

# Annual Security Report

September 26, 2016



**American University**  
**University Police Department**  
4400 Massachusetts Ave NW  
Washington, DC 20016  
(202) 885-2527  
[dps@american.edu](mailto:dps@american.edu)

This Page Intentionally Left Blank

# AMERICAN UNIVERSITY POLICE DEPARTMENT

## Annual Security Report 2016

### **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 University 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 American University 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, the American University Police Department 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 Metropolitan Police Department of the District of Columbia (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 offices (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 an anonymous reporting system<sup>1</sup> through which crimes are reported to officials at the Counseling Center, the Wellness Center, the Title IX Office, Student Health Center, Kay Spiritual Life Center, and Faculty and Staff Assistance Program. Incidents which are reported through the confidential reported system do not contain personally identifiable information and are solely used to meet the dissemination requirements of the Clery Act (i.e. dissemination through the daily crime log, compilation in the annual crime statistics for this document and issuance of a timely warning when applicable.)

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 [www.american.edu/finance/publicsafety/asr.cfm](http://www.american.edu/finance/publicsafety/asr.cfm)

---

<sup>1</sup> The designated Title IX Program Officer and the victim advocates in the Office of Advocacy Services for Interpersonal and Sexual Violence (OASIS) are considered Campus Security Authorities (CSAs). In this capacity, the incumbents of both positions are required to collect anonymous, non-identifying information for crimes occurring on Clery reportable geography. This information will be included in annual statistical compilations, included in the daily crime log and evaluated for timely warning and/or emergency notification consideration.

All current or prospective faculty, staff, and students can obtain a paper copy by calling 202-885-2537, emailing [clerycompliance@american.edu](mailto:clerycompliance@american.edu), visiting Human Resources or Public Safety on campus, or writing to:

ANNUAL SECURITY REPORT REQUEST

Police Department

American University

4400 Massachusetts Avenue NW Washington, DC 20016-8068

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

## GREETINGS!

American University is a community of more than 15,000 students, faculty, and staff who work, live, and study within our community. The 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, the American University Police Department (AUPD) 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, AUPD:

- Increased the overall number of sworn officers in our department.
- Hosted and trained additional officers in crisis intervention as part of the agency's Crisis Intervention Team (CIT).
- Expanded the Officer Liaison Program throughout the campus with a focus on our collaboration with Housing and Dining.
- Continued to implement physical security standards to ensure uniformity among university facilities.

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 stay informed.

The American University Police Department

## Contents

Policy On Reporting The Annual Disclosure Of Crime Statistics .....	1
AU Police Department.....	6
Crime Prevention And Campus Safety Awareness Programs .....	9
Missing Student Notifications.....	14
Reporting Criminal Actions And Emergencies .....	16
Campus-Wide Emergency Response And Evacuation Procedures .....	21
Annual Fire Safety Report.....	27
Preventing And Responding To Sex Offenses And Incidents Of Domestic Violence, Dating Violence, Sexual Assault, And Stalking .....	28
Civil Protection Orders & No Contact Orders .....	45
Access To Campus Facilities: Safety And Security.....	51
Study Abroad Programs.....	54
Study Abroad Program—Madrid, Spain .....	60
Study Abroad Program—Brussels, Belgium.....	66
Study Abroad Program—Nairobi, Kenya .....	70
University Alcohol And Drug Policies.....	76
Local And Federal Laws Pertaining To Alcohol And Drugs.....	83
Crime Statistics And Campus Security Authorities .....	99
Definition Of Clery Act Reportable Crimes .....	106
Definition Of Clery Act Reportable Locations On Campus.....	117
Criminal Offenses - Main Campus (4400 Massachusetts Ave) .....	119
Hate Crime Offenses - Main Campus (4400 Massachusetts Ave).....	121
Criminal Offenses - Tenley Campus (4300 Nebraska Avenue).....	122
Hate Crime Offenses - Tenley Campus (4300 Nebraska Avenue).....	124
Criminal Offenses – Washington College Of Law Campus At Spring Valley (4801 Massachusetts Avenue) .....	125
Hate Crime Offenses - Washington College Of Law Campus At Spring Valley (4801 Massachusetts Avenue) .....	127
Criminal Offenses - Brussels, Belgium .....	128
Hate Crime Offenses – Brussels, Belgium.....	129
Criminal Offenses - Madrid, Spain .....	130

Hate Crime Offenses – Madrid, Spain .....	131
Criminal Offenses - Nairobi, Kenya .....	132
Hate Crime Offenses – Nairobi, Kenya .....	133
Arrests & Judicial Referrals - Main Campus (4400 Massachusetts Ave) .....	134
Arrests & Judicial Referrals - Tenley Campus (4300 Nebraska Ave) .....	135
Arrests & Judicial Referrals - Washington College Of Law Campus At Spring Valley (4801 Massachusetts Ave) .....	136
Arrests & Judicial Referrals - Brussels, Belgium, AU Offices .....	137
Arrests & Judicial Referrals - Madrid, Spain, AU Offices .....	138
Arrests & Judicial Referrals - Nairobi, Kenya, AU Offices .....	139
Appendix .....	141

## AU Police Department

The American University Police Department (AUPD) has primary responsibility for law enforcement and 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 department is managed by the Executive Director of University Police and Emergency Management who serves as the Chief of Police. Our staff consists of professional and trained campus police officers, police dispatchers, and other team members dedicated to maintaining a safe for all members of the AU community.

### POLICE AUTHORITY AND JURISDICTION

Per Title 6-A12 of the District of Columbia Municipal Regulations (DCMR); and § 23-582 of the District of Columbia Official Code, American University police officers are commissioned law enforcement officers of the District of Columbia and have full investigative and arrest authority on property owned or controlled by the University. As commissioned officers, university police officers are sworn to enforce District of Columbia criminal code. 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 officers 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.

### 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 including District of Columbia Official Code, Constitutional Law and Criminal Procedure, Diplomatic Immunity, Preliminary Criminal Investigations, Narcotics Identification and Investigation, and Crisis Intervention. Officers transferring from other law enforcement agencies may forgo attending the academy if they can produce official documentation that they successfully completed a municipal academy with their previous agency. Laterally transferring officers are required to complete coursework on District of Columbia Official Code prior to being commissioned with the police department.

#### AU POLICE DEPARTMENT

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 AUPD.

#### OFFICE LOCATION

South side of Main Campus directly across from the shuttle depot

\*Relocating in Spring 2017 to the East Campus Don Myers Technology & Innovation Building, Terrace Level

#### MAILING ADDRESS

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

Additionally, all university police officers must successfully complete certification or recertification in skills such as Use of Force, CPR and first aid. AU police officers also receive training in Incident Command, Defensive Tactics, Emergency Response, Infection Control, and other areas.

## **POLICE OPERATIONS DIVISION**

The Police Operations Division is managed by a captain and lieutenant. Shift sergeants and corporals supervise the individual shifts and processes and report to the captain and lieutenant. University police officers patrol university facilities, including academic and administration buildings, parking lots, athletic fields and grounds by vehicle, foot and bicycle. Officers check in at residence hall front desks but do not routinely patrol the interior of residential buildings unless requested to do so.

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.

Through the Officer Liaison Program, officers are assigned to Housing areas to collaborate with Housing Staff to provide education and safety programs for resident students. They provide safety escorts for individuals on campus upon special request.

Members of the Police Operations Division participate in managing all university special events that require university police officers including concerts as well as sporting and dignitary events.

The Police Operations Division has specially trained officers who respond to incidents involving persons in crisis. The department's Crisis Intervention officers work closely with Housing staff, the Counseling Center, the Department of Behavioral Health and the National Alliance on Mental Illness – DC as well as other partners, to provide care and support to individuals in crisis as a result of mental illness.

## **PHYSICAL SECURITY DIVISION**

The Physical Security Division 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**

The Police Communications Center is staffed by trained university police dispatchers who operate Public Safety's 24-hour Emergency Dispatch Service. Each dispatcher is certified through the Association of Public-Safety Communications Officials as Public Safety Telecommunications Specialists. They dispatch university police officers and other personnel to all incidents and calls for service and they monitor the university's camera systems.

For more information on APCO, please visit: <https://www.apcointl.org/about-apco.html>

## **CRIMINAL INVESTIGATIONS**

University police officers conduct preliminary investigations of reported crimes. Additional investigative efforts are managed through the Investigations & Threat Assessment Division (ITAD). The ITAD coordinates investigations of serious campus crimes with the MPD. When appropriate, members of the ITAD present investigation results to the U.S. Attorney's Office for the District of Columbia for

prosecution; to Student Conduct and Conflict Resolution Services for action, or to both. The ITAD also assists the University with conducting threat assessments of individuals who may pose harm to themselves or other members of the University community.

### **RELATIONSHIP WITH LOCAL LAW ENFORCEMENT AGENCIES**

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

### **NON-CAMPUS CRIMINAL ACTIVITY**

The AU Police Department 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 or the appropriate federal law enforcement agency. AU police officers may respond to non-campus locations at the request of MPD for the purpose of enforcing the Student Conduct Code. AU, through the Office of the Dean of Students or Student Conduct and Conflict Resolution Services, 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 Police Department coordinates with MPD regularly to receive follow-up reports on activities involving students.

## **Crime Prevention And Campus Safety Awareness Programs**

The American University Police Department 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 AUPD to promote crime prevention throughout the university community, the coordinator is specifically responsible for implementing AUPD'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 AUPD'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**

AUPD 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 AUPD services. These sessions can be arranged by emailing the University Police at [dps@american.edu](mailto:dps@american.edu) or calling the Crime Prevention Coordinator at 202-885-2563.

- **Public Safety at American University: Partnering to Create a Safer Community** introduces students to the functions, purpose, and services of the University Police. It provides important phone numbers and educates attendees on the training, credentials, and authority of university police officers on campus and in surrounding neighborhoods. The session educates students about living in an urban college setting, alcohol and drug awareness, emergency preparedness and using crime prevention skills. This program is typically customized for a specific audience.
- **Office Security** provides staff and faculty with safety tips and tools to use in their offices, classrooms and laboratories. These sessions encourage safety on campus and explains how to avoid becoming a victim and how to enhance safety during emergencies.
- **Self-Defense Training** 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.

Any interested group should contact University Police at [dps@american.edu](mailto:dps@american.edu) or calling the Crime Prevention Coordinator at 202-885-2563. The Wellness Center and the Office of Campus Life may offer related programs on acquaintance rape, alcohol, and relationships.

## **SELF-DEFENSE TRAINING**

The University Police offers classes that teach self-defense techniques for all ages and genders.

### **Class/Sections**

Self-defense classes are offered every fall and spring semester to all members of our community. Additional information is available at <http://www.american.edu/publicsafety/>. These classes are taught by police officers and any member of the AU community, current or former, is welcome to participate.

## **SERVICES AND OTHER PROGRAMS**

### **Safety Escort Service**

AUPD provides escorts, whether on foot or vehicle, to any member of the community who feels unsafe. These escorts are only from university property to university property. Safety escorts may be arranged by calling 202-885-2527 or using an emergency telephone.

### **Safe Ride Back to Campus**

If a student finds themselves stranded in DC for any reason, they can call a cab and have it take them to the Public Safety Building. The student should notify AUPD that they are on their way by calling 202-885-2527. AUPD will pay for the cab and place the charge on the student's account, ensuring that even without money or a ride, students can always return safely to campus. This service can be utilized within 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 (202-885-3276) 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 counseling options available for individuals and groups.

## **CRIME PREVENTION TIPS**

AUPD provides the following information to students:

### **General Safety Tips**

- Program AUPD'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. AUPD 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 U-lock. Cable locks are susceptible to being cut.
- 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, Main Campus, the Washington College of Law and the Spring Valley Building.

### **Reporting Suspicious Activity or Persons**

Report suspicious incidents, activities, or persons immediately to residence hall staff and to AUPD at 202-885-3636. Instant crime reporting or reporting suspicious behavior as soon as possible is critical in reducing campus crime and in assisting AUPD in its efforts to promote campus safety. Never hesitate to contact AUPD with any suspicion regarding your own or someone else's safety. AUPD 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 AUPD's emergency number: 202-885-3636.

## **AVAILABLE CRIME INFORMATION**

### **Crime Prevention Boards**

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

- Asbury, next to AU Central
- Mary Graydon Center First Floor, next to elevators
- In the Tunnel entrance to the Mary Graydon Center, next to the elevators
- Butler Ticket Office
- McDowell Hall, behind the front desk
- Leonard Hall, behind the front desk
- Hurst Hall, next to Room #101

## **Timely Warnings—Crime Alerts**

Crime Alerts are AU's method of providing timely warnings to the campus community. Issued at the direction of the Executive Director of University Police and Emergency Management, Crime Alerts inform the campus community of crimes the university considers to represent a serious or continuing threat to students and employees. In evaluating what constitutes a serious or continuing threat, the Executive Director of University Police and Emergency Management will consider factors including, but not limited to, crime type, location, likelihood of reoccurrence, and time of initial reporting to AUPD. Once it is determined that there is a serious or continuing threat, AUPD will draft and distribute Crime Alerts. Crime Alerts issued by AUPD will contain information about the reported crime, location, dates of occurrence, suspect description(s) if applicable, AUPD's 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 Executive Director of University Police and Emergency Management or his/her designee.

These alerts are generated by crimes reported to AUPD, 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 AUPD website ([american.edu/finance/publicsafety/crimealerts.cfm](http://american.edu/finance/publicsafety/crimealerts.cfm)) and on bulletin boards and at front desks throughout the university (e.g., in residence halls and in heavily trafficked buildings, such as Bender Library and Mary Graydon Center). AUPD may also issue these alerts to community coordinators at off-campus housing controlled by AU and to the reception 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.

Timely Warnings, Safety Advisories and Emergency Notifications are governed by the University Policy on Clery Timely Warning Notices, Safety Advisories and Emergency Notifications, included in Appendix II.

Crime Alerts may also be posted at the following locations, in addition to residence halls:

- Mary Graydon Center Information Desk
- Washington College of Law Reception Desk
- Off Campus offices (4401 Connecticut Avenue, 3201 New Mexico Ave, 4200 Wisconsin Ave)
- Asbury, next to AU Central
- Mary Graydon Center First Floor, next to elevators
- In the Tunnel entrance to the Mary Graydon Center, next to the elevators
- Butler Ticket Office
- Bender Library, ground floor under the stairs
- McDowell Hall, behind the front desk
- Leonard Hall, behind the front desk
- Hurst Hall, next to Room #101
- Public Safety Building Front Desk

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**

AUPD 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. AUPD enters or updates reports within two business days of receiving the information. The log records virtually all crimes reported to AUPD. 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 <http://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 AUPD at 202-885-2537 or by email at [clerycompliance@american.edu](mailto:clerycompliance@american.edu).

# **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 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 resident student, upon applying/registering for campus housing and/or checking into his/her residence hall room, has the option to confidentially register an emergency contact ("missing person contact") for American University to notify, within 24 hours, of when the student has been determined to be missing. The missing person contact information will be registered confidentially and 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 at (202) 885-3636. 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. Contact the student via his or her telephone or email.
2. Check student's residence hall room, determine if student has been in class, determine if ID card has been used, and make a reasonable attempt to locate the student's vehicle (if any).
3. Check 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; October, 2014.

### **Frequency of Review and Update**

The 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 AUPD and the appropriate external law enforcement agencies (i.e. MPD, etc.). Students, faculty, staff, contractors and visitors are encouraged to report any criminal offense of which they are aware to AUPD and their local jurisdiction (i.e. MPD in the District of Columbia). Having all individuals report crimes empowers victims to make the decision about whether and when to report crimes and encourages members of the campus community to report crimes of which they are aware.

This is to ensure inclusion in the annual crime statistics and to aid in providing timely Crime Alerts to the community, when appropriate. American University is a private institution and is not subject to the Freedom of Information Act (FOIA). As such, the records contained within the University are generally considered confidential and are not released without prior approval or court order. Incidents may be reported in one of the following ways:

### Directly to American University Police Department

- You may dial 202-885-3636 or, from any on-campus telephone, extension 3636.
- You can make reports in person at the Public Safety Building or to uniformed university police officers on patrol throughout campus.
- Emergency phones are two-way call boxes, strategically installed around campus on towers, in buildings and in garages. Emergency phones used by AU come in a variety of designs and include blue emergency phone towers, blue light emergency phones, yellow emergency phone boxes, and red emergency phones. Blue emergency phone towers are equipped with cameras and with LED lighting to observe activity in that area and to make them noticeable. Blue light emergency telephones are connected to boxes in buildings and garages and are equipped with a blue light to make them noticeable. Yellow emergency phone boxes are also found inside of buildings and are bright yellow to make them noticeable. Red telephones located in various buildings and at the residence hall front desks. The red telephones are identified by signs. Each type of these telephones automatically connect to the AUPD when the button on the box is pressed. If an individual needs help, this feature allows him or her to speak directly with AUPD. A communications specialist will send the appropriate emergency personnel to the caller. Note: In case of emergency, an individual may dial extension x3636 from any on-campus telephone or dial 202-885-3636 from a cell phone.
- You can also make a confidential report through AUPD's Crime Stoppers web page at <http://www.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.

## **Rave Mobile Safety Guardian App**

The University makes the Rave Mobile Safety Guardian app for iOS and Android devices available 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 AUPD, 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 <http://www.american.edu/publicsafety> for more information about the Rave Mobile Safety Guardian app.

Unless otherwise noted, reports made to AUPD will be included in annual statistical compilations and the daily crime log, when appropriate, and will be evaluated for timely warning consideration.

## **Other Reporting Options**

- 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 page 104). These reports will also be included in annual statistical compilations and evaluated for timely warning consideration, but only crimes reported to AUPD will be included in the daily crime log. If reports are made to other university officials and forwarded to AUPD, AUPD may include the crimes reported, provided that there is enough information in terms of classification, timeframe, and location.
- 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’s OASIS (Office of Advocacy Services)

for Interpersonal and Sexual Violence) program<sup>2</sup>; 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.

## **Record Keeping and Use of Information Disclosed to the American University Police Department**

American University complies with applicable publicly available recordkeeping requirements, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim(s). The following contains additional information regarding the protection and dissemination of information obtained through crime reporting:

### Protection and Dissemination of Information

#### 1. Incidents Reported Directly to AUPD or Received Through Other Law Enforcement Agencies

Information obtained through traditional reporting to American University Police Department or other law enforcement agencies contains personally identifiable information regarding the subject (if known) and victim of reported crimes. This information is maintained in the department's internal records management system and is restricted to specific department employees only. Dissemination of applicable incident information is made in accordance with established internal policy and only with the approval of the Executive Director of University Police and Emergency Management or designee. This information may be released to the following entities:

- a. Student Conduct and Conflict Resolution Services (AU) for the purpose of referring incidents involving students for administrative adjudication;
- b. Dean of Students or designee;
- c. University Title IX Compliance Office for Title IX compliance;

---

<sup>2</sup> The victim advocates in the Office of Advocacy Services for Interpersonal and Sexual Violence (OASIS) are considered Campus Security Authorities (CSAs). In this capacity, advocates are required to collect anonymous, non-identifying information for crimes occurring on Clery reportable geography. This information will be included in annual statistical compilations, included in the daily crime log and evaluated for timely warning and/or emergency notification consideration.

- d. American University Human Resources Department for the purpose of referring incidents involving staff for administrative adjudication;
- e. American University's Provost for the purpose of referring incidents involving faculty for administrative adjudication;
- f. External law enforcement partners for the purpose of criminal investigations;
- g. External judicial systems for the purpose of pursuing criminal charges;
- h. Other entities as directed by the Executive Director of University Police and Emergency Management and as permissible or required by court order or by federal or District of Columbia Law.

Public disclosures of incidents reported to AUPD (i.e. crime/fire logs, annual statistics, etc.) do not contain personally identifiable information pertaining to the victim. Information contained in such documents is aggregate statistical data regarding specific types of crimes only and does not contain information which could be used to identify a victim. Information pertaining to a suspect may, in rare occasions, be used in the dissemination of crime information through timely warnings, if such information aids in preventing future occurrences of a crime or aids in the apprehension of a criminal.

## 2. Incidents Reported Through CSA Disclosure Forms

The CSA disclosure form is designed to collect non-identifying information for the purposes of crime disclosures and statistical reporting. This form is submitted directly to the Clery Compliance Officer or the Executive Director for University Police and Emergency Management. The information contained on CSA disclosure forms is not released to individuals outside of the American University Police Department.

## **REPORTING HAZING**

Hazing is strictly prohibited at AU. It is incompatible with the university's academic mission and compromises personal liberties. The university prohibits hazing by any member of the campus community, on and off campus. Hazing can be physical or psychological in nature. It is an intentional act or method of initiation into admission into, affiliation with, or as a condition of continued membership in a group, club, organization, or team that subjects another person, whether voluntarily or involuntarily, to conduct that may injure, abuse, humiliate, harass, intimidate or otherwise harm that person.

Examples of hazing include, but are not limited to planning and/or participating in the following:

1. requiring, encouraging or expecting individuals to participate in activities that are illegal or unlawful and that are inconsistent with the group's mission and values and with the policies of the University, including the Student Conduct Code;
2. requiring or inflicting upon another any strenuous activity, such as calisthenics; and physical and psychological shocks, such as line-ups, berating, verbal abuse, threats, and name-calling;
3. forcing or requiring extended isolation or unnecessary exposure to severe or inclement weather;
4. expecting or inflicting any physical abuse upon another, including paddling, tattooing, or branding in any form;
5. creating excessive fatigue, sleep deprivation or interference with scholastic activities, including imposing late night work sessions, meetings, or sleepovers;

6. requiring costuming, alterations of appearance, blindfolding (except as part of a sanctioned ritual), carrying unusual items, or wearing of uniforms or apparel that is conspicuous and not normally in good taste;
7. forcing or requiring ingestion of alcohol or any other liquid or concoction, solid matter, food, or gas;
8. preventing others from practicing personal hygiene;
9. withholding information or personal property from others that is essential to daily functioning (e.g. wallets, keys, swipe cards, money, phones, computers, or any other personal property);
10. requiring others to perform errands, provide entertainment, use personal funds to purchase any item for another person or to pay for organizational activities (outside of regular membership dues and assessments), or to engage in any activities that a reasonable person would find degrading or personally objectionable;
11. transporting others against their will;
12. conducting quests or hunts, whether or not such activities endanger participants or require them to damage, remove, or steal property;
13. addressing, interrogating, or deceiving others in a manner that may psychologically injure, abuse, humiliate, harass or intimidate them;
14. restricting normal daily activity on campus (e.g. requiring people to be silent or isolating themselves, not allowing them to be in certain parts of campus, or not allowing them to talk to friends, roommates, family members, etc.);
15. Misleading an individual or individuals into believing that they will be inducted or initiated by participating in particular activities.

Exclusion of a specific example should not be interpreted as indicating that the excluded conduct is acceptable or permissible.

Members of the University community are expected to report hazing or suspected hazing activities as soon as possible and to cooperate with University officials who investigate reports. If a charge or hazing 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 be notified.

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.

Conduct Council sanctions for individuals found responsible for hazing include suspension or dismissal from the University. Sanctions for group or organization misconduct may include revocation or denial of registration or recognition, as well as other appropriate sanctions.

To report incidents of hazing or suspected hazing and to obtain further information about this policy and reporting procedures, contact the Office of the Dean of Students (202-885-3300, Butler 408) or Public Safety (202-885-2527, Public Safety Building).

Reports also may be submitted using the reporting form on the Dean of Students Web page:  
[www.american.edu/ocl/dos](http://www.american.edu/ocl/dos)

## **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](http://american.edu/emergency). The 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](http://american.edu/emergency).

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

Once such an emergency has occurred and has been confirmed by AUPD, the President of AU, the Executive Director of University Police and Emergency Management and the Executive Director of Risk, Safety, and Transportation Services 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 Executive Director of University Police and Emergency Management, the Executive Director of Risk, Safety and Transportation Services and other individuals added to the ERT for specific incident needs 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\*:

- Executive Director of Risk, Safety and Transportation Services, ERT Leader, 202-885-2534
- Executive Director of University Police and Emergency Management, ERT Leader, 202-885-2549

\* Other members will be added on specific incident needs.

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. AUPD 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](http://american.edu/emergency), also contains numerous resources for emergency planning (e.g., shelter-in-place and mass-care procedures).

The 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 annually. Training is provided to building marshals based on the outcomes of the drill.

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 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 3, 2014 (weather delay) March 6, 2014 (DC Water Alert); March 7, 2014 (DC Water Alert); March 12, 2014

(weather closing); March 13, 2014 (delayed opening—weather); March 5, 2014 (DC water alert); and March 17, 2014 (weather closing); June 10, 2014 (power outage); October 15, 2014 tornado warning); November 3, 2014 (police activity); January 6, 2015 (weather operating status), January 12, 2015 (weather delay); January 27, 2015 (weather delay); February 5, 2015 (police activity); February 16, 2015 (weather closing); February 21, 2015 (weather closing); February 26, 2015 (weather operating status); March 1, 2015 (weather conditions-ice); March 2, 2015 (weather operating status); March 5, 2015 (weather closing); March 6, 2015 (weather delay); April 20, 2015 (power outage), June 24, 2015 (power outage), October 1, 2015 (fire alarm); January 21, 2016 (weather operating status); January 24, 2016 (weather operating status); January 25 2016 (weather operating status); January 26, 2016 (weather operating status); February 15, 2016 (weather operating status); February 16, 2016 (weather operating status); June 9, 2016 (police/fire activity); July 1, 2016 (police activity); and September 6, 2016 (police/fire activity)

AU tests the emergency response and evacuation procedures on at least an annual basis, including tests that may be announced or unannounced. The following describe tests conducted in 2013, 2014, 2015 and 2016:

Date of Test	Description of Exercise	Time Started/Ended	Announced or Unannounced
03/14/2013	Test of University’s Mass Notification Systems: Alertus Beacons, RAVE Alerts email, phone, twitter, and Fourwinds monitor systems to ensure interoperability and end user proficiency.	1512/1514	Announced through Today@American email.
10/17/2013	Test of University’s Mass Notification Systems: Alertus Beacons, RAVE Alerts email, phone, twitter, and Fourwinds monitor systems to ensure interoperability and end user proficiency.	1019/1025	Announced through Today@American email.
03/13/2014	Test of University’s Mass Notification Systems: Alertus Beacons, RAVE Alerts email, phone, twitter, and Fourwinds monitor systems to ensure interoperability and end user proficiency.	1101/1103	Announced through Today@American email.
01/08/2015	Test of University’s Mass Notification Systems: Alertus Beacons, RAVE Alerts email, phone, twitter, and Fourwinds monitor systems to ensure interoperability and end user proficiency.	1229/1234	Announced through Today@American email.
09/06/2016	An exercise was conducted by members of the Risk Management, Safety and Transportation Programs, American University Office of Information Technology and the AUPD consisting of the following drills  Drill 1:  Test of University’s Mass email used for campus-wide timely warnings and detailed notifications regarding critical incidents effecting the University. The test was completed by members of the American University Police Department as part of drill to ensure end-user proficiency in system use.	1005/1046	Announced through University-wide email notification

	<p>Drill 2:</p> <p>Test of University’s Mass Notification Systems: Alertus Beacons; and RAVE Alerts email, phone, twitter, and Fourwinds monitor. This test was completed by members of the Risk Management, Safety and Transportation Programs Office, the Office of Information Technology, and AUPD</p> <p>Members of AUPD sent the test notifications through the system to ensure proficiency in the use of the system.</p> <p>Members of AUPD and Risk Management, Safety and Transportation Programs conducted checks of notifications systems both physical devices and electronic mediums to ensure successful delivery of messages.</p> <p>Members of the AUPD and Office of Information Technology conducted checks on each system to ensure proper delivery of messages from the RAVE system to each notification platform and to the Alertus Beacons.</p> <p>Drill 3:</p> <p>Members of the AUPD conducted an unannounced and scheduled audit of contact information for all Risk Management and Police Department personnel and conducted a simulated drill call up of all Risk Management and Police Department personnel for emergency response to campus.</p> <p>Drill 4:</p> <p>Members of the AUPD conducted an unannounced and scheduled audit of access to critical systems including the RAVE notification system and security camera system and drilled members of the Communications Unit on the use of each system to ensure proficiency in each system so that they could be utilized during situations including but not limited to active shooters, barricades and hazmat incidents.</p> <p>Drill 5:</p> <p>Members of the AUPD conducted a test of the notification procedure for obtaining external resources during an emergency situation. Contact numbers for external resources (i.e. police/fire/gas/ etc.) were verified through audit. A review of the procedures for obtaining external resources was conducted by members of the AUPD Communications Unit.</p>		
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--

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 Executive Director of University Police and Emergency Management 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:

**Register for AU Alerts** at <https://getrave.com/login/auguest>. Individuals or groups visiting university facilities, including university contractors, may register for alerts through this site.

**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 Police Department on Twitter @AUPublicSafety. Create a free Twitter account at [twitter.com](https://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

### **DC Metropolitan Police Department**

mpdc.dc.gov/service/dc-police-alert

@DCPoliceDept

### **Alert DC**

textalert.ema.dc.gov

@DC\_HSEMA

The Police Department 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 who choose to register with the Academic Support and Access Center and request accommodation for an impairment that may impact their ability to evacuate a building in an emergency, 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). The students are instructed to wait in a designated area of rescue assistance. Information about the ASAC can be found at [american.edu/asac](http://american.edu/asac) or by calling 202-885-3360.

Housing staff provides information on emergency evacuation plans and designated areas of rescue in the residence halls during the opening floor meetings at the beginning of each semester.

The Office of Risk, Safety and Transportation Programs has placed “Areas of Rescue Assistance” signs in highly trafficked areas of 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 <http://www.american.edu/finance/publicsafety/asr.cfm>.

A paper copy of the report is available from AUPD at 202-885-2537 or [clerycompliance@american.edu](mailto:clerycompliance@american.edu).

## **Preventing And Responding To Sex Offenses And Incidents Of Domestic Violence, Dating Violence, Sexual Assault, And Stalking**

The University's Title IX Compliance Project Team is responsible for recommending policies and procedures to respond to domestic violence, dating violence, sexual assault, and stalking. Programs regarding the prevention of domestic violence, dating violence, sexual assault, and stalking are offered regularly through American University's Human Resources Department, the Office of Campus Life and by AUPD to students, faculty, and staff. AUPD 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 <http://www.american.edu/ocl/wellness/about-sexual-assault-resources.cfm>. The Human Resources Department provides a variety of online and in person training for faculty and staff.

### **BYSTANDER INTERVENTION TRAINING: STEP UP!**

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, 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! using the 3 D's – Direct, Delegate, Distract.

#### **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 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 is offered by request. Any university group, including academic classes, may request a training program. Each training session lasts 90 minutes.

For more information about Step Up!, please visit [american.edu/ocl/stepup](http://american.edu/ocl/stepup) or [www.facebook.com/StepUpAU](http://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**

All AU undergraduate and graduate students are expected to complete online courses 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.

### **PEER EDUCATION AND MANDATED PROGRAMMING**

During Welcome Week, all incoming undergraduate students are required to attend “Empower AU”, a 90-minute peer-facilitated sexual violence prevention workshop. In the program’s pilot year (2015-2016 AY), Empower AU facilitators trained over 2400 students in consent, communication, bystander intervention, and resources on and off campus.

Additional sexual violence prevention workshops are available through the Peer Wellness Education Program. Peer Wellness Educators provide workshops to the broader American University community on a range of college wellness topics, including consent, dating violence, and stalking. They are also trained to be experts on campus and community resources.

To request a workshop, email [wellnesscenter@american.edu](mailto:wellnesscenter@american.edu).

## **FRATERNITY AND SORORITY LIFE (FSL)**

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:

### **Emerging Leaders Conference (for new members)**

In 2016, approximately 385 new members received a full curriculum of information related to their experience in FSL. The main presentation focused on hazing prevention, reporting mechanisms for Title IX complaints, and safety at social functions. Students attended two break-out sessions at the conference including topics such as:

- Sexual Violence: Trauma, the Brain, and Effective Helping
- The Culture of Safety is Possible
- Unpacking Privilege through the Lens of Social Excellence
- The Struggle is Real: Mental, Emotional, and Psychological Wellness in FSL
- LGBTQIA+ & FSL
- The Action Continuum as a Guide to FSL Civic Engagement
- Allyship & Coalition Building Against Discrimination: Oklahoma Fraternity Racism
- Leadership and Academic Excellence through the Coaching Model
- Self Defense 101
- FSL Setting the Tone of Social Responsibility
- Title IX Focus Groups
- Men Can Stop Rape Focus Groups
- Safe Space room for triggered individuals staffed throughout
- Greeks United for Inclusivity, Diversity, and Equity Meetup
- Greek Wellness Coalition Meetup
- The Dark Power of Fraternities: Understanding the Modern Sorority/Fraternity Movement
- Empowering Inclusive Sororities and Fraternities
- Keep Calm and Be You: FSL Ground Up Leadership
- Four Years and Beyond
- FSL's Core of Social Justice: Philanthropy, Services, and Community Partnership Best Practices
- FSL Isn't Everything: Mastering the Balancing Act
- LGBTQIA+ Safe Space Meet Up

### **Step Up Training: Sexual Assault Prevention and Bystander Intervention Education**

Provided by the Wellness Center and required for all new members each semester

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](http://augreeklife.com).

### **Faculty/Staff Specific Programming**

#### **Preventing Harassment Discrimination and Sexual Violence: Title IX, VAWA, Clery Act for Faculty and Staff --**

The course educates faculty and staff about sex discrimination and sexual violence, as well as how American University prohibits such offenses, and employees' responsibility to respond

**Refresher Preventing Harassment Discrimination and Sexual Violence: Title IX, VAWA, Clery Act for Faculty and Staff** –The course covers sex discrimination and sexual violence, as well as how American University prohibits such offenses and employees' responsibility to respond

**Unlawful Harassment Prevention for Higher Education** – The training is intended to prevent workplace discrimination and harassment – racial, ethnic, sexual or otherwise – and to promote respect for colleagues.

**Unlawful Harassment Prevention Supervisor Supplement for Higher Education** – The training covers a manager's responsibilities when issues involving discrimination and harassment arise.

***New Hire Orientation for Full-Time Staff***– Within the first 30 days of employment, full-time staff attend a comprehensive introduction to American University that includes an overview of university policies, including the Discrimination and Sexual Harassment Policy and procedures.

#### ***Periodic Employee Training***

The Title IX Program Officer, Dean of Students offers periodic training to university employees regarding Title IX obligations. The Office of Advocacy Services for Interpersonal and Sexual Violence offers periodic training on variety of issues related to sexual assault for employees.

## **REPORTING SEX-RELATED OFFENSES AND INCIDENTS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING TO AUPD**

The university prohibits dating violence, domestic violence, sexual assault and stalking as defined by local law. Definitions of these crimes as defined by local law are provided in the Definition of Clery Act Reportable Crimes Section of this Report.

Section 22-3001 of the District of Columbia Official Code defines consent as the word 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.

As it pertains to student disciplinary matters, the American University Student Conduct Code defines consent as 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.

AUPD provides the following information to all victims of domestic violence, dating violence, sexual assault and stalking:

Individuals should report sex-related offenses and incidents of domestic violence, dating violence, sexual assault, and stalking to AUPD as soon as possible. AUPD 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 criminal or civil action. If you so choose, AUPD 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 AUPD, the employee is provided with information about services, including the Employee Assistance Program, Employee Relations, protective orders, and victim assistance programs.

AUPD has the option to bar individuals from all AU property when they are a respondent in an allegation involving sexual assault, domestic violence, dating violence, or stalking. Barring notices serve as formal warnings that recipients are not permitted to return to all property owned or controlled by American University. Failure to comply with the conditions of a barring notice may result in arrest under Section 22-3302 of the District of Columbia Official Code. Barring notices are in effect for a period of five years from date of issuance unless otherwise rescinded. Only the Executive Director of University Police and Emergency Management may rescind a barring notice. In situations regarding university affiliates, the Executive Director or their designee will coordinate barring the individual with the appropriate office.

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

In addition to filing a report with AUPD, 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 III 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"):

### **Complaints against Students**

A complaint against a student is referred to the university's Title IX Program Officer (American University, Butler Pavilion 408, 4400 Massachusetts Avenue NW, Washington, DC 20016; 202-885-3373; Title IX@american.edu; or the Deputy IX Program Officer for university students; (American University, Butler Pavilion 408, 4400 Massachusetts Avenue NW, Washington, DC 20016; 202-885-3300 dos@american.edu).

### **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, 4300 Nebraska Avenue NW, Washington, DC 20016; 202-274-4052; djaffe@wcl.american.edu).

### **Disability Complaints involving Students**

Complaints of student matters are referred to the Section 504 Officer, (Director, Academic and Disability Support, MGC 243

4400 Massachusetts Avenue NW, Washington, DC 20016; 202-885-3360; demillew@american.edu).

### **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).

### **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).

### **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 Office 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. Further, the university will maintain as confidential, any accommodations or protective

measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the university to provide the accommodations or protective measures.

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:

### **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.

### **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.

### **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.

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.

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

Complaints filed under the university's Discrimination and Sexual Harassment Policy may lead to the initiation of student disciplinary procedures after an investigation is conducted through the Title IX Office. A student has the option of bringing forth a complaint directly to Student Conduct and Conflict Resolution Services. Complaints brought forth to Student Conduct and Conflict Resolution Services will be investigated by the Title IX Office prior to adjudication. The following information is derived from the Student Conduct Code and a copy of the Student Conduct Code can be found as Appendix IV 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 the Student Conduct Code
11. To appeal the outcome of the case according 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, of the procedures to appeal the results as described in the Student Conduct Code, or any change to the results that occurs prior to the time the results become final,

and when such results become final; 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 complainant/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 member. However, the role of advisor is limited to consultation as described in 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.

Students and employees are provided written notification about their rights and options, including services and protective measures available to victims of domestic violence, dating violence, sexual assault and stalking. These services include existing counseling, health, mental health, victim advocacy, legal assistance, and other services available on and off campus. These notifications will also include how to request changes to academic, living, working situations, and other protective measures. This information is provided in several places including the ASR, OASIS brochures, our website, and emails AU sends to complainants when a report is filed.

### **DISTRICT OF COLUMBIA**

#### **AU OASIS (Office of Advocacy Services for Interpersonal and Sexual Violence)**

202-885-7070

**Collegiate Assistance Program**

1-855-678-8679

**DC Rape Crisis Hotline**

202-333-RAPE (7273)

**AU Dean of Students**

202-885-3300

**Emergencies On-Campus**

202-885-3636

**Emergencies Off-Campus/To File A Report for An Off Campus Incident**

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](http://ohl.rainn.org/online)

## **OASIS: Advocacy Services**

American University's Office of Advocacy Services for Interpersonal and Sexual Violence (OASIS) provides victim advocacy services for anyone in the campus community who is a survivor of sexual violence (sexual assault, dating or domestic violence, and stalking). OASIS staff consists of the Sexual Assault Prevention Coordinator and Coordinator of Victim Advocacy Services. Advocacy services include emotional support, crisis intervention, psychoeducation, referrals, as well as assistance throughout the investigation and conduct process.

Campus advocates are not considered "responsible parties," meaning they are not required to report instances of sexual violence to the University's Title IX Officer. However, a campus advocate can assist any student in making a report, if they would like to pursue a campus investigation. An advocate is required to break confidentiality if there is immediate danger to human life.

The victim advocates in the Office of Advocacy Services for Interpersonal and Sexual Violence (OASIS) are considered Campus Security Authorities (CSAs). In this capacity, advocates are required to collect *anonymous, non-identifying* information for crimes occurring on campus or in American University-owned buildings. This information will be included in annual statistical compilations, included in the daily crime log, and evaluated for timely warning consideration.

AU's OASIS, Police Department, and/or other departments can provide any complainant 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.

Contact OASIS at OASIS@american.edu or (202) 885-7070.

## **COLLEGIATE ASSISTANCE PROGRAM**

The Collegiate Assistance Program (CAP) provides access to a Nurseline service and a Student Assistance Program designed to help students manage common problems and stressors that can detract from academic success.

The services are available to students 24 hours per day, 7 days per week, by calling 1-855-678-8679. These services are provided by United Healthcare.

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](http://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, 202-885-3380, [shc@american.edu](mailto:shc@american.edu) or visit [american.edu/ocl/healthcenter](http://american.edu/ocl/healthcenter).

## **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 AUPD in filing a report with the MPD.
5. You can access medical care without consenting to a crime investigation by AUPD 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:

- For immediate medical support, call 1-800-641-4028 to connect with the Sexual Assault Nurse Examiner Program. The SANE Program will connect you with a confidential advocate who can arrange free transportation for you and support persons to and from the Washington Hospital Center. Law Enforcement will not be involved unless requested by the individual accessing the SANE program. The SANE program provides free medical examinations to collect and preserve evidence. Additionally, SANE provides free STI/HIV testing and preventative treatment for STI/HIV and pregnancy. An individual can choose which portions of the SANE program they want to utilize. This means that an individual can skip the forensic exam and simply access the SANE program for free preventative STI/HIV and pregnancy medication. 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.
- 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 AUPD can help you arrange transportation to the hospital via cab voucher or ambulance.
- 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 Clery's Campus Security Authority reporting requirements.
- American University's Office of Advocacy Services for Interpersonal and Sexual Violence (OASIS) provides victim advocacy services for anyone in the campus community who is a survivor of sexual violence (sexual assault, dating or domestic violence, and stalking). OASIS staff consists of the Sexual Assault Prevention Coordinator and Coordinator of Victim Advocacy Services.

Advocacy services include emotional support, crisis intervention, psychoeducation, referrals, as well as assistance throughout the investigation and conduct process.

Campus advocates are not considered “responsible parties,” meaning they are not required to report instances of sexual violence to the University’s Title IX Officer. However, a campus advocate can assist any student in making a report, if they would like to pursue a campus investigation. An advocate is required to break confidentiality if there is immediate danger to human life.

The victim advocates in the Office of Advocacy Services for Interpersonal and Sexual Violence (OASIS) are considered Campus Security Authorities (CSAs). In this capacity, advocates are required to collect *anonymous, non-identifying* information for crimes occurring on campus or in American University-owned buildings. This information will be included in annual statistical compilations, included in the daily crime log, and evaluated for timely warning consideration

- 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 AU's Office of Advocacy Services for Interpersonal and Sexual Violence at [OASIS@american.edu](mailto:OASIS@american.edu) or 202-885-7070 for confidential support.

## 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:

### Students

#### Professional Counselors—Counseling Center

214 Mary Graydon Center 202-885-3500  
(including the satellite office located in the Washington College of Law)

#### OASIS (Office of Advocacy Services for Interpersonal and Sexual Violence)

Wellness Center  
McCabe 123  
202-885-7070  
[OASIS@american.edu](mailto:OASIS@american.edu)<sup>3</sup>

---

<sup>3</sup> The victim advocates in the Office of Advocacy Services for Interpersonal and Sexual Violence (OASIS) are considered Campus Security Authorities (CSAs). In this capacity, advocates are required to collect *anonymous, non-identifying* information for crimes occurring on campus or in American University-owned buildings. This

**Medical Staff—Student Health Center**

McCabe First Floor 202-885-3380

**Ordained Clergy—Kay Spiritual Life Center**

202-885-3336

**Faculty/Staff**

**Ordained Clergy—Kay Spiritual Life Center**

202-885-3336

**Faculty and Staff Assistance Program**

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](http://american.edu/hr/fsap.cfm).

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.

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 Office of Advocacy Services for Interpersonal and Sexual Violence at [OASIS@american.edu](mailto:OASIS@american.edu) or 202-885-7070 for support and 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.

---

information will be included in annual statistical compilations, included in the daily crime log, and evaluated for timely warning consideration.

## Understanding the Difference between Healthy and Unhealthy Relationships

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

## **Civil Protection Orders & No Contact Orders**

### **NO CONTACT ORDERS**

The Dean of Students or designee within the Office of the Dean of Students may issue a no contact order to parties involved in allegations involving sexual assault, domestic violence, dating violence, or stalking. This is done as an interim measure to prevent contact between parties, directly or indirectly through a third party, involved in an allegation involving sexual assault, domestic violence, dating violence, or stalking. No contact orders are administratively enforceable and violators are subject to administrative charges for failure to comply with the conditions of a no contact order.

### **CIVIL PROTECTION ORDERS (WASHINGTON, DC)**

A civil protection order (CPO) is a court 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 ([http://www.dccourts.gov/internet/superior/org\\_dvu/main.jsf](http://www.dccourts.gov/internet/superior/org_dvu/main.jsf)), which is in the Superior Court. The Office of the Attorney General for the District of Columbia ([oag.dc.gov](http://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

Satellite Domestic Violence Intake Center  
1328 Southern Avenue SE Suite 311

Washington, DC  
202-879-0152

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 Police Department, 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**

### **Police Department**

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

### **OASIS (Office of Advocacy Services for Interpersonal and Sexual Violence)**

Wellness Center

McCabe 123

202-885-7070

OASIS@american.edu

## **EXTERNAL RESOURCES**

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

### **“Break the Cycle”**

[breakthecycle.org](http://breakthecycle.org)

### **The Network for Victim Recovery of DC**

[nvrdc.org](http://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 Offense Registry at [mpdc.dc.gov/service/sex-offender-registry](http://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 dating and domestic violence, stalking, sexual harassment and/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](http://american.edu/policies).

Complaints may be directed to the University's Title IX Program Officer or Deputy Officers:

### **Title IX Program Officer** – for complaints against university students

408 Butler Pavilion  
4400 Massachusetts Avenue, NW Washington, DC 20016  
202-885-3373  
Title [IX@american.edu](mailto:IX@american.edu)

### **Deputy Title IX Program Officer** – for complaints against university students

Dean of Students  
408 Butler Pavilion  
4400 Massachusetts Avenue, NW Washington, DC 20016  
202-885-3300  
[dos@american.edu](mailto:dos@american.edu)

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

WCL Dean of Student Affairs  
4300 Nebraska Avenue NW Washington, DC 20016  
202-274-4052  
[djaffe@wcl.american.edu](mailto:djaffe@wcl.american.edu)

### **Section 504 Officer** – for student disability discrimination complaints

Director, Academic Support and Access Center MGC 243  
202-885-3360  
[demillew@american.edu](mailto:demillew@american.edu)

**Deputy Title IX Program Officer** – for complaints against faculty members, faculty administrators, and individuals with teaching responsibilities

Dean of Academic Affairs, Leonard Hall Lower Level

202-885-2125

deanofacademicaffairs@american.edu

**Deputy Title IX Program 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 (“Code”), defines types of sexual misconduct and outlines the procedures for resolving complaints through the student disciplinary system. The Student Conduct Code is available at <https://www.american.edu/ocl/sccrs/upload/AU-Student-Conduct-Code.pdf> or by calling 202-885-3328.

General information and resources pertaining to sexual assault are available at

<http://www.american.edu/ocl/TitleIX/>. Additional information can be found by contacting OASIS (Office of Advocacy Services for Interpersonal and Sexual Violence) at 202-885-7070 or [OASIS@american.edu](mailto:OASIS@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.

### **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 in specific apartments within the Berkshire Apartments at 4201 Massachusetts Avenue NW, Washington, DC.<sup>4</sup> At this location, building attendants staff the front desk 24

---

<sup>4</sup> The Department of Education released guidance in June 2016 which defined reasonably contiguous geographic area to be an area within one mile of an on campus property. Based on this guidance, the

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 at 2807 Connecticut Avenue, N.W., Washington, D.C. through the Washington Intern Student Housing Program. A full-time community coordinator, 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 notification and accurate statistics, we encourage individuals to contact AUPD after filing a report with MPD.

### **ALARMS AND SECURITY CAMERAS**

American University Public Safety utilizes security cameras to enhance personal safety, deter and investigate crime, and protect University property. The use of security cameras will be conducted in manner compliant with all federal and district laws and consistent with the ideals of the university so as to minimize the intrusion of the privacy of faculty, staff, students, and visitors in their personal and professional activities. It will be used for legitimate safety and security purposes only. Public Safety also maintains a network of door alarms that alert on duty staff that a door has been propped open or has been breached. There are also duress alarms located at key locations throughout the university.

### **SALTO LOCKS FOR ENHANCED RESIDENCE HALL AND BUILDING SECURITY**

Public Safety has installed Salto-locking technology in all on-campus 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

---

apartments leased directly through AU as well as the common areas within the Berkshire Apartments are now considered on-campus housing for statistical purposes only. AU does not own the Berkshire apartments nor is the building physically located on campus.

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 <https://auabroad.american.edu>. 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 Executive 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. You can also e-mail yourself a scanned copy of these documents.
- 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](http://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. The 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](http://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](http://usembassy.gov).
- To contact the Department of State while in the United States, call 888-407-4747 during business hours and +1 202-501-4444 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 university's Title IX Program Officer. The Title IX Program Officer 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 an AU victim advocate. The victim advocate (OASIS@american.edu or 202-885-7070) 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 an AU confidential victim advocate at oasis@american.edu or 202-885-7070. 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](https://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**

American University's Office of Advocacy Services for Interpersonal and Sexual Violence (OASIS) provides free and anonymous advocacy services<sup>5</sup> for anyone in the campus community who is a survivor of sexual violence (sexual assault, dating or domestic violence, and stalking, whether they are domestic or abroad.

---

<sup>5</sup> The victim advocates in the Office of Advocacy Services for Interpersonal and Sexual Violence (OASIS) are considered Campus Security Authorities (CSAs). In this capacity, advocates are required to collect *anonymous, non-identifying* information for crimes occurring on campus or in American University-owned buildings. This information will be included in annual statistical compilations, included in the daily crime log, and evaluated for timely warning consideration.

OASIS staff consists of the Sexual Assault Prevention Coordinator and Coordinator of Victim Advocacy Services. As confidential resources, OASIS staff are not will not report a sexual assault, unless requested by the victim/survivor or unless there is immediate danger to human life.

Contact OASIS at [OASIS@american.edu](mailto:OASIS@american.edu) or (202) 885-7070.

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](http://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](http://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](http://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 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](mailto: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 dating or domestic violence, stalking, 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](http://american.edu/policies).

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

**Title IX Program Officer** – for complaints against university students

408 Butler Pavilion  
4400 Massachusetts Avenue, NW Washington, DC 20016  
202-885-3373  
Title [IX@american.edu](mailto:IX@american.edu)

**Deputy Title IX Program Officer** – for complaints against university students  
Dean of Students  
408 Butler Pavilion  
4400 Massachusetts Avenue, NW Washington, DC 20016  
202-885-3300  
[dos@american.edu](mailto:dos@american.edu)

**Deputy Title IX Program Officer** – for complaints against Washington College of Law students  
WCL Dean of Student Affairs  
4300 Nebraska Avenue, NW Washington, DC 20016  
202-274-4052  
[djaffe@wcl.american.edu](mailto:djaffe@wcl.american.edu)

**Section 504 Officer** – for student disability discrimination complaints  
Director, Academic Support and Access Center, MGC 243  
202-885-3360  
[demillew@american.edu](mailto:demillew@american.edu)

**Deputy Title IX Program Officer** – for complaints against faculty members, faculty administrators, and individuals with teaching responsibilities  
Dean of Academic Affairs Leonard Hall Lower Level  
202-885-2125  
[deanofacademicaffairs@american.edu](mailto:deanofacademicaffairs@american.edu)

**Deputy Title IX Program 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](mailto: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](http://american.edu/ocl/sccrs) or by calling 202-885-3300.

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

## **COLLEGIATE ASSISTANCE PROGRAM**

The Collegiate Assistance Program (CAP) provides access to a Nurseline service and a Student Assistance Program designed to help students manage common problems and stressors that can detract from academic success. The services are available to students 24 hours per day, 7 days per week, by calling 1-855-678-8679. These services are provided by United Healthcare.

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](http://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.

## **Study Abroad Program—Madrid, Spain**

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

The programs in Madrid are designed for students who seek a structured study abroad program focusing on the academic themes of contemporary Spain, international relations, or business. The programs are organized by three full-time staff members in Madrid who coordinate course work and homestays, internships, excursions, and other cultural events.

The programs offer 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, business, 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 programs, 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, lunch, evening meals, and, in most cases, weekly laundry privileges. Students stay in single rooms. Students commute approximately 30 minutes from their homestays to the program offices in the center of Madrid. During program excursions, students stay in hotels.

AU leases office space at:

AU Center  
Recoletos 6  
Madrid, Spain 280001

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 or Azahara Linares at 00 34 617 061167.

In the AU Center, the front door on the street must be rung and opened from the inside before anyone can enter the building. The center opens from 8:00 a.m. to 9:00 p.m. and is closed on weekends. However, the director and coordinators 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 Instituto Superior de Derecho y Economía (ISDE) 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 Executive Director of AU Abroad in Washington would be contacted to see if any communication from the student had been received, and the Executive 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 Executive Director of AU Abroad, call 202-885-1321 or send an email to [dumont@american.edu](mailto: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](http://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 and 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 non-essential 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](mailto:askacs@state.gov)

The American Citizen Services unit of the consular section provides information and assistance to U.S. citizens in the Madrid area. This 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. The Business in Europe program offers students a well-rounded academic experience on the European business environment. Students will learn ins-and-outs of Brussels, the capital of Europe, through a combination of direct enrollment courses, AU Brussels Center courses, an internship, and daily interactions with Europeans

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 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 Executive Director of AU Abroad in Washington would be contacted to see if any communication from the student had been received, and the Executive 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 Executive Director of AU Abroad, call 202-885-1321 or send an email to [dumont@american.edu](mailto: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 (primarily French speaking)  
Rue Blanche  
24-1060 Brussels  
Phone: 02-534-3636  
Fax: 02-534-8667  
[sosviol@brutele.be](mailto:sosviol@brutele.be)

An additional resource for the international community is:

Community Help Service Belgium  
24 hour helpline: 02-48-40-14  
Mental Health Centre 02-647-67-80  
<http://www.chs-belgium.org/en/>

## **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 Brussels, 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. Inside Belgium, dial 02-811-4000

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 02-811-4000 from inside Belgium.

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. These 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, Muguga Green Apt 17, Muguga Green Road, Westlands. 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
Security Coordinator 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 . . . . .	999 (landline) or 112 (mobile)
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 is located within an apartment and office building complex enclosed by high security fence. 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 student identification card 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 Executive Director of AU Abroad in Washington would be contacted to see if any communication from the student had been received, and the Executive 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 Executive Director of AU Abroad, call 202-885-1321 or send an email to [dumont@american.edu](mailto: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](http://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. (During the on-site orientation, you will be furnished with contacts of the taxi operators who work with AU Abroad Nairobi program).
- 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.
- Do not allow any unauthorized personnel in your group.
- Do not be 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.
- Do not squeeze past people on a crowded matatu. Instead, find a seat in the front few rows.
- Never board 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, alert the program security coordinator immediately. He will help you file a report at the nearest police station. Loss of such items as identification cards, credit cards, and cell phone must be reported within 24 hours.

## **GENERAL SAFETY PRECAUTIONS**

- Avoid public venues such as political rallies, bars, nightclubs, and restaurants that broadcast popular events and games. You should monitor local media for current information, and amend your travel and meeting arrangements accordingly. 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.
- 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 university-issued 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](http://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. Exercising common sense is your best weapon against tricks and scams.

### **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 so you may 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. You should comply without fighting back should you become a victim of violent robbery. 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

Fredrick K. Iraki  
Swahili Instructor  
Phone: 254-727-110881  
Email: kangetheiraki@gmail.com

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

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

United States International University  
P.O. Box 14634-00800  
Nairobi, Kenya Telephone: 020 360 6000

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

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

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

Frances Aldous-Worley  
Student Affairs Coordinator  
Phone: 254-708-848865  
Email: faworley@american.edu

AU Abroad  
American University  
4400 Massachusetts Avenue NW Washington, DC  
20016-8039

Sabina Ayot  
Homestays Coordinator  
Email: lydiasabina@yahoo.com

Telephone: 1-202-885-1320  
Fax: 202-885-1370  
Sara Dumont, Executive Director  
dumont@american.edu  
Kelly Jo Bahry, Senior Study Abroad Advisor  
bahry@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. The University Policy on Alcohol Service at University Events is included in Appendix I.

### **RESIDENCE HALL REGULATIONS**

The types of misconduct that subject a student to disciplinary action include but are not limited to: violation of laws pertaining 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; to host an event in the residence halls where alcohol is served to, provided to, or consumed by individuals under the age of 21; 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.

## **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. This includes the possession of marijuana. 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 75.

## 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.

### Wellness Center

#### How Can I Join?

The Wellness Center is staffed with health educators that use evidence-based approaches in their prevention and outreach work. They frequently meet with students, using brief motivational interviewing techniques, who have been identified as potentially high-risk drug or alcohol users and can make recommendations/referrals to more specialized resources when needed. The Wellness Center plans, implements, and evaluates campus wide programming on drug and alcohol education prevention and awareness, using a harm-reduction model. They also extensively train the Peer Wellness Educators on a range of health topics pertinent to the college population, including alcohol and other drugs. For more information about the Wellness Center, visit [american.edu/ocl/wellness](http://american.edu/ocl/wellness).

## **Student-Led Wellness Programs**

The Wellness Center is dedicated to delivering effective and engaging events and programs to the AU community. Peer Wellness Educators (PWEs) 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.

For more information about the recruitment process, please contact the Director of the Wellness Center by phone at 202-885-3255.

## **Screening, Counseling, and Treatment**

The Tobacco Cessation services are offered to all AU community members who would like individual support to quit smoking or chewing tobacco. More information regarding this can be found at <http://www.american.edu/initiatives/tobaccofree/Tobacco-Free-AU.cfm>.

The Wellness Center offers online information on alcohol consumption to all AU students who would like to explore personal decision making related to alcohol use. Information can be found at <http://www.american.edu/ocl/wellness/Alcohol.cfm>

The Wellness Center offers an education program offered to all AU students who would like to examine their use of marijuana to reduce risky behaviors and harmful consequences. The Wellness Center also offers information concerning marijuana and other drug consumption to the community through its website at <http://www.american.edu/ocl/wellness/Marijuana.cfm> and <http://www.american.edu/ocl/wellness/AOD-Information-and-Resources.cfm>.

## **Dean of Students**

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](http://american.edu/ocl/counseling).

Residence hall assistants and community 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.

## **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 214.

### **Counseling Center**

Mary Graydon, Room 214

202-885-3500

[american.edu/ocl/counseling](http://american.edu/ocl/counseling)

Free, confidential services for AU students, including:

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

## **Faculty and Staff Assistance Program**

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](http://american.edu/hr/fsap.cfm).

## **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:

### **Alcoholics Anonymous (AA)**

4530 Connecticut Avenue NW Suite 111  
Washington, DC 20008  
202-966-9115  
[aa-dc.org](http://aa-dc.org)

### **Narcotics Anonymous**

P.O. Box 9863  
Washington, DC 20016  
[na.org](http://na.org)

### **NIH National Institute on Alcohol Abuse and Alcoholism Support and Treatment**

1-800-662-HELP  
[niaaa.nih.gov/alcohol-health/support-treatment](http://niaaa.nih.gov/alcohol-health/support-treatment)

### **U.S. Department of Justice**

Drug Enforcement Administration  
<http://www.dea.gov/index.shtml>

### **Al-Anon**

[al-anon-alateen-dcmd.org](http://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](http://niaaa.nih.gov)

### **Rethinking Drinking – Concerned about your drinking habits?**

[rethinkingdrinking.niaaa.nih.gov](http://rethinkingdrinking.niaaa.nih.gov)

### **National Institute of Drug Abuse (NIDA)**

[drugabuse.gov](http://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

### **Caron Treatment Centers**

Caron's treatment centers and regional recovery programs transform lives impacted by addiction and substance use through proven, comprehensive and personalized behavior healthcare solutions. The Washington, DC regional recovery center provides information and referral services, and helps to ensure that patients who are leaving treatment and live in the Washington area are aware of the numerous services available to support their recovery.

7315 Wisconsin Avenue  
Suite 790 East  
Bethesda, MD 20814  
407-620-9633  
[sharris@caron.org](mailto:sharris@caron.org)  
[www.caron.org](http://www.caron.org)

## 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 April 5, 2016

*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.  
(2) In lieu of proceeding to trial or disposition under paragraph (1) of this subsection, the Mayor shall offer persons who are arrested, or criminally charged by information, for a first or second violation of this section, the option of completing a diversion program authorized and approved by the Mayor. The Mayor shall determine the content of the diversion program, which may include community service and alcohol awareness and education. If the person rejects enrollment in, or fails to comply with the requirements of, or fails to complete within 6 months, the diversion program, he or she may continue to be prosecuted in accordance with paragraph (1) of this section [subsection]. The Mayor, may, at his discretion, decline to offer diversion to any

person who has previously been convicted of, any felony, misdemeanor, or other criminal offense.

**(3)** As a condition to acceptance into a diversion program, the Mayor may request that the person agree to pay the District, or its agents, a reasonable fee, as established by rule, for the costs to the District of the person's participation in the program; provided, that:

**(A)** The fee shall not unreasonably discourage persons from entering the diversion program; and

**(B)** The Mayor may reduce or waive the fee if the Mayor finds that the person is indigent.

**(4) (A)** Upon the expiration of 6 months following the date of a conviction or a dismissal of a proceeding, or upon the expiration of 6 months following the date of arrest if no information was filed, any person who was arrested for, or criminally charged by information with, any offense under this section may petition the court for an order expunging from the official records all records relating to the arrest, information, trial, conviction, or dismissal of the person; provided, that a nonpublic record shall be retained by the court and the Mayor solely for the purposes of conducting a criminal record check for persons applying for a position as a law enforcement officer or determining whether a person has previously received an expungement under this subsection.

**(B)** The court shall grant the petition described in subparagraph (A) of this paragraph if the petitioner has no pending charges for and has not been convicted of, any other felony, misdemeanor, or other criminal offense and if any fine imposed as a result of a conviction under this section has been paid; provided, that the court may grant the petition described in subparagraph (A) of this paragraph if, other than a conviction for a misdemeanor under this section, the petitioner has no pending charges for, and has not been convicted of, any felony, misdemeanor, or other criminal offense.

**(C)** Except as provided by this subsection, the effect of an expungement order shall be to lawfully restore the person receiving the expungement to the status he or she occupied before the arrest or information described in subparagraph (A) of this paragraph. No person for whom an expungement order permitted by this subsection has been entered may be held thereafter, under any provision of law, to be guilty of perjury or otherwise giving a false statement by failing to recite or acknowledge such arrest, information, trial, conviction, or dismissal for which the order permitted by this paragraph has been entered. The expungement of such records shall not relieve the person of the obligation to disclose such arrest, information, trial, conviction, or dismissal in response to a direct questionnaire or application for a position as a law enforcement officer.

**(D)** No person under the age of 21 shall be criminally charged with the offense of possession or drinking an alcoholic beverage under this section, but shall be subject to civil penalties under subsection (e) of this section.

**(6)** Failure to pay the fines set forth in paragraph (1) of this subsection shall result in imprisonment for a period not exceeding 30 days.

**(7)** The Metropolitan Police Department may enforce provisions of this section by issuing to a person alleged to have violated this section a citation under § 23-1110(b)(1). The person shall not be eligible to forfeit collateral.

**(d)** Repealed.

**(e) (1)** In lieu of criminal prosecution as provided in subsection (c) of this section, a person who violates any provision of this section shall be subject to the following civil penalties:

**(A)** Upon the first violation, a fine of not more than \$ 300 and the suspension of driving privileges in the District for 90 consecutive days;

**(B)** Upon the second violation, a fine of not more than \$ 600 and the suspension of driving privileges in the District for 180 days; and

**(C)** Upon the third or subsequent violation, a fine of not more than \$ 1,000 and the suspension of driving privileges in the District for one year.

**(2)** ABRA inspectors or officers of the Metropolitan Police Department may enforce the provisions of this subsection by issuing a notice of civil infraction for a violation of subsections (a) and (b) of this section in accordance with Chapter 18 of Title 2. A violation of this subsection shall be adjudicated under Chapter 18 of Title 2.

**(3) (A)** In lieu of or in addition to the civil penalties provided under paragraph (1) of this subsection, as a civil penalty, the Mayor may require any person who violates any provision of this section to complete a diversion program authorized and approved by the Mayor. The Mayor shall determine the content of the diversion program, which may include community service, and alcohol awareness and education.

**(B)** As a condition to acceptance into a diversion program, the Mayor may request that the person agree to pay the District, or its agents, a reasonable fee, as established by rule, for the costs to the District of the person's participation in the program; provided, that:

**(i)** The fee shall not unreasonably discourage persons from entering the diversion program; and

**(ii)** The Mayor may reduce or waive the fee if the Mayor finds that the person is indigent.

**DC Official Code, Title 25, Chapter 10, D.C. Code § 25-1001 as of April 5, 2016**

***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 60 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, Subchapter IV, § 48-904.01 as of April 5, 2016**

***Prohibited acts A; penalties***

- (a) (1) Except as authorized by this chapter or Chapter 16B of Title 7 [§ 7-1671.01 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. Notwithstanding any provision of this

chapter to the contrary, it shall be lawful, and shall not be an offense under District of Columbia law, for any person 21 years of age or older to:

- (A) Possess, use, purchase, or transport marijuana weighing 2 ounces or less;
- (B) Transfer to another person 21 years of age or older, without remuneration, marijuana weighing one ounce or less;
- (C) Possess, grow, harvest, or process, within the interior of a house or rental unit that constitutes such person's principal residence, no more than 6 cannabis plants, with 3 or fewer being mature, flowering plants; provided, that all persons residing within a single house or single rental unit may not possess, grow, harvest, or process, in the aggregate, more than 12 cannabis plants, with 6 or fewer being mature, flowering plants;
- (D) Possess within such house or rental unit the marijuana produced by such plants; provided that, nothing in this subsection shall make it lawful to sell, offer for sale, or make available for sale any marijuana or cannabis plants.

(1A) (A) The terms "controlled substance" and "controlled substances," as used in the District of Columbia Code, shall not include:

- I. Marijuana that is or was in the personal possession of a person 21 years of age or older at any specific time if the total amount of marijuana that is or was in the possession of that person at the time weighs or weighed 2 ounces or less;
- II. Cannabis plants that are or were grown, possessed, harvested, or processed by a person 21 years of age or older within the interior of a house or rental unit that constitutes or at the time constituted, such person's principal residence, if such person at the time was growing no more than 6 cannabis plants with 3 or fewer being mature flowering plants and if all persons residing within that single house or single rental unit at that time did not possess, grow, harvest, or process, in the aggregate, more than 12 cannabis plants, with 6 or fewer being mature, flowering plants; or
- III. The marijuana produced by the plants which were grown, possessed, harvested, or processed by a person who was, pursuant to sub-subparagraph (ii) of this subparagraph, permitted to grow, possess, harvest, and process such plants, if such marijuana is or was in the personal possession of that person who is growing or grew such plants, within the house or rental in which the plants are or were grown.

(B) Notwithstanding the provisions of this paragraph, the terms "controlled substance" and "controlled substances," as used in the District of Columbia Official Code, shall include any marijuana or cannabis plant sold or offered for sale or made available for sale.

(1B) Notwithstanding any other provision of the District of Columbia Code, no District government agency or official shall limit or refuse to provide any facility service, program,

or benefit to any person based upon or by reason of conduct that is made lawful by this subsection.

- (1C) Nothing in this subsection shall be construed to require any District government agency or office, or any employer, to permit or accommodate the use, consumption, possession, transfer, display, transportation, sale, or growing of marijuana in the workplace or to affect the ability of any such agency, office, or employer to establish and enforce policies restricting the use of marijuana by employees.
  - (1D) Nothing in this subsection shall be construed to permit driving under the influence of marijuana or driving while impaired by the use of ingestion of marijuana or to modify or affect the construction or application of any provision of the District of Columbia Official Code related to driving under the influence of marijuana or driving while impaired by marijuana.
  - (1E) Nothing in this subsection shall be construed to prohibit any person, business, corporation, organization, or other entity, or District government agency or office, who or which occupies, owns, or controls any real property, from prohibiting or regulating the possession, consumption, use, display, transfer, distribution, sale, transportation, or growing of marijuana on or in that property.
  - (1F) Nothing in this subsection shall be construed to make unlawful any conduct permitted by Chapter 16B of Title 7 [§ 7-1671.01 et seq.].
- (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 fine of 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, fine 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, fine 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.], and provided in §48-1201. 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, Subchapter IV, § 48-904.06 as of April 5, 2016**

***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, Subchapter IV, § 48-904.07a as of April 5, 2016**

***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, Subchapter IV, § 48-904.08 as of April 5, 2016**

***Second or subsequent offense***

- (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, Subchapter IV, § 48-904.10 as of April 5, 2016**

***Possession of drug paraphernalia***

Whoever, except for a physician, dentist, chiropractist, 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 off 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.

f. **Exemptions:** This section shall not apply to—

(1) any person authorized by local, State, or Federal law to manufacture, possess, or distribute such items; or

(2) any item that, in the normal lawful course of business, is imported, exported, transported, or sold through the mail or by any other means, and traditionally intended for use with tobacco products, including any pipe, paper, or accessory.

## Federal Drug Trafficking Penalties

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	<b>First Offense:</b> Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.  <b>Second Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	<b>First Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.  <b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
II	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture	PCP 100 grams or more pure or 1 kilogram or more mixture		

Substance/Quantity	Penalty
Any Amount Of Other Schedule I & II Substances	<b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.
Any Drug Product Containing Gamma Hydroxybutyric Acid	<b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Flunitrazepam (Schedule IV) 1 Gram or less	
Any Amount Of Other Schedule III Drugs	<b>First Offense:</b> Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.  <b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.  <b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
Any Amount Of All Schedule V Drugs	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.  <b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<p><b>First Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p><b>Second Offense:</b> Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<p><b>First Offense:</b> Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p><b>Second Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p>
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	<p><b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p> <p><b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)	<p><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p><b>Second Offense:</b> Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
1 to 49 marijuana plants	
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

Updated information about federal drug trafficking penalties for most drugs is available at <https://www.dea.gov/druginfo/ftp3.shtml>

## Crime Statistics And Campus Security Authorities

The university complies with applicable publicly available recordkeeping requirements, including Clery Act reporting and disclosures, without the inclusion of identifying information about the victim(s).

Information contained in timely warnings, emergency notifications; on the University's crime log, fire log, and in annual publications contain aggregate, non-identifying statistical information. Identifying information pertaining to the victim of a reported crime will not be disclosed through these mediums.

### LIST OF UNIVERSITY OFFICIALS TO WHOM CRIMINAL OFFENSES SHOULD BE REPORTED

Criminal offenses can be reported directly to AUPD 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 AUPD 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 AUPD.

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:

#### Academic Support and Access Center (ASAC)

Senior Director, Academic Support & Access Center	(202) 885-3467
Director Academic and Disability Support	(202) 885-3364
Associate Director, Learning Resources, Academic Support and Access Center	(202) 885-3339
Coordinator, Learning Services Program, Academic Support & Access Center	(202) 885-3365
Manager, Disability Services, Academic Support & Access Center	(202) 885-3312
Program Director, Student-Athlete Academic & Life Skills Support	(202) 885-3185
Interim Coordinator, Supplemental Instruction, Academic Support & Access Center	(202) 885-3443
Accommodations Coordinator, Academic Support & Access Center	(202) 885-3363
Accommodations Coordinator, Academic Support & Access Center	(202) 885-3483

#### Athletics and Recreational Sports and Fitness

Director, Recreational Sports and Fitness	(202) 885-6215
Director, Athletics and Recreation	(202) 885-3190
Associate Director, Athletics	(202) 885-3024

#### AU Abroad

Executive Director, AU Abroad	(202) 885-1321
Director, AU Abroad	(202) 885-1323
Assistant Director, AU Abroad	(202) 885-1328
Assistant Director, AU Abroad	(202) 885-1325
Financial Assistant, AU Abroad	(202) 885-1372
Assistant Director, AU Abroad	(202) 885-1329

Assistant Director , AU Abroad (202) 885-1327  
Senior Advisor, AU Abroad (202) 885-1326

### **College of Arts and Sciences**

Dean (CAS) (202) 885-2446  
Associate Dean for Undergraduate Programs (CAS) (202) 885-2524  
Director Women's, Gender, and Sexuality Studies (CAS) (202) 885-2926  
Director Jewish Studies Program (CAS) (202) 885-2425  
Executive Director, Institute for Innovation in Education (CAS) (202) 885-3714

### **Faculty Senate**

Chair, Faculty Senate (202) 885-6493  
Vice Chair, Faculty Senate (202) 885-3428

### **Housing and Dining Programs**

Assistant Vice President, Housing and Dining Programs (202) 885-3370  
Director of Residence Life (202) 885-3916  
Director of Operations and Administration (202) 885-2580  
Director, University Conference and Guest Services (202) 885-2623  
Assistant Director, Conference Operations (202) 885-8247  
Assistant Director, Administration and Onecard Programs (202) 885-2665  
Assistant Director of Operations: Assignments and Dining Programs (202) 885-2634  
Associate Director for First Year Experience (202) 885-1419  
Intern and Guest Housing Coordinator (202) 885-2622  
Conference Operations Coordinator (202) 885-8247  
Assignments Coordinator (202) 885-3342  
One Card Program Coordinator (202) 885-3775  
Community Coordinator (202) 885-6866  
Operations Administrator (202) 885-2649  
Facilities Coordinator (202) 885-3706  
Coordinator of Conference Operations (202) 885-8247

### **Kay Spiritual Center**

University Chaplain (202) 885-3336

### **Kogod School of Business**

Dean (KSB) (202) 885-1985  
Assistant Dean for Undergraduate Programs (KSB) (202) 885-1108  
Senior Associate Dean for Academic Affairs (KSB) (202) 885-1993  
Associate Dean of Graduate Programs (KSB) (202) 885-1976  
Associate Director of Programming and Student Activities (KSB) (202) 885-1982  
Associate Director, Programming and Student Activities (KSB) (202) 885-1931  
Associate Director of Undergraduate Programs (KSB) (202) 885-1925  
Chair, Marketing Department (KSB) (202) 885-1975  
Goldman Sachs Chair in Finance (KSB) (202) 885-6669  
Associate Chair, International Business Department (KSB) (202) 885-1967

Assistant Director, Employer Relations (KSB)	(202) 885-1960
Associate Director, Career Development (KSB)	(202) 885-2585
Career Management Advisor (KSB)	(202) 885-1989
Academic Affairs Coordinator (KSB)	(202) 885-6691
Academic Affairs Coordinator (KSB)	(202) 885-1963

**Office of Campus Life (OCL)**

Vice President, Campus Life	(202) 885-3484
Assistant Vice President and Dean of Students	(202) 885-3318
Assistant Vice President, Campus Life	(202) 885-3357
Special Assistant to the Vice President	(202) 885-3499
Associate Dean of Students	(202) 885-3319
Assistant Dean of Students	(202) 885-3301
Title IX Program Officer	(202) 885-3373
Medical Director, Student Health Center	(202) 885-3958
Director, Student Conduct and Conflict Resolution Services	(202) 885-3368
Assistant Director Student Conduct and Conflict Resolution Services	(202) 885-3314
Director Orientation, Transition and Retention	(202) 885-6094
Coordinator, Orientation, Transition and Retention	(202) 885-3374
Director International Student and Scholar Services	(202) 885-3352
Assistant Director, Fraternity and Sorority Life	(202) 885-3288
Director Counseling Center	(202) 885-3500
Director, Center for Community Engagement & Service	(202) 885-1551
Coordinator, Dialogue & Diversity Programs, Center for Diversity and Inclusion	(202) 885-3347
Senior Director, Center for Diversity and Inclusion	(202) 885-3651
Assistant Director, Education & Training, Center for Diversity and Inclusion	(202) 885-3346
Director, Outreach and Advocacy, Center for Diversity and Inclusion	(202) 885-3372

**Office of the President**

President	(202) 885-2121
Executive Assistant to the President	(202) 885-2141
Chief of Staff, Office of the President	(202) 885-2121
Director of Special Projects, Office of the President	(202) 885-2143

**Office of the Provost**

Provost	(202) 885-2127
Vice Provost for Academic Administration	(202) 885-2720
Vice Provost, Undergraduate Studies	(202) 885-2301
Dean of Academic Affairs and Vice Provost	(202) 885-2155
Vice Provost for Undergraduate Enrollment	(202) 885-6053
Assistant Vice Provost, Operations, Enrollment	(202) 885-6013
Assistant Vice Provost, Financial Aid	(202) 885-6100

## School of Communication

Dean	(202) 885-2058
Interim Senior Associate Dean for Academic Affairs	(202) 885-2002
Senior Associate Dean of Academic Affairs	(202) 885-2017
Associate Dean for Academic Administration	(202) 885-2054
Director, Media Entrepreneurship and Special Programs	(202) 885-2106
Director Student and Academic Affairs	(202) 885-2038
Director Graduate Programs	(202) 885-2272
Media Services Manager	(202) 885-2132
Manager of Computing Labs	(202) 885-2093
Strategic Program and Events Coordinator	(202) 885-2220
Manager of Photographic Services	(202) 885-2094
Program Coordinator, Student Services	(202) 885-2018
Program Coordinator, Online and Graduate Programs	(202) 885-2025

## School of International Studies (SIS)

Dean	(202) 885-1603
Associate Dean for Faculty Affairs	(202) 885-1480
Associate Dean for Undergraduate Education	(202) 885-2036
Director of International Programs	(202) 885-1633
Associate Director, Operations and Communication	(202) 885-6910
Program Coordinator, Pakistan Women's Council	(202) 885-6871
Senior Manager, Facilities Operations	(202) 885-6679
Director, Career Development	(202) 885-1811
Program Coordinator, International Development	(202) 885-1657
Director of Events	(202) 885-1747
Associate Director, Operations and Online Programs	(202) 885-6815
Director Pre-College Programs	(202) 885-2442
Manager, SIS Administrative Services	(202) 885-1600
Manager, International Programs	(202) 885-1606
Coordinator, Faculty Affairs	(202) 885-1672
Program Coordinator, Masters of International Service	(202) 885-6435
Assistant Director International Affairs Research Institute	(202) 885-6564
Program Coordinator, USFP	(202) 885-1623
Director of Academic Affairs	(202) 885-1604
Program Coordinator, IPCR	(202) 885-1622

## School of Professional and Extended Studies (SPEXS)

Dean	(202) 885-5990
Senior Associate Dean	(202) 895-4915
Assistant Dean, Washington Semester Program	(202) 895-4933
Assistant Dean, Student Services	(202) 895-4912
Manager, Business Operations	(202) 895-4923
Assistant Dean, Online Learning	(202) 885-6467
Assistant Dean, Bridge Programs	(202) 895-4968
Assistant Dean for Faculty Affairs	(202) 895-4907
Faculty Coordinator	(202) 895-4954
Director, English Language and Training Academy	(202) 895-4919

Assistant Director Bridge Programs	(202) 895-4859
Associate Director, Career and Internship Advising	(202) 895-4967
Assistant Director, Bridge Programs	(202) 895-4936
Director of Student Services, International Accelerator	(202) 885-6980

**School of Public Affairs (SPA)**

Dean	(202) 885-2940
Executive in Residence, Organization Development	(202) 885-2952
Senior Associate Dean	(202) 885-6443
Events Coordinator	(202) 885-2994
Senior Administrative Assistant, Public Admin and Policy	(202) 885-2377
Assistant Director, Key Executive Leadership	(202) 885-6256
Assistant Director, Women, Policy and Politics Institute	(202) 885-3103
Program Manager, Public Policy and International Affairs Program	(202) 885-1545
Interim Director, Justice Programs Office	(202) 885-2875
Interim Associate Dean, Undergraduate Education	(202) 885-6240
Coordinator, Certificate Program	(202) 885-3217
Coordinator, Faculty Affairs	(202) 885-6201
Associate Director, School of Public Affairs	(202) 885-2940
Assistant Director, Undergraduate Recruitment and Retention	(202) 885-6480

**University Administration**

Vice President, Communications	(202) 885-2163
Assistant Vice President, Communications	(202) 885-5953
Assistant Vice President of Budget and Finance Resource Center	(202) 885-2729
Assistant Vice President of Human Resources	(202) 885-2451
Controller	(202) 885-2822
University Registrar	(202) 885-2210
Chief Information Security Officer	(202) 885-3998
University Librarian	(202) 885-3235
Executive Director of University Police and Emergency Management	(202) 885-2549
Executive Director, Center for Teaching, Research, and Learning	(202) 885-2455
Executive Director, Career Center	(202) 885-1829
Senior Director of Human Resource Service Delivery	(202) 885-2589
Senior Director of Employee Relations and Recruiting	(202) 885-2721
Assistant Librarian	(202) 885-3236
Senior Director, Student Finance and Collections	(202) 885-3546
Director Facilities Operation, Facilities Management	(202) 885-2403
Director Community Relations, External Relations	(202) 885-2167
Associate Director of Admissions	(202) 885-6012
Assistant Director, Facilities Operation, Facilities Management	(202) 885-2321
Faculty Personnel Administrator	(202) 885-3749
Employee Relations Advisor	(202) 885-2548

**University Center**

Senior Director, University Center and Student Activities	(202) 885-3931
Director of Student Activities	(202) 885-3398
Associate Director, Leadership Development	(202) 885-3392
Assistant Director, University Event Scheduling	(202) 885-3935
Associate Director, Facilities & Event Services	(202) 885-3948

Assistant to the Senior Director, UC/SA	(202) 885-3296
Operations Coordinator, University Center	(202) 885-3936
Coordinator, Scheduling and Event Services	(202) 885-3937

**Washington College of Law (WCL)**

Associate Dean, Academic Affairs	(202) 274-4431
Associate Director Weinstein Trial Advocacy Program	(202) 274-4073
Assistant Director, Student Affairs	(202) 274-4031
Associate Dean, Student Affairs	(202) 274-4052
Director, Minority Affairs	(202) 274-4032
Associate Director, Law and Government	(202) 274-4305
Director, Law and Government	(202) 274-4011
Associate Director, International Legal Studies Program	(202) 274-4314
Resident Practitioner, International Legal Studies Program	(202) 274-4388
Director, International Legal Studies Program	(202) 274-4415
Assistant Director, Global Opportunities	(202) 274-4177
Associate Dean, Faculty and Academic Affairs	(202) 274-4196
Director, Facilities Management	(202) 274-4008
Assistant Dean, Career and Professional Development	(202) 274-4091

**Wellness Center**

Director, Wellness Center	(202) 885-3276
Coordinator, Victim Advocacy Services	(202) 885-3382
Sexual Assault Prevention Coordinator	(202) 885-3055
Health Education Coordinator	(202) 885-3384

All resident assistants, resident directors, study abroad program directors, community coordinators, orientation leaders and athletic coaching staff are mandated to provide information concerning all criminal activity to the Police Department directly or through their supervisors. Based on revised guidance issued by the Department of Education in June 2016, this list has been modified to include the designated Title IX officers not previously included as well as the victim advocates in the Office of Advocacy Services for Interpersonal and Sexual Violence (OASIS). In this capacity, Title IX officers and advocates are required to collect anonymous, non-identifying information for crimes occurring on Clery reportable geography. This information will be included in annual statistical compilations, included in the daily crime log and evaluated for timely warning and/or emergency notification consideration.

Campus Security Authorities may disclose reported crimes to the American University Police Department in one of two ways:

1. Filing a report directly with the American University Police Department.

Information obtained through traditional reporting to American University Police Department contains personally identifiable information regarding the subject (if known) and victim of reported crimes. This information is maintained in the department's internal records management system and is restricted to department employees only. Dissemination of applicable incident information is made in accordance with established internal policy and only

with the approval of the Executive Director of University Police and Emergency Management or designee. This information may be released to the following entities:

- a. Student Conduct and Conflict Resolution Services (AU) for the purpose of referring incidents involving students for administrative adjudication;
  - b. Dean of Students of designee;
  - c. University Title IX Compliance Office for Title IX compliance
  - d. American University Human Resources Department for the purpose of referring incidents involving staff for administrative adjudication;
  - e. American University's Provost for the purpose of referring incidents involving faculty for administrative adjudication
  - f. External law enforcement partners for the purpose of criminal investigations;
  - g. External judicial systems for the purpose of pursuing criminal charges
  - h. Other entities as directed by the Executive Director of University Police and Emergency Management and as permissible by federal or District of Columbia Law.
2. Completing a CSA Disclosure Form and submitting it to the designated Clery Compliance Coordinator in the American University Police Department.

The CSA disclosure form is designed to collect non-identifying information for the purposes of crime disclosures and statistical reporting. This form is submitted directly to the Clery Compliance Officer or the Executive Director for University Police and Emergency Management. The information contained on CSA disclosure forms is not released to individuals outside of the American University Police Department.

AUPD maintains a close relationship with the MPD's Second District to ensure notifications 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 Metropolitan Police Department of the District of Columbia (MPD), as well as the local police departments of Nairobi, Kenya; Madrid, Spain; and Brussels, Belgium. 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. Statistics were obtained from MPD and are included in applicable sections of this report. As of the publishing of this report, none of the aforementioned international jurisdictions (i.e. Nairobi, Madrid, or Brussels) 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

#### **Manslaughter by Negligence**

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:

#### **Rape**

The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

*This definition has been revised to include the previously separately counted instances of sodomy and sexual assault with an object.*

#### **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 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 rail, such as sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, trail bikes, mopeds, all-terrain vehicles, self-propelled motor homes, snowmobiles, golf carts and motorized wheelchairs. 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.

## **Dating Violence**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with the consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. It includes but is not limited to sexual or physical abuse, or the threat of such abuse.

## **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 or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, 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 in which the crime of violence occurred.

## **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.

*For the purpose of this definition –*

- *Course of Conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.*
- *Reasonable Person means a reasonable person under similar circumstances and with similar identities to the victim*
- *Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.*

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

### **Sexual Abuse Offenses: Title 22, Chapter 30**

#### **22-3001. Definitions**

For the purposes of this chapter:

(4) "Consent" means word 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.

(5) "Force" means the use or threatened use of a weapon; the use of such physical strength or violence as is sufficient to overcome, restrain, or injure a person; or the use of a threat of harm sufficient to coerce or compel submission by the victim.

(7) "Sexual Act" means:

- a. The penetration, however slight, of the anus or vulva of another by a penis;
- b. Contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus;  
or
- c. The penetration, however slight, of the anus or vulva by a hand or finger or by any object, with the intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.
- d. The emission of semen is not required for the purposes of subparagraphs (A)-(C) of this paragraph.

(8) "Sexual Contact" means the touching with any clothed or unclothed body part or any object, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with the intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

#### **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 1001 Definitions*

For the purposes of this subchapter, the term:

(4) Domestic partnership shall have the same meaning as provided in Section 32-701(4). The definition is as follows:

"Domestic Partnership" means the relationship between 2 persons who become domestic partners by registering in accordance with Section 32-702. Section 32-702 states the following:

(a) For the purposes of this section, the declaration shall be signed by the domestic partners and shall affirm under penalty of perjury that each domestic partner:

- (1) Is at least 18 years old and competent to contract;
- (2) Is the sole domestic partner of the other person; and
- (3) Is not married.

(6) "Interpersonal Violence" means an act punishable as a criminal offense that is committed or threatened to be committed by an offender upon a person:

- a. With whom the offender shares or has shared a mutual residence; or
- b. Who is or was married to, in a domestic partnership with, divorced or separated from, or in a romantic, dating, or sexual relationship with another person who is or was married to, in a domestic partnership with, divorced or separated from, or in a romantic, dating, or sexual relationship with the offender.

(7) "Intimate Partner Violence" means an act punishable as a criminal offense that is committed or threatened to be committed by an offender upon a person:

- a. To whom the offender is or was married;
- b. With whom the offender is or was in a domestic partnership; or
- c. With whom the offender is or was in a romantic, dating, or sexual relationship.

(8) "Intrafamily Offense" means interpersonal, intimate partner, or intrafamily violence.

(9) "Intrafamily Violence" means an act punishable as a criminal offense that is committed or threatened to be committed by an offender upon a person to whom the offender is related by blood, adoption, legal custody, marriage, or domestic partnership, or with whom the offender has a child in common.

#### ***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.

#### **Stalking**

##### ***Title 22, Section-3132 Definitions***

For the purposes of this chapter, the term:

- (1) "Any Device" means electronic, mechanical, digital or any other equipment, including: a camera, spycam, computer, spyware, microphone, audio or video recorder, global positioning system, electronic monitoring system, listening device, night-vision goggles, binoculars, telescope, or spyglass.
- (2) "Any Means" includes the use of a telephone, mail, delivery service, e-mail, website, or other method or any device.
- (3) "Communicating" means using oral or written language, photographs, pictures, signs, symbols, gestures, or other acts or objects that are intended to convey a message;
- (4) "Emotional Distress" means significant mental suffering or distress that may, but does not necessarily, require medical or other professional treatment or counseling;
- (6) "Personal Identifying Information" shall have the same meaning as provided in Section 22-3227.01 (3).

Section 22-3227.01 (3) states that "Personal Identifying Information" includes, but is not limited to, the following:

- (A) Name, address, telephone number, date of birth, or mother's maiden name;
- (B) Driver's license or driver's license number, or non-driver's license number;

- (C) Savings, checking, or other financial account number;
- (D) Social security number or tax identification number;
- (E) Passport or passport number;
- (F) Citizenship status, visa, or alien registration card or number;
- (G) Birth certificate or a facsimile of a birth certificate;
- (H) Credit or debit card, or credit or debit card number;
- (I) Credit history or credit rating;
- (J) Signature;
- (K) Personal identification number, electronic identification number, password, access code or device, electronic address, electronic identification number, routing information or code, digital signature, or telecommunication identifying information;
- (L) Biometric data, such as fingerprint, voice print, retina or iris image, or other unique physical representation;
- (M) Place of employment, employment history, or employee identification number; and
- (N) Any other numbers or information that can be used to access a person's financial resources, access medical information, obtain identification, act as identification, or obtain property.

(7) "Specific Individual" or "Individual" means the victim or alleged victim of stalking;

(8) "To engage in a course of conduct" means directly or indirectly, or through one or more third persons, in person or by any means, on 2 or more occasions, to:

- (A) Follow, monitor, place under surveillance, threaten, or communicate to or about another individual;
- (B) Interfere with, damage, take, or unlawfully enter an individual's real or personal property or threaten or attempt to do so; or

(C) Use another individual's personal identifying information.

***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; or
- (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; or
  - (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; or
  - (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](http://lexisnexis.com/hottopics/dccode) or [dc.gov/page/laws-regulations-and-courts](http://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/](https://www.lexisnexis.com/hottopics/dccode/) or [dc.gov/page/laws-regulations-and-courts](https://dc.gov/page/laws-regulations-and-courts).

## **HATE CRIMES**

A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim.

Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported:

### **Race**

A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

### **Religion**

A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

### **Sexual Orientation**

A preformed negative opinion of attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person’s physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

### **Gender**

A preformed negative opinion of attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

### **Gender Identity**

A preformed negative opinion or attitude toward a person of group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

*Gender non-conforming describes a person who does not conform to the gender-based expectations of society.*

### **Ethnicity**

A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common language, common culture (often including a shared religion), and/or ideology that stresses common ancestry.

### **National Origin**

A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

### **Disability**

A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired through heredity, accident, injury, advanced age or illness.

Hate crimes include any of the aforementioned Clery reportable offenses and/or any of the following additional crimes 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, religion, sexual orientation, gender, gender identity, ethnicity, national origin and disability).

### **Larceny-Theft (Only Counted If a Component of a Hate Crime)**

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

*Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.*

### **Simple Assault (Only Counted If a Component of a Hate Crime)**

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 (Only Counted If a Component of a Hate Crime)**

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.

### **Destruction/Damage/Vandalism of Property (Only Counted If a Component of a Hate Crime)**

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

## **OTHER OFFENSES**

As it pertains to the following criminal offenses (violation of law), only the number of arrests and the number of persons referred for disciplinary action are disclosed through the Annual Security Report.

For the purpose of statistical disclosure, an arrest is defined as persons processed by arrest, criminal citation, or summons.

For the purpose of statistical disclosure, referred for disciplinary action is defined as the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.

### **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 (Drunkness and DUI are not included in this definition).

### **Drug Abuse Violations**

Violations of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana, synthetic narcotics-manufactured narcotics that cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

### **Illegal Weapons Possession**

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. It also applies to weapons used in a deadly manner (i.e. possession of brass knuckles).

## **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).

The Department of Education released guidance in June 2016 which defined reasonably contiguous geographic area to be an area within one mile of an on campus property. Based on this guidance, the following locations, previously counted as non-campus properties will now be considered on campus properties:

### **Main Campus (4400 Massachusetts Ave NW, DC)**

All buildings contained therein are within the Main Campus

In addition, the buildings listed below are considered part of Main Campus:

#### **AU-leased apartments and common areas**

4201 Massachusetts Avenue NW, DC

#### **AU Offices**

3201 New Mexico Avenue NW, DC

#### **Spring Valley Building (Former Washington College of Law)<sup>6</sup>**

4801 Massachusetts Avenue NW, DC

### **Tenley Campus (4300 Nebraska Ave NW, DC)**

All buildings contained therein are within the Tenley Campus

This campus was closed for construction 2014-2015

### **Spring Valley Campus (4801 Massachusetts Ave NW, DC)**

Prior to 2016, Spring Valley Campus was the home to the Washington College of Law and counted as a separate campus. Beginning on January 1, 2016, and according to recent Department of Education guidance, the Spring Valley Campus is now considered a non-campus building within Main Campus.

## **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

---

<sup>6</sup> The Washington College of Law moved to the Tenley Campus, located at 4300 Nebraska Avenue NW, DC in January 2016. Statistics for 2013 – 2015 for the Washington College of Law previously located at 4801 Massachusetts Avenue NW, DC will be displayed below as a separate campus. The conversion of the property located at 4801 Massachusetts Avenue NW, DC from a separate campus to part of the 4400 Massachusetts Avenue NW, DC will occur in the 2017 Annual Security Report and will apply to data gathered during calendar year 2016.

## **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

## **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

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**

- 4545 42nd Street NW, Washington, DC (For 2015 Statistical Reporting Only; no longer owned, occupied or controlled by AU)
- 4401 Connecticut Avenue NW, Washington, DC

### **Brandywine Building**

- 4000 Brandywine Street NW, DC (For 2015 Statistical Reporting Only; no longer owned, occupied or controlled by AU)

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

## Criminal Offenses - Main Campus (4400 Massachusetts Ave)

Type of Offense	Year	On Campus	Residential Facility <sup>7</sup>	Non-Campus Building or Property	Public Property
<b>Criminal Homicide</b>					
Murder/Non-negligent Manslaughter	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Manslaughter by Negligence	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Sex Offenses</b>					
Forcible Sex Offenses (Rape and Forcible Fondling) <sup>8</sup>	2013	8	5	0	0
	2014	21	19	0	0
Rape	2015	18	15	0	1
Forcible Fondling	2015	5	4	0	2
Non-forcible sex offenses (Incest and Statutory Rape) <sup>9</sup>	2013	0	0	0	0
	2014	0	0	0	0
Incest	2015	0	0	0	0
Statutory Rape	2015	0	0	0	0
<b>Robbery</b>					
	2013	1	0	1	0
	2014	0	0	0	0
	2015	1	0	0	1
<b>Aggravated Assault</b>					
	2013	7	2	2	0
	2014	7	4	1	1
	2015	7	6	0	0
<b>Burglary</b>					
	2013	16	8	3	0
	2014	8	3	4	0
	2015	9	4	0	0
<b>Motor Vehicle Theft</b>					
	2013	0	0	0	0
	2014	1	0	1	1
	2015	1	0	0	0

<sup>7</sup> The Residential Facility statistics are subsets of the On Campus statistics.

<sup>8</sup> Rape and Forcible Fondling were counted jointly as Forcible Sex Offenses through 2014. The 2015 statistics shown above are separated into the different categories.

<sup>9</sup> Incest and Statutory Rape were counted jointly as Non-Forcible Sex Offenses through 2014. The 2015 statistics shown above are separated into the different categories.

Type of Offense	Year	On Campus	Residential Facility	Non-Campus Building or Property	Public Property
<b>Arson<sup>10</sup></b>					
	2013	7	2	0	0
	2014	4	4	0	1
	2015	1	1	0	0
<b>Domestic Violence<sup>10</sup></b>					
	2013	5	3	1	0
	2014	6	6	1	0
	2015	4	4	0	0
<b>Dating Violence<sup>10</sup></b>					
	2013	7	2	0	0
	2014	3	2	1	0
	2015	2	2	0	0
<b>Stalking<sup>10</sup></b>					
	2013	18	9	1	2
	2014	10	6	2	4
	2015	22	10	0	0

#### Unfounded Crimes:

For calendar year 2014, one (1) on campus forcible sex offense was determined to be unfounded by MPD detectives

For calendar year 2015, there was one (1) additional on campus burglary which was found through law enforcement investigation to be unfounded.

---

<sup>10</sup> Due to the fact that Arson, 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 (4400 Massachusetts Ave)**

### **2013**

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 Offense in a residence hall characterized by racial bias.<sup>11</sup>

### **2014**

In 2014, there was one (1) Intimidation Offense in an on-campus residence hall characterized by gender bias.

In 2014, there was one (1) Intimidation Offense in an on-campus characterized by racial bias.

In 2014, there was one (1) Intimidation Offense in an on-campus residence hall characterized by religious bias.

In 2014, there were two (2) Vandalism Offense on on-campus locations characterized by racial bias. One (1) of these was in a residence hall.

In 2014, there was one (1) Vandalism Offense in an on campus residence hall characterized by gender bias.

### **2015**

In 2015, there was one (1) Simple Assault in an on campus location characterized by sexual orientation bias.

In 2015, there was one (1) Intimidation Offense in an on-campus location characterized by racial bias.

In 2015, there was one (1) Vandalism offense in an on-campus residence hall characterized by racial bias.

---

<sup>11</sup> These offenses were the result of a single incident occurring in a residence hall.

## Criminal Offenses - Tenley Campus (4300 Nebraska Avenue)

Type of Offense	Year	On Campus	Residential Facility <sup>12</sup>	Non-Campus Building or Property	Public Property
<b>Criminal Homicide</b>					
Murder/Non-negligent Manslaughter	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Manslaughter by Negligence	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Sex Offenses</b>					
Forcible Sex Offenses (Rape and Forcible Fondling) <sup>13</sup>	2013	0	0	0	0
	2014	0	0	0	0
Rape	2015	0	0	0	0
Forcible Fondling	2015	0	0	0	0
Non-forcible sex offenses (Incest and Statutory Rape) <sup>14</sup>	2013	0	0	0	0
	2014	0	0	0	0
Incest	2015	0	0	0	0
Statutory Rape	2015	0	0	0	0
<b>Robbery</b>					
	2013	0	0	0	0
	2014	0	0	0	1
	2015	0	0	0	0
<b>Aggravated Assault</b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Burglary</b>					
	2013	4	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Motor Vehicle Theft</b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

<sup>12</sup> The Residential Facility statistics are subsets of the On Campus statistics.

<sup>13</sup> Rape and Forcible Fondling were counted jointly as Forcible Sex Offenses through 2014. The 2015 statistics shown above are separated into the different categories.

<sup>14</sup> Incest and Statutory Rape were counted jointly as Non-Forcible Sex Offenses through 2014. The 2015 statistics shown above are separated into the different categories.

Type of Offense	Year	On Campus	Residential Facility <sup>15</sup>	Non-Campus Building or Property	Public Property
<b>Arson<sup>16</sup></b>					
	2013	1	1	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Domestic Violence<sup>16</sup></b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Dating Violence<sup>16</sup></b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Stalking<sup>16</sup></b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

<sup>15</sup> The Residential Facility statistics are subsets of the On Campus statistics.

<sup>16</sup> Due to the fact that Arson, 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 (4300 Nebraska Avenue)**

**2013**

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

**2014**

There were no Hate Crime Offenses reported on the Tenley Campus in 2014.

**2015**

There were no Hate Crime Offenses reported on the Tenley Campus in 2015.

## Criminal Offenses – Washington College Of Law Campus At Spring Valley (4801 Massachusetts Avenue)

Type of Offense	Year	On Campus	Residential Facility <sup>17</sup>	Non-Campus Building or Property	Public Property
<b>Criminal Homicide</b>					
Murder/Non-negligent Manslaughter	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Manslaughter by Negligence	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Sex Offenses</b>					
Forcible Sex Offenses (Rape and Forcible Fondling) <sup>18</sup>	2013	0	0	0	0
	2014	0	0	0	0
Rape	2015	0	0	0	0
Forcible Fondling	2015	0	0	0	0
Non-forcible sex offenses (Incest and Statutory Rape) <sup>19</sup>	2013	0	0	0	0
	2014	0	0	0	0
Incest	2015	0	0	0	0
Statutory Rape	2015	0	0	0	0
<b>Robbery</b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Aggravated Assault</b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Burglary</b>					
	2013	4	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

<sup>17</sup> The Residential Facility statistics are subsets of the On Campus statistics.

<sup>18</sup> Rape and Forcible Fondling were counted jointly as Forcible Sex Offenses through 2014. The 2015 statistics shown above are separated into the different categories.

<sup>19</sup> Incest and Statutory Rape were counted jointly as Non-Forcible Sex Offenses through 2014. The 2015 statistics shown above are separated into the different categories.

Type of Offense	Year	On Campus	Residential Facility <sup>20</sup>	Non-Campus Building or Property	Public Property
<b>Motor Vehicle Theft</b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Arson<sup>21</sup></b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Domestic Violence<sup>21</sup></b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	1
<b>Dating Violence<sup>21</sup></b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Stalking<sup>21</sup></b>					
	2013	0	0	0	0
	2014	2	0	0	0
	2015	0	0	0	0

<sup>20</sup> The Residential Facility statistics are subsets of the On Campus statistics.

<sup>21</sup> Due to the fact that Arson, 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 At Spring Valley (4801 Massachusetts Avenue)**

**2013**

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

**2014**

There were no Hate Crime Offenses reported on the WCL Campus in 2014.

**2015**

There were no Hate Crime Offenses reported on the WCL Campus in 2015.

## Criminal Offenses - Brussels, Belgium

Type of Offense	Year	On Campus	Residential Facility <sup>22</sup>	Non-Campus Building or Property	Public Property
<b>Criminal Homicide</b>					
Murder/Non-negligent Manslaughter	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Manslaughter by Negligence	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Sex Offenses</b>					
Forcible Sex Offenses (Rape and Forcible Fondling) <sup>23</sup>	2013	0	0	1	0
	2014	0	0	0	0
Rape	2015	0	0	0	0
Forcible Fondling	2015	0	0	0	0
Non-forcible sex offenses (Incest and Statutory Rape) <sup>24</sup>	2013	0	0	0	0
	2014	0	0	0	0
Incest	2015	0	0	0	0
Statutory Rape	2015	0	0	0	0
<b>Robbery</b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Aggravated Assault</b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Burglary</b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Motor Vehicle Theft</b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

<sup>22</sup> The Brussels, Belgium campus does not contain on campus residential facilities

<sup>23</sup> Rape and Forcible Fondling were counted jointly as Forcible Sex Offenses through 2014. The 2015 statistics shown above are separated into the different categories.

<sup>24</sup> Incest and Statutory Rape were counted jointly as Non-Forcible Sex Offenses through 2014. The 2015 statistics shown above are separated into the different categories.

Type of Offense	Year	On Campus	Residential Facility <sup>25</sup>	Non-Campus Building or Property	Public Property
<b>Arson<sup>26</sup></b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Domestic Violence<sup>26</sup></b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Dating Violence<sup>26</sup></b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Stalking<sup>26</sup></b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

## Hate Crime Offenses – Brussels, Belgium

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

There were no Hate Crime Offenses reported at the Brussels, Belgium, AU offices in 2014.

There were no Hate Crime Offenses reported at the Brussels, Belgium, AU offices in 2015.

<sup>25</sup> The Brussels, Belgium campus does not contain on campus residential facilities

<sup>26</sup> Due to the fact that Arson, 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	Year	On Campus	Residential Facility <sup>27</sup>	Non-Campus Building or Property	Public Property
<b>Criminal Homicide</b>					
Murder/Non-negligent Manslaughter	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Manslaughter by Negligence	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Sex Offenses</b>					
Forcible Sex Offenses (Rape and Forcible Fondling) <sup>28</sup>	2013	0	0	0	0
	2014	0	0	0	0
Rape	2015	0	0	0	0
Forcible Fondling	2015	0	0	0	0
Non-forcible sex offenses (Incest and Statutory Rape) <sup>29</sup>	2013	0	0	0	0
	2014	0	0	0	0
Incest	2015	0	0	0	0
Statutory Rape	2015	0	0	0	0
<b>Robbery</b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Aggravated Assault</b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Burglary</b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Motor Vehicle Theft</b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

<sup>27</sup> The Madrid, Spain campus does not contain on campus residential facilities

<sup>28</sup> Rape and Forcible Fondling were counted jointly as Forcible Sex Offenses through 2014. The 2015 statistics shown above are separated into the different categories.

<sup>29</sup> Incest and Statutory Rape were counted jointly as Non-Forcible Sex Offenses through 2014. The 2015 statistics shown above are separated into the different categories.

Type of Offense	Year	On Campus	Residential Facility <sup>30</sup>	Non-Campus Building or Property	Public Property
<b>Arson<sup>31</sup></b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Domestic Violence<sup>31</sup></b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Dating Violence<sup>31</sup></b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Stalking<sup>31</sup></b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

## Hate Crime Offenses – Madrid, Spain

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

There were no Hate Crime Offenses reported at the Madrid, Spain, AU offices in 2014.

There were no Hate Crime Offenses reported at the Madrid, Spain, AU offices in 2015.

<sup>30</sup> The Madrid, Spain campus does not contain on campus residential facilities

<sup>31</sup> Due to the fact that Arson, 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	Year	On Campus	Residential Facility <sup>32</sup>	Non-Campus Building or Property	Public Property
<b>Criminal Homicide</b>					
Murder/Non-negligent Manslaughter	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Manslaughter by Negligence	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Sex Offenses</b>					
Forcible Sex Offenses (Rape and Forcible Fondling) <sup>33</sup>	2013	0	0	0	0
	2014	0	0	0	0
Rape	2015	0	0	0	0
Forcible Fondling	2015	0	0	0	0
Non-forcible sex offenses (Incest and Statutory Rape) <sup>34</sup>	2013	0	0	0	0
	2014	0	0	0	0
Incest	2015	0	0	0	0
Statutory Rape	2015	0	0	0	0
<b>Robbery</b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Aggravated Assault</b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Burglary</b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Motor Vehicle Theft</b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

<sup>32</sup> The Nairobi, Kenya campus does not contain on campus residential facilities.

<sup>33</sup> Rape and Forcible Fondling were counted jointly as Forcible Sex Offenses through 2014. The 2015 statistics shown above are separated into the different categories.

<sup>34</sup> Incest and Statutory Rape were counted jointly as Non-Forcible Sex Offenses through 2014. The 2015 statistics shown above are separated into the different categories.

Type of Offense	Year	On Campus	Residential Facility <sup>35</sup>	Non-Campus Building or Property	Public Property
<b>Arson<sup>36</sup></b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Domestic Violence<sup>36</sup></b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Dating Violence<sup>36</sup></b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Stalking<sup>36</sup></b>					
	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

## Hate Crime Offenses – Nairobi, Kenya

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

There were no Hate Crime Offenses reported at the Nairobi, Kenya, AU offices in 2014.

There were no Hate Crime Offenses reported at the Nairobi, Kenya, AU offices in 2015.

<sup>35</sup> The Madrid, Spain campus does not contain on campus residential facilities

<sup>36</sup> Due to the fact that Arson, 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 & Judicial Referrals - Main Campus (4400 Massachusetts Ave)

Type of Offense	Year	On Campus	Residential Facility <sup>37</sup>	Non-Campus Building or Property	Public Property
<b>Arrests</b>					
Liquor law violations	2013	1	0	0	0
	2014	0	0	0	0
	2015	1	0	0	0
Drug abuse violations	2013	0	0	1	0
	2014	3	3	0	15
	2015	0	0	0	0
Weapons law violations	2013	1	1	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Judicial Referrals</b>					
Liquor law violations	2013	283	281	3	10
	2014	389	388	1	0
	2015	497	496	0	0
Drug abuse violations	2013	60	55	1	1
	2014	80	72	8	0
	2015	121	117	0	0
Weapons law violations	2013	2	2	0	0
	2014	1	1	0	0
	2015	3	3	0	0

<sup>37</sup> The Residential Facility statistics are subsets of the On Campus statistics.

## Arrests & Judicial Referrals - Tenley Campus (4300 Nebraska Ave)

Type of Offense	Year	On Campus	Residential Facility <sup>38</sup>	Non-Campus Building or Property	Public Property
<b>Arrests</b>					
Liquor law violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Drug abuse violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Weapons law violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Judicial Referrals</b>					
Liquor law violations	2013	17	17	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Drug abuse violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Weapons law violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

<sup>38</sup> The Residential Facility statistics are subsets of the On Campus statistics.

## Arrests & Judicial Referrals - Washington College Of Law Campus At Spring Valley (4801 Massachusetts Ave)

Type of Offense	Year	On Campus	Residential Facility <sup>39</sup>	Non-Campus Building or Property	Public Property
<b>Arrests</b>					
Liquor law violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Drug abuse violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Weapons law violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Judicial Referrals</b>					
Liquor law violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Drug abuse violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Weapons law violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

<sup>39</sup> The Residential Facility statistics are subsets of the On Campus statistics.

## Arrests & Judicial Referrals - Brussels, Belgium, AU Offices

Type of Offense	Year	On Campus	Residential Facility <sup>40</sup>	Non-Campus Building or Property	Public Property
<b>Arrests</b>					
Liquor law violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Drug abuse violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Weapons law violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Judicial Referrals</b>					
Liquor law violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Drug abuse violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Weapons law violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

<sup>40</sup> The Brussels, Belgium campus does not contain on campus residential facilities

## Arrests & Judicial Referrals - Madrid, Spain, AU Offices

Type of Offense	Year	On Campus	Residential Facility <sup>41</sup>	Non-Campus Building or Property	Public Property
<b>Arrests</b>					
Liquor law violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Drug abuse violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Weapons law violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Judicial Referrals</b>					
Liquor law violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Drug abuse violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Weapons law violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

<sup>41</sup> The Madrid, Spain campus does not contain on campus residential facilities

## Arrests & Judicial Referrals - Nairobi, Kenya, AU Offices

Type of Offense	Year	On Campus	Residential Facility <sup>42</sup>	Non-Campus Building or Property	Public Property
<b>Arrests</b>					
Liquor law violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Drug abuse violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Weapons law violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
<b>Judicial Referrals</b>					
Liquor law violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Drug abuse violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Weapons law violations	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

<sup>42</sup> The Nairobi, Kenya campus does not contain on campus residential facilities

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](mailto:dos@american.edu)), assistant vice president of human resources ([employeeerelations@american.edu](mailto:employeeerelations@american.edu)), or dean of academic affairs ([academicaffairs@american.edu](mailto: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](http://american.edu/academics).

## **Appendix**

- I. Policy on Alcohol Service at University Events
- II. Policy on Clery Timely Warning Notices, Safety Advisories and Emergency Notifications
- III. Discrimination and Sexual Harassment Policy
- IV. American University Student Conduct Code 2016-2017
- V. Missing Student Notification Policy

## **University Policy: 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 found in the American University 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**

American University 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, 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](http://my.american.edu) on the Controller's Office Forms & 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 to 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](http://my.american.edu) and in the Student Handbook posted on [www.american.edu/policies](http://www.american.edu/policies).

**V. EFFECTIVE DATE**

Last revised May 2005; October 2010

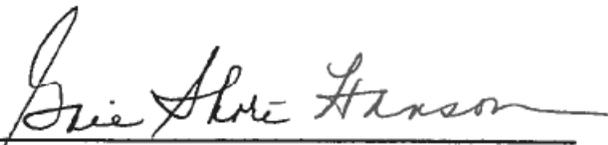
**VI. SIGNATURE, DATE, AND APPROVAL**

This policy needs to be signed by the appropriate officer (listed below) before it is considered approved

Approved:

  
\_\_\_\_\_  
Provost

  
\_\_\_\_\_  
CFO, Vice President and Treasurer

  
\_\_\_\_\_  
Vice President Campus Life



# University Policy: Policy on Clery Timely Warning Notices, Safety Advisories and Emergency Notification

**Policy Category:** Public Safety

**Subject:** Issuing Clery Act Timely Warning Notices and Safety Advisories

**Office Responsible for Review of this Policy:** Office of Finance and Treasurer

**Procedures:** The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)

**Related University Policies:**

---

## I. SCOPE

This policy addresses the criteria and process for issuing Clery Act Timely Warning Notices to the American University Community.

## II. POLICY STATEMENT

The University takes its duty seriously to inform students and campus community members of threatening situations and how they can best protect themselves from harm.

The purpose of this policy is to identify the means by which the American University community will be informed about certain categories of criminal activity occurring on campus, in or on non-campus buildings or property, or on public property, as defined below, when these activities are considered to be an ongoing threat to the campus community.

## III. DEFINITIONS

**Clery Act:** A federal statute that requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. The Act requires notification to students and employees whenever there is a threat that a serious crime is ongoing or may be repeated. Compliance is monitored by the United States Department of Education, which can impose civil penalties, up to \$35,000 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.

**On-Campus:** (1) Any building or property owned or controlled by American University (AU) within the same reasonably contiguous geographic area and used by AU in direct support of or in a manner related to its educational purposes, including residence halls; and (2) any building or property that is within or reasonably contiguous to the area identified in

(1), that is owned by AU but controlled by another person, is frequently used by students and supports AU's educational purposes (such as a food or other retail vendor.)

***Non-Campus Buildings or Property:*** (1) Any building or property owned or controlled by a student organization that is officially recognized by AU; or (2) any building or property owned or controlled by AU that is used in direct support of or in relation to AU's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of AU.

***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.

***Clery Act Timely Warning Notice:*** American University issues Crime Alerts to fulfill the Timely Warning component of the Clery Act. Information on crime-related and other potentially threatening conditions provided in an accurate and timely fashion for use by students and other University community members to reduce their chances of becoming victims. These notices are specifically related to compliance with the federal Clery Act. Types of incidents or situations that may require the issuance of a Clery Timely Warning Notice include, but are not limited to:

- Criminal homicide (including nonnegligent and negligent manslaughter)
- Sex offenses (forcible/nonforcible)
- Aggravated Assault
- Burglary (occupied rooms/offices)
- Motor vehicle theft
- Arson
- Robbery
- Hate Crimes
- Domestic Violence
- Dating Violence
- Stalking

***Safety Advisories:*** American University issues Safety Advisories to notify students and employees when it is determined that there is a string of criminal activity, usually property crime related or other criminal activity that is not subject to the timely warning standard required by the Clery Act. Examples of situations that may generate the decision to issue a Safety Advisory include, but are not limited to:

- Burglaries (unoccupied rooms/buildings/structures)
- Minor thefts
- General criminal activity (fraudulent use of credit cards/forgeries)
- Vandalism

***Emergency Notifications:*** American University issues Emergency Notifications to students and employees upon confirmation of a significant, dangerous situation, incident or

crime, posing an immediate threat to the campus community and/or the surrounding area. Examples of such situations may include, but are not limited to:

- Active Shooter
- Gas Leak
- Earthquake
- Armed Intruder
- Outbreak of serious illness
- Power Outage/Water Emergency

***Campus Security Authority:*** University officials with significant responsibility for student and campus activities, campus police, or the local police.

#### **IV. POLICY**

The Clery Act identifies specific crimes that require a timely warning notice to be issued when crimes are reported to a Campus Security Authority and the reported crime is believed to have occurred on campus, in or on non-campus buildings or property, or on public property, as defined herein. It is the policy of American University to provide timely notice of continuing threats, especially concerning safety, to enable community members to protect themselves. The warning will be issued as soon as pertinent information is available. Issuing a timely warning shall be decided on a case-by-case basis in light of all of the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community, date of disclosure and the possible risk of compromising law enforcement efforts. Generally, the warning will specify the type of reported crime, the time and location at which the reported crime occurred, and specific advice to the campus community regarding steps to take to avoid becoming a victim. Timely Warnings will never disclose the name or any identifying characteristics of a crime victim.

Timely Warnings and Safety Advisories may be disseminated to campus community members through one or a combination of the following methods:

- Email
- Text messaging to cell phones
- Paper Flyer Postings
- University Police website
- Other methods deemed necessary to disseminate the information

Emergency Notification will be issued without delay and taking into account the safety of the community. American University will determine the content of an Emergency Notification and initiate the notification system, unless the aforementioned notification will compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The university operates a campus notification system, AU Alert, which will provide immediate notification and updates to students, faculty, and staff, with information and instructions. Public Safety will use this system to notify the campus community of the nature of the emergency and procedures to follow.

Emergency Notifications may be disseminated to campus community members through a variety of methods to include:

- Email
- In-building alarm systems
- Text messaging to cell phones
- Outdoor Speaker Systems
- Wall-mounted beacons
- Desktop Alerts
- University Police website
- Other methods deemed necessary to disseminate the information

The decision to issue a Clery Timely Warning Notice, Safety Advisory or Emergency Notification is made at the sole discretion of the Executive Director of University Police and Emergency Management or his/her designee. This policy is published in American University's Annual Security Report issued and distributed each Fall semester.

#### **V. EFFECTIVE DATE(S)**

This Policy is effective May 1, 2015

#### **VI. SIGNATURE, TITLE AND DATE OF APPROVAL**

This policy needs to be signed by the appropriate officer (listed below) before it is considered approved.

Approved:

A handwritten signature in blue ink, appearing to read 'DK', is written over a horizontal line.

Douglas Kudravetz  
CFO, Vice President and Treasurer

Date approved:



## 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:** 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 by recipients of federal financial assistance.
  - *Title IX of the Education Amendments of 1972* prohibits sex discrimination by educational 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.
  - The Age Discrimination in Employment Act prohibits discrimination based on age in employment.
  - *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 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").<sup>1</sup> 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 regulations.

---

<sup>1</sup> **NOTE:** Complaints by students of unlawful disability discrimination are reviewed using the Disability Grievance Procedures. 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.

When several processes/procedures may be applicable in resolving a discrimination complaint, the responsible Title IX Officer will determine which resolution process and procedures will be used for the complaint. This is to avoid confusion about parties/facts/procedures, and to prevent duplication of resolution efforts.

## 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, pregnancy or parenting, 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 applicable federal and local laws and regulations (collectively "Protected Bases") in its programs and activities. The University expressly prohibits any form of discriminatory harassment including sexual harassment, dating and domestic violence, rape, sexual assault, sexual exploitation and stalking.

### **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 Bases.
- 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 Office of Advocacy Services for Interpersonal and Sexual Violence (OASIS) or contact the appropriate 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). 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.

**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. Rape.** Rape is defined as 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.

**G. Sexual Assault.** Sexual assault is defined as any intentional sexual touching with any object(s) or body part(s) that is against a person's will or without consent or that is perpetrated through coercion or threat of bodily harm.

**H. Sexual Exploitation.** Sexual Exploitation is taking sexual advantage of another, for one's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Examples include, but are not limited to: recording, photographing or transmitting sexual photos, sounds, images or other information; voyeurism; indecent exposure; prostituting or soliciting another person; inducing incapacitation to commit acts of sexual misconduct; knowingly exposing another person to sexually transmitted infection (STI) or human immunodeficiency virus (HIV).

- I. **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:

- **Victim Advocates** – Wellness Center, McCabe Hall, 4400 Massachusetts Avenue, NW, Washington, DC 20016; (202) 885-7070; [OASIS@american.edu](mailto:OASIS@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) 885-3320

#### 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, rape, sexual assault and stalking. These individuals are:

- Title IX Program Officer – Office of Campus Life, American University, Butler Pavilion 400, 4400
- Massachusetts Avenue, NW, Washington DC, 20016; (202) 885-3310; TitleIX@american.edu
- Deputy Title IX Officer (for student matters) – 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, NW, Washington DC 20016 (202) 274-4052, djaffe@wcl.american.edu
- Section 504 Officer (for student matters)<sup>2</sup> – Director of Student Conduct and Conflict Resolution Services, Butler Pavilion 408, 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 Program Officer is responsible for monitoring and oversight of overall compliance with Title IX for the University. The Title IX Program Officer and the Deputy Title IX /EEO & 504 Officers or their designees (collectively “Responsible Officials”) are jointly responsible for the following:

- a. Investigating Title IX and other discrimination complaints.
- b. Coordinating, planning, and managing the discrimination, discriminatory harassment, sexual harassment, dating and domestic violence, rape, 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.
- c. Developing and implementing consistent procedures to provide for prompt and effective response to reports of discrimination in accordance with this policy.
- d. 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.

---

<sup>2</sup> The University's Disability Grievance Procedure for students is separate from this policy and is published on the University's webpage.

- e. Identifying and addressing patterns or systemic problems of discrimination.
- f. Being available to meet with students, employees, and others about this policy.
- g. 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.
- h. Conducting periodic campus climate surveys.

Questions about the overall compliance with applicable laws and regulations related to discrimination may be directed to the Title IX Program Officer identified above, or searched by visiting the U.S. Department of Education, Office for Civil Rights ("OCR") website at <http://www2.ed.gov/about/offices/list/ocr/index.html> for more information and additional contact information

- 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 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 there are extenuating circumstances. 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 reported to the Title IX Program Officer.
- b. **Complaints against Law Students.** A complaint against a law student is reported to the WCL Dean of Student Affairs.
- c. **Complaints against Staff, University Administrators, University Guests or Contractors.**  
A complaint against a staff member, University administrator, vendor or guest is reported 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 faculty member or faculty administrator (e.g. Dean, Chair) is reported 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 reported to the University President (Presidents Building, 202-885-2121), and a complaint against the University President is reported 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).

**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.

**Advisors.** In cases of sexual harassment, dating and domestic violence, rape, sexual assault, sexual exploitation and stalking, the Complainant and the Respondent may be advised and accompanied by advisors of their 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. In formal resolution is not possible, the University will proceed to Step Three for formal resolution of the complaint.

3. **STEP THREE (Formal Resolution).** In formal 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 evidence (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; review of evidence; 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 issue simultaneous, written notifications of the outcome of the investigation to the concerned parties, including referral to the appropriate disciplinary procedures.

- a. **Student Respondent.** The student disciplinary procedure, including appeal process, is outlined in the Student Conduct Code. The range of sanctions under the Code includes, but is not limited to a written censure, 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. The range of staff sanctions includes, but is not limited to verbal or written warning, mandatory counseling, mandatory training, suspension, and termination.
- c. **Faculty Respondent.** The Provost's Office will take action in accordance with the Faculty Manual Disciplinary Procedures. The range of faculty sanctions includes, but is not limited to written warning, mandatory counseling, mandatory training, suspension, and termination.

## 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.

**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 Program 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 and August 31, 2015. 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  
Scott A. Bass, Provost

Date: 11/10/2015

Approved: Gail Short Hanson  
Gail Short Hanson, Vice President of Campus Life

Date: 11/12/2015

Approved: Beth Muha  
Beth Muha, Assistant VP of Human Resources

Date: 11/18/2015

*American University*  
*Student Conduct Code*  
*2016-2017*



AMERICAN UNIVERSITY  
WASHINGTON, DC

---

## *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 conduct 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 conduct case. In practice, the resolution of nonacademic conduct 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 conduct 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 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 conduct 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 of Student Records;
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;

11. to have an advisor as defined in Section XI of this Student Conduct Code; and
12. to appeal the outcome of the case according to Section XVII 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](http://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, sexual exploitation, 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 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 of Student Records;
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;
11. to be notified of the outcome as the complainant/complaining witness in cases of crimes of violence, non-forcible sex offenses, sexual assault, dating violence, domestic violence and stalking; and

12. 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, except in cases involving conduct prohibited by the university’s Discrimination and Sexual Harassment Policy. Such violations will be resolved using the procedures set forth in this Code. All other alleged prohibited conduct by WCL students will be resolved according to the procedures set forth in the Honor Code for the Washington College of Law.

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, sexual exploitation, 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”—violence 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. “Hazing”—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.
- M. “Hearing Administrator”—a staff member who conducts disciplinary hearings as set forth in Section XV of this Code.
- N. “Hearing Officer”—a staff member who conducts disciplinary conferences as set forth in Section XIV of this Code.
- O. “Institution” and “University”—American University and all of its undergraduate and graduate departments and programs.
- P. “Organization”—an association of persons that is formally recognized by the university as a student organization.
- Q. “Physical Assault”—Unwanted physical contact or the use of physical force to threaten or cause physical injury, pain, or illness.
- R. “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.

- S. “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.”]
- T. “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.
- U. “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.
- V. “Sexual assault”—any intentional sexual touching with any object(s) or body part(s) that is against a person’s will or without consent or that is perpetrated through coercion or threat of bodily harm.
- W. “Sexual exploitation”—taking sexual advantage of another, for one’s own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. Examples include, but are not limited to: recording, photographing or transmitting sexual photos, sounds, images or other information; voyeurism; indecent exposure; prostituting or soliciting another person; inducing incapacitation to commit acts of sexual misconduct; knowingly exposing another person to sexually transmitted infection (STI) or human immunodeficiency virus (HIV).
- X. “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 decision affecting that individual; or such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance, or creating an intimidating, hostile or offensive environment for working, learning or living on campus [Also see Discrimination and Sexual Harassment Policy.]
- Y. “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.
- Z. “Underground Group” – A formerly recognized student organization or group that has lost or been denied university registration or recognition as a consequence of responsibility for Code and/or other policy violations.
- AA. “University premises”—buildings and grounds owned, leased, operated, controlled, or supervised by the university.
- BB. “University-sponsored activity”—any activity on or off university premises that is specifically initiated or supervised by the university.

CC. “Weapon”—firearms, fireworks, explosives, metal knuckles, knives, or any other instrument designed or used to inflict injury to person or property.

## **VI. 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 exploitation;
- F. sexual harassment;
- G. rape;
- H. 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.]
- I. hazing;
- J. arson;
- K. violation of university policies pertaining to the use and/or possession of alcohol;
- L. violation of university policies pertaining to the sale and/or distribution of alcohol;
- M. unauthorized possession and/or use of any controlled substance, illegal drug (including marijuana) or drug paraphernalia;
- N. manufacture, distribution and/or sale of any controlled substance or illegal drug (including marijuana) or drug paraphernalia;
- O. violation of local, state, or federal law;

- P. entry, attempt to enter, or remaining without authority or permission in any university office, residence hall room, university sponsored event, or university premises;
- Q. intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency;
- R. harassment;
- S. stalking;
- T. theft of property or services or knowingly possessing stolen property;
- U. in university matters not covered by the Academic Integrity Code: dishonesty; misrepresentation; fraud; forgery; or knowingly using false information, documents, or instruments of identification;
- V. intentionally or recklessly destroying or damaging university property or the property of others;
- W. tampering with, or unauthorized or fraudulent use of campus telephone equipment, telephone credit cards, or access codes;
- X. abuse of university computer equipment, networks, systems, or services;
- Y. 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;
- Z. disorderly conduct or interfering with the rights of others;
- AA. illegal gambling or gaming, as defined by local, state or federal law;
- BB. willfully failing to comply with the directions of university officials, including public safety officers and residence life staff members, acting in performance of their duties;
- CC. unauthorized use of the university's corporate name, logo, or symbols;
- DD. unauthorized soliciting or canvassing by any individual, group, or organization;
- EE. violations of other published nonacademic university regulations or policies.
- FF. violating the terms of any disciplinary sanction imposed in accordance with this Code.
- GG. Providing assistance to or in any way perpetuating the activities of an Underground Group that violates the Code and/or other university policies.

## **VII. Standards of Classroom Behavior**

Primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any behavior that has the effect of disrupting 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 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. 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. Student Groups and Organizations**

Groups of students and student organizations are expected to comply with all university policies including this Code and all additional policies pertaining to groups and organizations. Allegations of policy violations by groups or organizations will be investigated and resolved through Student Conduct and Conflict Resolution Services. A group or organization may be held responsible for the actions and behaviors of its members and guests. The decision to hold a group or organization responsible as a whole is ultimately determined by examining the circumstances of a situation and by taking into account factors that include, but are not limited to, the following:

1. actions were committed by one or more officers or authorized representatives acting in the scope of their group or organizational capacities;
2. actions involved, were committed by, or were condoned by (actively or passively) a number of group or organization members, alumni, or guests;
3. actions occurred at or in connection with an activity or event funded, sponsored, publicized, advertised, or communicated about by the group or organization;
4. actions occurred at or in connection with an activity or event that a reasonable person would associate with the group or organization;
5. actions should have been foreseen by the group or organization or its officers, but reasonable precautions against such actions were not taken;
6. actions were the result of a policy or practice of the group or organization;
7. actions would be attributable to the group or organization under the group's own policies (including local or national risk management guidelines);
8. actions were taken by individuals who, but for their affiliation with the group or organization, would not have been involved in the incident;
9. one or more officers or members of a group or organization fail to report knowledge or information about a violation to, or otherwise fail to cooperate with, appropriate university or emergency officials; and

10. the group or organization, or any member acting on its behalf, fails to satisfactorily complete the terms of any disciplinary sanction or outcome.

A. Recognized student organizations and student groups with provisional recognition, as well as their members and officers, may be held collectively and/or individually responsible for violations of the Code and/or other university policies.

B. Sanctions for group or organization misconduct may include revocation or denial of registration or 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. Any efforts by a formerly recognized or recognized student organization or group to establish an Underground Group may result in denial of future application for recognition, and their members and officers may be held responsible individually for any group-related activities of such an Underground Group that violate the Code and/or other university policies.

C. 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 and activities. A student suspended on an interim basis will be given a prompt opportunity to speak with 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; and
- (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 continuation 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 will be nominated by the Student Government, Residence Hall Association, Graduate Leadership Council, Student Bar Association, 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. Specifically, Conduct Council members and Student Conduct and Conflict Resolution Services staff will participate in mandatory, annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking, including how to conduct a hearing process that addresses these violations. 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.

## **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 the advisor 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. Advisors may not act on behalf of the complainant/complaining witness or respondent, or contact any participant in the conduct process. Because the purpose of this conduct 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, sexual exploitation, or stalking, the complainant/complaining witness and respondent may be advised and accompanied by an advisor of their choice during a disciplinary conference or hearing and related meetings. Advisors of choice are not limited to American University students, faculty, or staff. However, the role of an advisor 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 conduct cases. Cases involving physical violence, sexual harassment, dating violence, domestic violence, rape, sexual assault, sexual exploitation, and stalking will not be mediated as an alternative to the conduct process. 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 conduct 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 student, a recognized student organization, or a 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 Code violation involving sexual harassment, domestic violence, dating violence, rape, sexual assault, sexual exploitation, 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 request to have their cases resolved in a disciplinary conference in accordance with Section XIV of this Code. Such request 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 are recommendations to the dean of students or designee, who will render a decision. The director of Student Conduct and Conflict Resolution will have the sole discretion in granting such a request.

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 of 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.

G. Consistent with Academic Regulation 12.5.2(c), students may not be able to withdraw from classes if they have a conduct matter pending.

#### **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 or designee. The hearing officer will make inquiries into evidence as 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.

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 (3) 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; and
- D. a 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, sexual exploitation, 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, or 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 (5) 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 the 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 complainant or 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.

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, sexual exploitation, 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. “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.
- B. “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 elected or appointed leadership positions including but not limited to resident assistants, program associates, orientation leaders, Student Government and recognized clubs and organizations, including fraternities and sororities. Students on disciplinary probation may not participate in fraternity or sorority membership recruitment. Additionally, students on disciplinary probation may not study abroad in any AU sponsored program. Student organizations, recognized clubs, and fraternities and sororities who are on disciplinary probation and found responsible for subsequent violations of the Code may be suspended or lose their recognition.

- C. “Restitution”—repayment of the direct cost to the university for damages resulting from a violation of this Code.
- D. “Relocation in University Housing”—administrative reassignment to a different residence hall and/or room.
- E. “Removal from University Housing”—denial of housing privileges.
- F. “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.
- G. “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.
- H. “Revocation of Degree”—rescinding a student’s degree awarded by the university.
- I. “Other Sanctions”—other sanctions may be imposed instead of or in addition to those specified in sections (A) through (G) 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 to Student Conduct and Conflict Resolution Services within seven (7) 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; or
- iii. insufficient/excessive sanctions.

*In cases where the respondent is found not responsible, either party may submit an appeal, if the case is one in which the complainant/ complaining witness has the right to be notified of the outcome.* 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 hearing officer or 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, the appeal statement, 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 (*or complainant*) 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 respondent 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. Honesty & Confidentiality in Disciplinary Proceedings**

The following honesty and confidentiality provisions apply to any disciplinary proceeding under the Code:

### **Honesty:**

Student Conduct & Conflict Resolution Services accepts into its proceedings and records only statements that are sworn to be truthful. Individuals entering written statements into any proceeding or record must affirm the truthfulness of the statements in the presence of the director of Student Conduct & Conflict Resolution Services, or designee. An individual who knowingly provides false information or testimony may be subject to disciplinary action.

### **Confidentiality:**

The assurance of confidentiality encourages complainants, respondents, and witnesses to share freely all the information that is essential to achieving a fair case outcome. Therefore, participants in the disciplinary process are expected to treat all information disclosed at a proceeding as confidential. This expectation of confidentiality is not intended to imply or impose restrictions in the following situations:

- i. Sharing one's own experience of the incident that led to the Student Conduct complaint;
- ii. Sharing information relevant to receiving counseling, medical, legal, or similar types of support services;
- iii. Preparing for a case or an appeal to a case outcome;
- iv. Exercising rights granted to parties under a particular university policy or the law (e.g. to file a complaint about the Student Conduct Code process, share the findings of responsibility and any sanctions from an outcome letter provided to the parties in cases of crimes of violence, non-forcible sex offenses, sexual assault, dating violence, domestic violence and stalking.

## **XIV. 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 2016.*

## **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 Safety and 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. To allow a visitor to enter any residence hall unescorted or to permit any nonresident student to enter who is not known or for whom the resident student does not assume responsibility.
3. To fail to accompany a visitor at all times while in a residence hall complex or for a visitor to refuse to leave a building upon the request of any housing or university staff member.
4. To open, prop, or block fire or other exit/outside doors without the permission of a housing staff member, except during a fire alarm.
5. To sound any elevator alarm bell without due cause, or to interfere with the normal operation of elevators.
6. To duplicate any university issued keys or access cards.
7. To fail to return a spare key or access card within 10 minutes of signing it out at the front desk.
8. To enter or exit the residence hall through a window, unless in response to an emergency.
9. To enter restricted areas including, but not limited to building roofs and reception desks in any residence hall, without authorization from the community director.

10. To drop or throw any object or any liquid from windows.
11. To possess weapons or dangerous materials, including but not limited to firearms, air or CO<sub>2</sub>-powered weapons, and fireworks in any residence hall.

## **II. Related to Fire Codes**

1. To set a fire inside a building or in areas contiguous buildings.
2. To use any appliances in student rooms, on carpeted floors, in hallways, or other non-designated areas that have an external or exposed heating source, including but not limited to halogen lamps, space heaters, broiler ovens, grills, electric coffee makers, microwave ovens, hotplates, rice cookers, or electric water heating devices.
3. To place in a residence hall room any refrigerator larger than 4.5 cubic ft. in size.
4. To cook indoors with charcoal or any open flame device.
5. To possess or burn any candle or incense indoors.
6. To fail to immediately and properly evacuate the buildings when a fire alarm sounds, or to reenter any evacuated building 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 a fire or other emergency.
9. To fail to plug electronic equipment and heat-producing appliances directly into electrical outlets and to fail to use UL-approved surge protectors/power strips for all other items requiring electricity.
10. To tamper with any smoke detector.
11. To run electrical wires beneath any rug or carpet.
12. To smoke in any residence hall.

## **III. Related to Property**

1. To remove furniture from any bedroom, living unit, or general floor common area without authorization of housing staff.
2. To place waterbeds in student rooms.

3. To keep any pet, except fish, in student rooms.
4. To mark, deface, steal, harbor, or damage any property belonging to the university, any hall, resident, or commercial vendor (such as doors, walls, carpet, vending machines, video games, washing machines, dryers, telephone equipment, etc.).

#### **IV. Related to Community Disruption**

1. To engage in any disorderly conduct or to interfere with the rights of other students. This specifically and especially pertains to other residents' rights to an environment conducive to study and to sleep.
2. To engage in sports activity within the residence halls or within 50 feet of any residence hall.
3. To create excessive noise by any means. This includes creating excessive noise within 50 feet of any residence hall, shouting or creating disturbances from any residence hall window, playing loudspeakers through room windows at any time, noise audible outside a student room or in public areas, especially, but not limited to after 11 p.m. Sunday through Thursday, or later than 1 a.m. on weekends. These times are considered quiet hours.
4. To refuse to follow a directive from a housing staff member when acting in the performance of his or her duties.
5. To solicit, canvass, post, or distribute any materials within the residence halls without the approval of the community director or to violate the university or residence hall posting policies.
6. To have an overnight visitor without a roommate(s)'s consent.
7. To have a visitor in the residence halls for longer than three (3) days. Repeated visits over extended periods may be considered unauthorized occupancy of a room by the visitor. The university reserves the right to prohibit repeated and/or extended visits.

#### **V. Related to Alcohol and Illegal Drugs**

1. To use or possess any illegal drug (including medical marijuana) or drug paraphernalia in the residence halls.
2. To sell, manufacture, or distribute any illegal drug (including medical marijuana) or drug paraphernalia in the residence halls.
3. To knowingly and voluntarily be in the presence of any illegal drug (including medical marijuana) or drug paraphernalia in the residence halls.
4. To violate university policies or District of Columbia laws pertaining to the possession or consumption of alcohol in the residence halls.
5. To violate university policies pertaining to the sale, manufacture, or distribution of alcohol in

the residence halls.

6. To host an event in the residence halls where alcohol is served to, provided to, or consumed by individuals under the age of 21.

*Amended and approved by the vice president of Campus Life, August 2016.*

**University Policy: Missing Student Notification****Policy Category: Student Policy****Subject: Notification Procedure for Missing Resident Students**

**Office Responsible for Review of this Policy:** Office of Campus Life, Office of Finance and Treasurer

**Procedures:** n/a

**Related University Policies:** n/a

---

**I. 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 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.

**II. POLICY STATEMENT**

The safety of students living on campus is of utmost priority for American University. 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.

**III. 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 their expected arrival and a check of their 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 their expected arrival, or any additional factors which lead university staff to believe he or she is missing, and a check of their residence supports that determination.

## **IV. POLICY**

### **In General**

American University will notify all Resident 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 Resident Students. The missing person contact(s) (and custodial parent or guardian in the event a student is under age 18) will be notified within 24 hours of the student's determined to be missing.

### **Designation of Emergency Contact by Resident Students**

On an annual basis, each resident student, upon applying/registering for campus housing and/or checking into his/her residence hall room, has the option to confidentially register an emergency contact ("missing person contact") for American University to notify, within 24 hours, of when the student has been determined to be missing. The missing person contact information will be registered confidentially and 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.

The missing person contact may be 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. Contact the student via his or her telephone, email
2. Check student's residence hall room, determine if student has been in class, determine if ID card has been used, and make a reasonable attempt to locate the student's vehicle (if any)
3. Check 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 DC Metropolitan Police Department, 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 other compelling circumstances exist, 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 American University's Annual Security Report and through the residence hall registration process.

### **V. EFFECTIVE DATE(S)**

This Policy is effective June 1, 2009. Revised July, 2010; October, 2014.

**Frequency of review and update:** This policy is reviewed biennially unless changes in laws or university business needs require a different review/revision schedule.

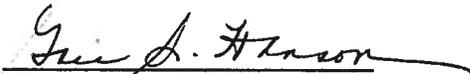
**VI. SIGNATURE, TITLE AND DATE OF APPROVAL**

This policy needs to be signed by the appropriate officer (listed below) before it is considered approved.

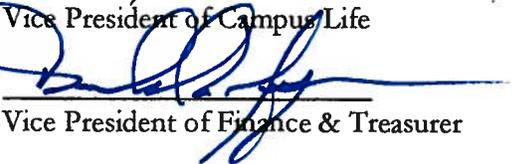
Approved:



President



Vice President of Campus Life



Vice President of Finance & Treasurer

Date approved:

# **Annual Security Report**

## **September 26, 2016**



**American University**  
**University Police Department**  
4400 Massachusetts Ave NW  
Washington, DC 20016  
Non-Emergency: (202) 885-2527  
Emergency: (202) 885-3636  
E-mail: [dps@american.edu](mailto:dps@american.edu)