force to threaten or cause physical injury, pain, or illness.
 - Q. “Preponderance of the Evidence”—a measure of proof that a reasonable person would accept as “more likely than not” that a fact is true or that an incident occurred.
 - R. “Rape”—any act of sexual intercourse or sexual penetration of any orifice of the body with a body part or other object that takes place against a person’s will or without consent or that is accompanied by coercion or the threat of bodily harm. [Also see “consent” and “coerce.”]
 - S. “Reckless”—conduct which a reasonable person, under similar circumstances, should be expected to know would create a substantial risk of harm to persons or property or which would otherwise be likely to result in interference with normal university or university sponsored activities.
 - T. “Relevant”—related to the charges at hand. Relevant information may be excluded by a hearing officer or administrator during a disciplinary conference or hearing, if it is unfairly prejudicial.
 - U. “Sexual assault”—conduct of a sexual nature, including, but not limited to, sexual contact or physical exposure directed at another person without consent.
 - V. “Sexual harassment”—unwelcome sexual advances, requests for sexual favors, and other oral, written, or physical conduct of a sexual nature when: submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of education, employment, or participation in other university activities; submission to or rejection of such conduct by an individual is used as the basis for evaluation in making academic or personnel decisions affecting that individual; or such conduct has the purpose or effect of unreasonably interfering with an individual’s performance, or creating an intimidating, hostile, or offensive learning environment. [Also see

Discrimination and Sexual Harassment Policy.]

- W. “Stalking”—repeated, unwanted contact with any person, including contact by electronic means or by proxy, or the credible threat of repeated contact with the intent to place a reasonable person in fear for his or her safety or the safety of his or her family or close acquaintances or to inflict substantial emotional distress.
- X. “University premises”—buildings and grounds owned, leased, operated, controlled, or supervised by the university.
- Y. “University sponsored activity”—any activity on or off university premises that is specifically initiated or supervised by the university.
- Z. “Weapon”—firearms, fireworks, explosives, metal knuckles, knives, or any other instrument designed or used to inflict injury to person or property.

I. Prohibited Conduct

This Code is not written with the specificity of a criminal statute, nor is it intended to cover every instance of potentially prohibited conduct. American University expects its students, wherever they are, to adhere to high standards of honor and good citizenship and to conduct themselves in a responsible manner that brings credit to themselves and the university. The following misconduct is subject to disciplinary action:

- A. attempting to engage in any prohibited conduct;
- B. interpersonal violence including, but not limited to, physical assault, dating violence and domestic violence;
- C. conduct which threatens or endangers the health or safety of any person;
- D. sexual assault;
- E. sexual harassment;
- F. rape;
- G. using, possessing, distributing, or manufacturing a weapon, or possessing any object produced as a weapon; or any object that is visually indistinguishable from a weapon [exceptions may be made for use of imitation weapons or athletic equipment when used within policies specified by Athletics & Recreation, Health and Fitness faculty, Student Activities, or Performing Arts, as applicable.]
- H. arson;
- I. violation of university policies pertaining to the use and/or possession of alcohol;
- J. violation of university policies pertaining to the sale and/or distribution of alcohol;
- K. unauthorized possession and/or use of any controlled substance, illegal drug (including medical marijuana) or illegal drug paraphernalia;
- L. manufacture, distribution and/or sale of any controlled substance or illegal drug (including medical marijuana) and illegal drug paraphernalia;
- M. violation of local, state, or federal law;
- N. entry, attempt to enter, or remaining without authority or permission in any university office, residence hall room, university sponsored event, or university premises;
- O. intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency;
- P. harassment;
- Q. stalking;

- R. theft of property or services or knowingly possessing stolen property;
- S. in university matters not covered by the Academic Integrity Code: dishonesty; misrepresentation; fraud; forgery; or knowingly using false information, documents, or instruments of identification;
- T. intentionally or recklessly destroying or damaging university property or the property of others;
- U. tampering with, or unauthorized or fraudulent use of campus telephone equipment, telephone credit cards, or access codes;
- V. abuse of university computer equipment, networks, systems, or services;
- W. intentionally or recklessly interfering with normal university or university sponsored activities, including, but not limited to, studying, teaching (including class sessions and office hours), research, university administration; or fire, police, or emergency services;
- X. disorderly conduct or interfering with the rights of others;
- Y. illegal gambling or gaming, as defined by state or federal law;
- Z. willfully failing to comply with the directions of university officials, including public safety officers and housing staff members, acting in performance of their duties;
- AA. unauthorized use of the university's corporate name, logo, or symbols;
- BB. unauthorized soliciting or canvassing by any individual, group, or organization;
- CC. violations of other published nonacademic university regulations or policies, including, but not limited to policies related to discrimination and discriminatory harassment, computer use, residence life, hazing, and amplification of sound;
- DD. violating the terms of any disciplinary sanction imposed in accordance with this Code.

VII. Standards of Classroom Behavior

Primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period. Longer suspensions from class or dismissal on disciplinary grounds may include interim suspension, as set forth in Section IX, and must be preceded by a disciplinary conference or hearing, as set forth in Sections XIV and XV of this Code. Academic dishonesty allegations are processed in accordance with procedures set forth in the Academic Integrity Code (Academic Regulations §80.00.00). Students will be subject to both the Student Conduct Code and the Academic Integrity Code in cases where there is a combination of alleged violations of academic and nonacademic regulations.

VIII. Recognized Student Organizations and Student Groups with Provisional Recognition

Recognized student organizations and student groups with provisional recognition may be charged with violations of this Code, as described below:

- A. Recognized student organizations and student groups with provisional recognition and their officers or leaders may be held collectively and individually responsible for violations

of this Code when the organizations or groups, or their officers or leaders have consented to or encouraged the misconduct of members.

B. The officers or leaders or any identifiable spokesperson for a recognized student organization or student group with provisional recognition may be ordered by the director of Student Conduct and Conflict Resolution Services to take appropriate action designed to prevent or end violations of this Code by the organization or group. Failure to make reasonable efforts to comply with the director's order shall be considered a violation of this Code, both by the officers, leaders, or spokespersons for the organization or group and by the organization or group itself.

C. Sanctions for misconduct by a recognized organization may include revocation of recognition, as well as other appropriate sanctions; sanctions for misconduct by a group with provisional recognition may include denial of recognition, as well as other appropriate sanctions.

D. Recognized student organizations, including fraternities and sororities, may appoint panels or boards to mediate disputes and enforce association bylaws. Decisions or recommendations by such panels or boards do not constitute official action by the university.

IX. Interim Suspension

The dean of students or designee may suspend a student from the university for an interim period pending disciplinary or criminal proceedings or medical evaluation regarding behavior relevant to such proceedings. The interim suspension will be effective immediately, without prior notice, whenever there is evidence that the continued presence of the student at the university poses a substantial and immediate threat to him or herself, to others, or to the stability and continuation of normal university functions. Interim suspension excludes students from university premises and other privileges or activities. A student suspended on an interim basis will be given a prompt opportunity to appear personally before the dean of students or designee in order to discuss the following issues only:

- (a) the reliability of the information concerning the student's conduct, including the matter of identity;
- (b) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on university premises poses a substantial and immediate threat to him or herself, to others, or to the stability and continuance of normal university functions.

X. Conduct Council

The Conduct Council will consist of students, faculty, and staff selected by the director of Student Conduct and Conflict Resolution Services and appointed by the dean of students with the approval of the vice president of Campus Life. Candidates for selection and appointment to the Conduct Council may be nominated by the Student Government,

Residence Hall Association, Graduate Leadership Council, Faculty Senate, and Staff Council. In addition, students, faculty, and staff may apply to become members of the Conduct Council by contacting Student Conduct and Conflict Resolution Services. The director of Student Conduct and Conflict Resolution Services or designee is responsible for training and providing administrative support to the Council. Among other duties, members of the Conduct Council will sit on hearing panels designed to resolve allegations referred for a hearing in accordance with Section XV of this Code.

A. The director of Student Conduct and Conflict Resolution Services or designee will select a hearing panel from the Conduct Council comprised of three (3) persons: one (1) student and two (2) members of the faculty/staff.

B. Both the findings and the sanctions determined by Conduct Council hearing panels are recommendations to the dean of students or designee, who will render a decision.

C. Members of the Conduct Council who are alleged to have committed any violation of this Code, other university policies, or a criminal offense may be temporarily suspended from their positions by the director of Student Conduct and Conflict Resolution Services while allegations against them are pending. Members found responsible for any such violation or offense may be disqualified from any further participation in the university conduct system.

Additional grounds and procedures for removal may be established by the director of Student Conduct and Conflict Resolution Services.

Conduct Council members and Student Conduct and Conflict Resolution Services staff will receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking, as well as how to conduct a hearing process that protects the safety of a complaining witness and promotes accountability.

XI. Advisors

A. At their own discretion, complainants and respondents may be advised by an American University student, faculty, or staff member. The role of advisors is limited to consultation. While advisors may be present at disciplinary conferences or hearings, they may not address hearing bodies, speak in disciplinary proceedings, or question witnesses. Because the purpose of this disciplinary process is to provide a fair review of alleged violations of this Code, rather than a formal legal proceeding, participation of persons acting as legal counsel is not permitted.

B. In cases of dating violence, domestic violence, rape, sexual assault, or stalking, the complainant/complaining witness and respondent may be advised and accompanied by advisors of their choice during a disciplinary conference or hearing or related meetings. Advisors of choice are not limited to American University student, faculty, or staff. However, the role of advisors is limited to consultation as described in Section XI(A).

XII. Standards of Due Process

Students who may be subject to removal from university housing, suspension or dismissal will be referred to a disciplinary hearing, as specified in Section XV of this Code. Students who may be subject to lesser sanctions for nonacademic misconduct will be referred to a disciplinary conference, as set forth in Section XIV of this Code. Formal rules of evidence will not be applied, nor will deviations from prescribed procedures necessarily invalidate a decision, unless significant prejudice to the parties involved or the university result.

XIII. Procedures for Case Resolution

A. Mediation is encouraged as an alternative means to resolve some disciplinary cases. The director of Student Conduct and Conflict Resolution Services will determine if mediation is appropriate. The director, at his or her discretion, may decline to process a complaint until the parties in a nonacademic misconduct case make a reasonable attempt to achieve a mediated settlement. To be binding in a disciplinary case, any mediated settlement must be approved by the director of Student Conduct and Conflict Resolution Services. If mediation fails, the case will be forwarded for a disciplinary conference.

B. Any American University student, faculty, or staff member may refer a recognized student organization or student group with provisional recognition suspected of violating this Code. to the director of Student Conduct and Conflict Resolution Services. Those referring cases are normally expected to serve as the complainant and to present relevant evidence in hearings or disciplinary conferences. The complainant may request the assistance of an advisor, as set forth in Section XI of this Code. A written complaint must be filed with the director of Student Conduct and Conflict Resolution Services within 15 days (excluding weekends, official university holidays, winter and spring breaks) of the occurrence or discovery of the alleged infraction(s). *The deadline for filing a case will be extended if there is an alleged violation of the university's discrimination and sexual harassment policy, whistleblower policy, or a Conduct Code violation involving sexual harassment, domestic violence, dating violence, rape, sexual assault or stalking. In such cases, the complainant will have one year from the date of discovery to file a complaint as set forth in these policies.* Requests for extensions of the 15 day or one year filing periods must be made in writing to the director of Student Conduct and Conflict Resolution Services or designee and will be evaluated based on whether a reasonable person might be justified in filing after the deadline because of relevant circumstances.

C. The director of Student Conduct and Conflict Resolution Services or designee will conduct a preliminary review to determine whether the alleged misconduct, if proved, might result in removal from university housing, suspension or dismissal. Students that may be subject to removal from university housing, suspension, or dismissal, will be entitled to a disciplinary hearing before a Conduct Council panel. Students who are unlikely to be subject to removal from university housing, suspension, or dismissal will be referred to a disciplinary conference with a hearing officer, as set forth in Section XIV of this Code.

D. Students referred for a disciplinary hearing by the director of Student Conduct and Conflict Resolution Services may elect to have their cases resolved in a disciplinary conference in accordance with Section XIV of this Code. Such an election must be in writing, affirming that the student is aware a hearing is being waived. The full range of sanctions may be imposed, including removal from university housing, suspension, or dismissal from the university. Both the findings and the sanctions determined by the hearing officer will be regarded as recommendations to the dean of students in the case of removal from university housing, suspension, or dismissal.

E. Hearing panel members, hearing administrators, complainants, and respondents will have the right to question relevant witnesses who make statements at disciplinary hearings.

F. The university may withhold awarding a diploma or degree otherwise earned, until the completion of the process as set forth in this Code, including the completion of all sanctions imposed. Withholding a diploma or degree means not conferring a diploma or degree otherwise earned for a defined period of time or until the completion of assigned sanctions.

XIV. Procedures for Disciplinary Conferences

Students accused of nonacademic offenses that will likely result in penalties less than removal from university housing, suspension, or dismissal are subject to a disciplinary conference with a hearing officer. The director of Student Conduct and Conflict Resolution Services or designee will serve as the hearing officer and conduct the disciplinary conference. Any party may challenge a hearing officer on the ground of personal bias. The hearing officer may be disqualified by the director of Student Conduct and Conflict Resolution Services or the dean of students. The hearing officer will make inquiries into evidence, if necessary to ensure a just outcome of the case. If the respondent chooses not to appear for a disciplinary conference, the information supporting the allegations will be considered and a decision will be made in the absence of the respondent. Nonetheless, the complainant will be required to file a case that meets the standard of a preponderance of the evidence. In complex cases, the director of Student Conduct and Conflict Resolution Services, at his or her discretion, may refer the case to a disciplinary conference board. Conference board members will be selected by the director. The board will consist of one hearing officer and two Conduct Council members, including at least one student.

Decisions of the disciplinary conference board are determined by majority vote and are final. The director of Student Conduct and Conflict Resolution Services will review all disciplinary conference decisions to ensure their procedural integrity and consistency with the outcomes of prior disciplinary cases. In cases where the director of Student Conduct and Conflict Resolution Services serves as the hearing officer, the dean of students or designee will conduct the review.

The following procedural protections are provided to respondents in disciplinary conferences:

- A. written notice of the specific allegations at least three business days prior to the scheduled conference with additional time at the director's discretion;
- B. reasonable access to the case file prior to and during the conference;
- C. an opportunity to respond to the evidence;
- D. the right to be accompanied by an advisor, as provided in Section XI of this Code.

In cases of sexual harassment, sexual assault, rape, domestic violence, dating violence, or stalking, the complainant or complaining witness and respondent will be entitled to the same opportunities including but not limited to (i) receiving notice of the conference date at the same time as the respondent; (ii) being present during conference proceedings; (iii) receiving simultaneous written notice of the outcome of the disciplinary conference, of the procedures to appeal the results as described in Section XVII, of any change to the results that occurs prior to the time the results become final, and when such results become final; and (iv) the right to appeal an outcome as described in Section XVII.

XV. Procedures for Disciplinary Hearings

Students accused of nonacademic offenses that will likely result in sanctions such as removal from university housing, suspension, or dismissal are subject to a disciplinary hearing convened by a hearing administrator before Conduct Council members.

A. The director of Student Conduct and Conflict Resolution Services or designee will serve as the hearing administrator and conduct the hearing. He or she may participate in hearing panel deliberations and discussions, but cannot vote. The hearing administrator is responsible for final decisions on all procedural issues and may modify hearing procedures, if necessary, to ensure a fair and expedient administration of the hearing.

B. The director of Student Conduct and Conflict Resolution Services or designee will give respondents notice of the hearing date and the specific allegations against them at least five business days in advance of the hearing. Respondents will be accorded reasonable access to the case file, which will be retained in the office of the director of Student Conduct and Conflict Resolution Services.

C. If the respondent chooses not to appear for a disciplinary hearing, the information supporting the allegations will be considered, and a decision will be made in the absence of the respondent. The complainant will be required to present a case that meets the standard of a preponderance of evidence.

D. All hearings are closed to the public, unless parties mutually request that a hearing be open to the public. The hearing administrator will ordinarily honor such requests unless there are overriding interests to have the hearing closed (e.g., to protect the identity of a sexual harassment victim). Even in a public hearing, the hearing panel may limit the number of observers based on the physical limitations of the hearing room.

E. The hearing administrator will exercise control over the proceedings to avoid needless

consumption of time and to achieve orderly completion of the hearing. Any person, including the respondent, who disrupts a hearing may be excluded by the hearing administrator for cause.

F. The university will make audio recordings of hearings. A transcript of the hearing will be provided, upon written request by the respondent, who must pay for the cost of the transcript service.

G. Any party may challenge a panel member or the hearing administrator on the grounds of personal bias. Hearing panel members may be disqualified by the hearing administrator. A hearing administrator may be disqualified by a majority vote of the members of the hearing panel. Votes will be by secret ballot.

H. People presenting statements will be asked to affirm that their statements are truthful and may be subject to allegations of violating this Code by intentionally providing false information to the university.

I. People presenting statements, other than the complainant and the respondent, will be excluded from the hearing, except when providing statements to the hearing panel. All parties, the people making statements, and the public will be excluded during panel deliberations, which will not be recorded or transcribed.

J. The allegations against the respondent must be established by a preponderance of the evidence.

K. Formal rules of evidence will not be applicable in disciplinary proceedings conducted pursuant to this Code. The hearing administrator will abide by the rules of confidentiality and privilege, but will admit all other matters into evidence which are relevant. The respondent or complainant may challenge the relevance of evidence. Irrelevant or unduly repetitious evidence may be excluded by the hearing administrator. The sexual history or sexual character of a party will not be admissible in disciplinary proceedings, unless such information is determined relevant by the hearing administrator.

L. Complainants and respondents will be accorded an opportunity to ask relevant questions of witnesses who make statements at the hearing.

M. Written statements will be admitted into evidence only if signed by the person submitting the written statement and witnessed by the director of Student Conduct and Conflict Resolution Services or designee or if notarized.

N. A determination of responsibility will be followed by a supplemental proceeding in which either party may submit relevant evidence or make relevant statements concerning appropriate sanctions. The past disciplinary record of the respondent will be supplied to the panel only during the supplementary proceeding.

O. Any determination of responsibility by majority vote of the hearing panel will be supported by written findings, which will be placed in the case file and made available to

the student respondent before a final decision is rendered by the dean of students.

In cases of sexual harassment, dating violence, domestic violence, rape, sexual assault, or stalking, the person identified as the complainant or complaining witness and respondent will be entitled to the same opportunities including but not limited to (i) receiving notice of the hearing date at the same time as the respondent; (ii) being present during any disciplinary proceeding (iii) receiving simultaneous written notice of the outcome of the disciplinary hearing, of the procedures to appeal the results of any such proceeding as described in Section XVII, of any change to the results that occurs prior to the time the results become final, and when such results become final; and (iv) the right to appeal an outcome as described in Section XVII.

XVI. Sanctions

Significant mitigating or aggravating factors will be considered in determining sanctions, including the present demeanor and past disciplinary record of the respondent, the nature of the violation, and the severity of any damage, injury, or harm resulting from it. Repeated or aggravated violations of any part of this Code may also result in relocation or removal from university housing, suspension, or dismissal. Sanctions which may be imposed in accordance with this Code include, but are not limited to:

- A. “Warning”—notice, oral or written, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
- B. “Censure”—a written reprimand for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
- C. “Disciplinary Probation”—status assigned for a designated period of time, during which any other violation of the Code may result in removal from university housing, suspension, or dismissal from the university. Students on disciplinary probation may not hold or run for any elected or appointed positions. Additional conditions appropriate to the violation may be imposed.
- D. “Restitution”—repayment of the direct cost to the university for damages resulting from a violation of this Code.
- E. “Relocation in University Housing”—administrative reassignment to a different residence hall and/or room.
- F. “Removal from University Housing”—denial of housing privileges.
- G. “Suspension”—exclusion from university premises and other privileges or activities as set forth in the suspension notice. This action will be permanently recorded on the student’s academic transcript.
- H. “Dismissal”—permanent termination of student status and exclusion from university premises, privileges, and activities. This action will be permanently recorded on the student’s academic transcript.
- I. “Revocation of Degree”—rescinding a student’s degree awarded by the university.
- J. “Other Sanctions”—other sanctions may be imposed instead of or in addition to those specified in sections (A) through (H) including but not limited to service or research projects.

XVII. Appeals

Disciplinary determinations may be appealed in keeping with the following provisions:

A. The complaining witness may only appeal in cases where the complaining witness has a right to know the outcome of the case under the Campus Security Act, as amended. The respondent may appeal any disciplinary decision.

B. The appeal must be submitted in writing and to Student Conduct and Conflict Resolution Services within seven business days after the notice of the case outcome. In the case where the complaining witness is informed of the case outcome, and an appeal is submitted by the complaining witness or respondent, the other party shall be given an opportunity to respond within seven (7) business days of notification that an appeal has been submitted.

C. Appeals will be reviewed by an appellate board of the Conduct Council to determine their viability. The appellate board will consist of three (3) persons: one (1) student and two (2) members of the faculty/staff selected from the Conduct Council by the director of Student Conduct and Conflict Resolution Services. The appellate board will be constituted of members who did not serve on the original hearing panel. The appellate board will meet as soon as possible after the appeal is received.

D. The appellate board will determine viability based on the following conditions:

- i. new information that significantly alters the finding of fact;
- ii. evidence of improper procedure;
- iii. findings that are against the weight of the evidence;
- iv. insufficient/excessive sanctions.

In cases where the respondent is found not responsible, neither party may appeal. Decisions of the appellate board about the viability of the appeal are determined by majority vote and are final. Only when deemed viable will the appeal be forwarded to the vice president of Campus Life or designee for review and decision.

E. The appellate board may deny the request for appeal and affirm the findings of the dean of students or grant the request for appeal and forward its recommendations to the vice president of Campus Life or designee.

F. Appeals will be decided based on the notification letter, the outcome letter, appeal/s, witness statements, and evidence. All written materials considered by the appellate board and vice president of Campus Life or designee will be subject to inspection by the appealing party/parties. New hearings will not be conducted on appeal. Decisions rendered by the vice president of Campus Life or designee are final.

G. The following standards will apply when appeals are considered by the vice president of Campus Life or designee:

- i. Sanctions may be increased or decreased, only if found to be substantially disproportionate to the offense.
- ii. Cases may be remanded for rehearing, only if specified procedural errors or errors in interpretation of university regulations were so substantial as to deny the respondent a fair hearing, or if new and significant evidence becomes available that could not have been discovered by a properly diligent student before or during the original hearing.
- iii. Cases may be dismissed, if the finding is held to be unsupported by the evidence.

H. The imposition of sanctions will be deferred while an appeal is pending, unless, in the discretion of the vice president of Campus Life or designee, the continued presence of the student in the residence halls or on the campus poses a substantial threat to him or herself, to others, or to the stability and continuance of normal university functions.

XVIII. Disciplinary Records

Except as noted below, disciplinary records are maintained by Student Conduct and Conflict Resolution Services for seven (7) years from the date of the letter providing notice of final disciplinary action. Release of disciplinary records to third parties is provided in accordance with the Family Educational Rights and Privacy Act of 1974, as amended, (FERPA) until a student has graduated from the university, or as required by law. Records for a student who is suspended, dismissed, or who withdraws with a disciplinary case pending are maintained indefinitely; *release of these categories of disciplinary records to third parties is provided in accordance with all applicable laws, including FERPA and the Campus Sexual Violence Elimination Act.* [See also the Confidentiality of Student Records policy for additional information.]

Amended and approved by the president, August 2014.

RESIDENCE HALL REGULATIONS

These are implementing regulations, based on American University's Student Conduct Code, and are incorporated as an addendum to that document. Violations of these regulations may result in referral to Student Conduct and Conflict Resolution Services for review and appropriate action. The residence halls include the halls and any areas contiguous to the halls. Engaging in prohibited conduct may be a violation of both the Student Conduct Code and the residence hall regulations.

Responsibility for Damage

Residents will be held responsible for damage to residence hall buildings or furniture and will be billed for repair or replacement where they have caused damage in their own rooms or in common areas. In the event of willful damage to the common areas located in the immediate vicinity of a student's room, or to the furnishings or facilities located therein, if

the willful perpetrators of such damage cannot be identified, all resident students served by that common area may be assessed for repair or replacement costs.

Responsibility for Guests

Residents will be held responsible for the behavior of their guests and any other persons in their residence hall rooms, pertaining to the regulations for conduct at American University, and may be charged in lieu of the guest or visitor with violating the respective sections of these policies.

The following conduct is expressly prohibited:

I. Related to Residence Hall Security

1. to enter any residence hall without showing an access card or proper identification to a housing staff member, or upon the request of a staff member.
2. for any visitor to enter the building unescorted or fail to be accompanied by a resident escort from that residence hall complex at all times;
3. for any visitor not escorted by a resident of that residence hall complex to fail to leave the building upon the request of any housing or university staff member;
4. to escort or permit entrance to any nonresident of a residence hall who is not known to the student or for whom the student does not assume responsibility as a guest;
5. to prop open outside doors or exit ways without the permission of a housing staff member;
6. to use any marked fire exit, except during a fire alarm;
7. to block any fire door or fire exit;
8. to sound any elevator alarm bell without due cause, or to interfere with the normal operation of elevators;
9. to duplicate any room key or access card;
10. to fail to return a spare key within 10 minutes of signing it out at the front desk;
11. to fail to return room keys upon vacating a room;
12. to go behind the reception desk in any residence hall without authorization from the resident director;
13. to enter or exit the residence hall through a window when no emergency is present;
14. to enter restricted areas including, but not limited to, building roofs.

II. Related to Fire Codes

1. to set any fire within the buildings or areas contiguous to the buildings;
2. to use any halogen lamp, broiler oven, electric coffee maker, popcorn popper, microwave oven, hotplate, open burner, or electric water heating device in student rooms, on carpeted floors, in hallways, or other non-designated areas;
3. to cook indoors with charcoal or any open flame device;
4. to possess or burn any candle or incense indoors;

5. to keep any refrigerator with an electrical requirement exceeding seven (7) amps;
6. to fail to immediately evacuate the buildings properly when a fire alarm sounds or to reenter any building during a fire alarm before receiving permission from a housing or Public Safety staff member;
7. to tamper with fire equipment, or to carry or remove fire extinguishers from their mounts or storage boxes except in case of a fire;
8. to pull or activate any fire alarm when no fire is present, or to falsely report any fire or other emergency;
9. to use electrical lights and appliances totaling more than 850 watts in a student room at any one time;
10. to disconnect, sound, or otherwise tamper with any smoke detector;
11. to run electrical wires beneath any rug or carpet;
12. to smoke in the residence halls.

III. Related to Property

1. to remove furniture from any common area without authorization of housing staff;
2. to keep any furniture designated for other areas in student rooms;
3. to place waterbeds in student rooms;
4. to keep any pet, except fish, in student rooms;
5. to remove any wall-mounted furniture;
6. to mark or deface any surface (e.g., door, wall, carpet);
7. to mark, deface, steal, harbor, or damage any property belonging to the university, any hall, resident, or commercial vendor (such as vending machines, video games, washing machines, dryers, or telephone equipment).

IV. Other Prohibited Conduct

1. to engage in any disorderly conduct or to interfere with the rights of other students in their academic pursuits - specifically and especially other residents' rights to an environment conducive to study and to sleep;
2. to engage in sports activity within the residence halls;
3. to engage in sports activity or to create excessive noise within 50 feet of any residence hall;
4. to shout or otherwise create disturbances from any residence hall window;
5. to create excessive noise by any means including playing loudspeakers through room windows and creating noise audible outside a student room or in public areas, especially, but not limited to after 11 p.m. Sunday through Thursday, or past 1 a.m. on weekends - these times are considered quiet hours;
6. to drop or throw any object or any liquid from windows;
8. to keep dangerous materials, including but not limited to, firearms, air or CO₂-powered weapons, fireworks, and dangerous weapons;
9. to use or possess any illegal drug (including medical marijuana) or drug paraphernalia in the residence halls;
10. to sell, manufacture, or distribute any illegal drug (including medical

- marijuana) or drug paraphernalia in the residence halls;
11. to knowingly and voluntarily be in the presence of any illegal drug (including medical marijuana) or drug paraphernalia in the residence halls;
 12. to violate university policies pertaining to the use or possession of alcohol in the residence halls;
 13. to violate university policies pertaining to the sale, manufacture, or distribution of alcohol in the residence halls;
 14. to knowingly and voluntarily be in the presence of alcohol in the residence halls;
 15. to refuse to follow a directive from a housing staff member when acting in the performance of his or her duties [Directive may include but are not limited to: directive to produce student identification, directive to remain in the area, and directive to allow staff entry to a residential space to investigate possible health/safety emergencies or suspected violations of University policy];
 16. to solicit, canvass, post, or distribute any materials within the residence halls without the approval of the resident director or to violate the university or residence hall posting policies;
 17. to have an overnight guest without the roommate(s)'s consent;
 18. to have a guest visit in the residence halls for longer than three (3) days [repeated visits by guests over extended periods may be considered unauthorized occupancy of a room by the guest];
- The university reserves the right to prohibit repeated, extended visits.
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Amended and approved by the vice president of Campus Life, April 2008, amended and approved June 2011, amended and approved by the vice president of Campus Life, June 2014.

IMPORTANT TELEPHONE NUMBERS AT AMERICAN UNIVERSITY

American University Department of Public Safety	202-885-2527
EMERGENCY ON CAMPUS	202-885-3636
EMERGENCY OFF CAMPUS	911
Request a Safety Escort	202-885-2527
AUTO Shuttle Service	202-885-2886
Counseling Center at American University	202-885-3500
2FIX (report unsafe facilities)	202-885-2349

American University is an equal opportunity, affirmative action institution that operates in compliance with applicable laws and regulations. The university prohibits discrimination and discriminatory harassment (including sexual harassment and sexual violence) against any AU community member on the basis of race, color, national origin, religion, sex (including pregnancy), age, sexual orientation, disability, marital status, personal appearance, gender identity and expression, family responsibilities, political affiliation, source of income, veteran status, an individual's genetic information, or any other bases under federal or local laws (collectively "Protected Bases"). For information, contact the dean of students (dos@american.edu), assistant vice president of human resources (employeerelations@american.edu), or dean of academic affairs (academicaffairs@american.edu); or American University, 4400 Massachusetts Avenue NW, Washington, DC 20016; 202-885-1000.

For information regarding the accreditation and licensing of American University, please visit american.edu/academics. UP15-149



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