

# American University of the Caribbean School of Medicine



## American University of the Caribbean School of Medicine

**2015-2016 Annual Disclosure**  
**Student Right-to-Know and Campus Security (Clery Act)**  
**Annual Security Report**  
**Alcohol & Substance Abuse Policy**  
**Student Rights under FERPA**  
***(The Family Educational Rights and Privacy Act)***

This document includes information for:

**Cupecoy, Sint Maarten**

SEPTEMBER 8, 2015

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## **CAMPUS WATCH**

### **It's your campus - Protect it!**

A truly safe campus can only be achieved through the cooperation of students, faculty and staff. As a member of the American University of the Caribbean School of Medicine (AUC) community, it is your responsibility to report a crime, suspicious activity or other emergencies on campus to the appropriate school official. Should you become a witness to or victim of a crime, immediately report the incident to local law enforcement officials, the Student Services office, or to the Manager of Safety & Security. All crimes will be investigated and when appropriate, brought to the attention of the Student Services office for disciplinary hearings.

### **Purpose of the Annual Disclosure Report**

AUC prepares this report to comply with the *Jeanne Clery Disclosure of Campus Security and Crime Statistics Act*. The full text of this document can also be found on the <http://www.aucmed.edu/about/student-consumer-information.aspx> or by visiting your local Safety & Security office. This report was prepared with the assistance of local law enforcement agencies. Campus crime, arrest and referral statistics include those that were reported to local law enforcement and campus faculty and staff. This data may also include crimes that have occurred in private residences or businesses adjacent to the campus.

## **REPORTING CRIMES AND EMERGENCIES**

When making your report of an incident you will be asked to provide the following information:

1. Description of the incident
2. Date, time and location of the incident
3. Description of the persons or vehicles involved in the incident
4. Detail regarding who was notified about the incident

Upon receipt of this report AUC will determine the appropriate response, which could include disciplinary action against the offender(s), notification to local law enforcement, notification to the campus community or other public safety alternatives deemed appropriate given the circumstances. Please note that your identity may not be confidential when reporting an incident. AUC does not have procedures for voluntary, confidential reporting of crimes.

Once each semester, AUC will contact the St. Maarten Police Department and property management to monitor and record crimes that occur within the designated area surrounding the campus that have been reported to the local Police.

Police Emergencies – Dial 9-1-1

Medical Emergencies – Dial 9-1-2

Fire Emergencies – Dial 9-1-9

## **ANNUAL SECURITY REPORT**

AUC will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the SIREN notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Incident Commander will determine if there is a significant emergency or dangerous situation and what segment of the campus community will need to receive a notification.

AUC will:

- Test emergency response and evacuation procedures on an annual basis
- Document each test, including the date, time, and whether it was announced or unannounced
- Publicize emergency response and evacuation procedures in conjunction with at least one test per calendar year

## SIREN EMERGENCY ALERT SYSTEM

In the event of an emergency or a potentially dangerous threat to the campus or center arises, students, faculty and staff will receive timely notification via the SIREN system, on campus flyers, and/or email announcements. This includes any Clery Act crimes that are reported to the campus IC or local police and are considered to represent a serious or continuing threat to students, faculty, and staff. Please make sure to keep contact information updated in SIREN through the student portal at [my.aucmed.edu](http://my.aucmed.edu) for students and the DVG Commons at <https://adfsapps.devry.edu/adfs/ls/?wa=wsignin1.0&wtrealm=https://cas.devry.edu:443/cas&App=thedevrycommons.com> for faculty and staff.

### **Area Police/Fire Non-Emergency Numbers:**

<u>Country</u>	<u>Police</u>	<u>Fire</u>	<u>Paramedic</u>
St. Maarten	(721) 542-2222	(721) 543-1316	(721) 542-2111

## CAMPUS ACCESS, FACILITY SECURITY AND LAW ENFORCEMENT

### **St. Maarten Campus**

The Facilities department maintains the building and grounds with a concern for safety and security. Facilities staff inspect the facility regularly, promptly make repairs affecting safety and security hazards, and respond to reports of potential safety and security hazards such as broken windows, locks, etc. Students, faculty and staff can assist the Facilities staff by calling Ext. 4041-251 or emailing [sxm-facilities@aucmed.edu](mailto:sxm-facilities@aucmed.edu) to report concerns. Additionally, the Facilities Manager routinely inspects the grounds and building to review lighting and other environmental concerns for safety.

There are fire alarms and pull stations throughout the facility that should be used only in the event of an emergency. If an emergency requires evacuation, there are signs clearly posted throughout the building indicating the best routes for evacuation.

Building 1 is generally open 24 hours per day. Building 2 is generally open from 7:30 a.m. to 11:00 p.m. with extended hours to accommodate studying prior to block and final examinations. At times, part or all of the buildings may not be accessible to accommodate maintenance or address security concerns.

Access to classrooms and laboratories is limited to those enrolled in the courses meeting there. Access to on- and off-campus activities is limited to actively enrolled students and their guests. Students are responsible for the behavior of their guests at all times at campus-arranged events. AUC reserves the right to require that AUC identification cards be presented for admittance to certain locations and events. AUC may also require students to register their guests with Student Services prior to attendance. Student, faculty and staff identification cards should be worn at all times.

Security staff are available 24 hours per day and may serve as an escort between buildings and vehicles. They will respond to safety and security concerns and can be contacted at Ext. 404-1257 or directly at (721) 545-0619. The security officer has the authority to ask questions and request identification at any time. Criminal incidents will be referred to local law enforcement.

All crime victims and witnesses are strongly encouraged to report incidents to both campus security and local police. Prompt reporting will ensure timely warning notices to the campus community and timely disclosure of crime statistics.

Students living in off-campus student housing facilities should check with the apartment landlord for specific safety and security measures at their complex. Although most complexes provide keys for individuals and restrict access to apartments, the level of additional security varies from complex to complex. Crimes committed at off-campus housing should be immediately reported to the Police department with jurisdiction over the complex and as soon as reasonably possible to the Student Services office.

The campus security department maintains a policy concerning the monitoring and recording, through local police departments, of criminal activity in which students engaged at off-campus locations of student organizations officially recognized by the institution, including student organizations with off-campus housing facilities.

### **MISSING STUDENT POLICY**

To report a student missing, please contact Assistant Dean of Student Affairs. An official missing student report will be referred immediately to the campus security department, or in the absence of a campus security department, to the local law enforcement agency that has jurisdiction in the area.

Students living in an on-campus housing facility may identify a contact person(s) who will be notified if the student is determined missing by the campus security department or the local law enforcement agency. Contact information will be confidential, accessible only to authorized campus officials and law enforcement, and may not be disclosed outside of a missing person investigation. The Missing Student Designated Contact form is available at the Safety & Security Office.

If a student is under the age of 18 and not emancipated, AUC must notify a custodial parent or guardian when the student is missing, in addition to any contact person designated by the student. The local law enforcement agency will be notified when a student is reported missing, unless the local law enforcement agency was the entity that made the determination that a student is missing.

### **MISSING STUDENT PROCEDURES**

When a student residing in an on-campus student housing facility is determined to have been missing for 24 hours, AUC will:

- Notify student's designated contact person within 24 hours;
- If the student is under 18 years of age and is not emancipated, notify the student's custodial parent or guardian and any other designated contact person within 24 hours; and
- Inform the local law enforcement agency that the student is missing within 24 hours

### **SAFETY AND SECURITY**

Campus safety and security is the shared responsibility of students, faculty and staff. To enhance student, faculty and staff awareness of their responsibility for personal safety, various information and services, including but not limited to, the following are provided throughout the year:

- Pamphlets on personal safety
- Emergency safety information
- Optional renters insurance information for housing students
- Safety/security displays in the library and/or student services office
- Use of institution publications as a forum for personal safety topics
- Institution housing inspections to consider security precautions
- Escort services provided by on-duty security officer

#### **Safety and Security Tips**

##### **Personal**

- Stay alert and tuned in to your surroundings.
- Communicate that you are calm, confident and know where you are going.
- Stay away from isolated areas.
- Stay on the part of sidewalks furthest away from shrubs, dark doorways and alleys.
- Walk with a companion whenever possible.
- Check the back seat before getting into a car. Keep doors locked while driving.
- Don't overload yourself with packages or wear shoes or clothing that restricts movement.
- Avoid displaying large amounts of cash or jewelry.
- Carry a purse close to your body. Carry a wallet in an inside coat or front trouser pocket.

- If you think someone is following you, abruptly switch directions and walk toward an open store, restaurant or lighted home.
- Don't hitchhike or pick up hitchhikers.
- Park in well-lighted areas.
- Avoid isolated bus stops at times when few other people are around.
- Do not reveal your name, phone number or address to strangers.
- Never admit that you are alone or that you will be away from home.
- Keep an eye on neighbors' homes or apartments while they are away and have them do the same for you.
- Keep your local police department's phone number next to your phone.

### **Residence**

- Keep doors locked at all times
- Draw shades and curtains whether or not you are at home
- Keep money and jewelry locked in a safe place
- Leave a light on while you are away or use a timer
- Secure sliding glass doors with commercially available locks or a rigid wooden dowel in the track
- Don't hide spare keys in mailboxes, planters or under doormats
- Make a record of your valuables and keep it in a safe spot
- Don't leave a note that says you are not in
- Never prop doors open
- Keep ladders and tools in a locked area
- Have someone cut your lawn while you're on vacation

### **Vehicle**

- Always lock your car and remove the keys. Make sure the windows are closed.
- Lock all valuables in the trunk
- Never leave an ID tag on your key ring
- Leave only the ignition key with parking attendants
- Park in well-lit areas

### **Office**

- Keep your purse, wallet and other valuable items with you at all times or locked in a drawer or closet
- Never leave keys lying out
- Never leave change or cash on the desk or in a top drawer
- Notify security personnel of any suspicious persons or vehicles
- Lock doors when working after normal hours
- Report any broken or flickering lights, and doors that don't lock properly

**CAMPUS CRIME STATISTICS ARE INCLUDED AT THE END OF THIS DOCUMENT.**

## **FIRE SAFETY**

### Safety Protocols

Occupants shall not:

- inappropriately activate any emergency warning equipment or falsely report any emergency;
- remove, damage, interfere or tamper with fire safety or other emergency warning equipment, including smoke detectors, sprinklers, and fire alarms;
- hang any items from or block sprinklers or smoke detectors; or
- fail to evacuate the Dormitory facility when a fire alarm is sounded.

### Fire Hazards

- The following items are considered fire hazards and are not allowed in the student Dormitory, including the balconies, hallways, or common areas: camp stoves, hibachis, hot plates, and gas or charcoal grills.
- Occupants are not allowed to use candles or incense.

For purposes of including a fire in the annual fire safety report, students and employees must report that a fire occurred to one of the following AUC employees:

Gerard Lake, Incident Commander  
Isaac Hernandez, Facilities Manager  
Melissa Harrison-Grinuva, Housing Coordinator

The annual fire safety report instance documentation and log of fire safety policy updates are maintained by the Manager of Safety & Security.

The fire safety system used for on-campus housing facility includes:

- Fire extinguishers are accessible from each room.
- All rooms are equipped with smoke detectors.
- Three fire hydrants are located in close proximity to the university apartment building with supporting hose rails.
- No Smoking signs are posted in each student dormitory/room and are reviewed every semester for incoming students.
- Campus Safety and Security monitors non-smoking of students, faculty, guests and stakeholders on an ongoing basis on University grounds.

In addition, Emergency Response procedures are included in the Safety & Security presentation to incoming students.

**CAMPUS FIRE SAFETY REPORTING AND STATISTICS ARE INCLUDED AT THE END OF THIS DOCUMENT.**

## **SEXUAL OFFENSE AWARENESS**

### **Definitions**

Dating violence is defined as violence committed by a person who: is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: (1) the length of the relationship; (2) the type of relationship; (3) the frequency of interaction between the persons involved in the relationship.

Domestic violence is defined as felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, 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 receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Forcible sexual offenses are defined as, "Any act directed against another person, forcible and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent," and include, forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.

Non-forcible sex offenses are defined as "Unlawful, non-forcible sexual intercourse," and include incest and statutory rape.

Rape is defined as sexual intercourse that is coerced through force or threats of forcibly, or with someone who is unconscious, or incapable of giving consent.

Sexual assault is defined as an offense classified as a forcible or non-forcible sexual offense that is physical contact of a sexual nature, which is with or without one's consent.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his/her safety or the safety of others; or (2) suffer substantial emotional distress.



### **Procedures to Follow After an Assault**

Victims of a sexual assault or rape are strongly encouraged to report the incident in order to deter these assaults and to ensure that victims receive the services they need. Steps should be taken to help deal with the physical and emotional trauma:

1. Go to a safe place; go somewhere to receive emotional support.
2. Report a sexual assault on campus to the Dean of Student Affairs or a member of the Safety & Security team.
3. Report the assault to the police. If requested, AUC will assist with notification.
4. Preserve all physical evidence. Do not shower, bathe or douche and save the clothing worn.
5. Go to the hospital for medical care. Injuries should be treated and an examination completed to document and collect physical evidence of the assault. AUC will assist with transportation if necessary.
6. Seek professional counseling. This can help in the recovery from the psychological effects of the assault.

Please refer to the *Resources for Victims of Sexual Assault* section of this document for a list of local resources that will provide immediate advice and assistance to victims of sexual assault or rape.

Victims of a sexual assault or rape may request a change in their academic arrangements by contacting the Assistant Dean of Student Affairs. Changes will be made if feasible and reasonable to do so.

All reports filed with AUC will remain confidential. Staff and faculty should report any on-campus sexual offenses to the Human Resources Manager and the proper authorities.

### Disciplinary Action

Disciplinary procedures and sanctions as outlined in the Student Code of Conduct will be followed once charges are brought after an alleged sexual assault. Both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary hearing. Both the accuser, upon his/her written request, and the accused, of a crime of violence or a non-forcible sex offense, will be informed of the results of any disciplinary proceedings conducted as a result of an alleged sexual assault.

### Sexual Offense Awareness

Additional information regarding AUC's programs to prevent an incident, as well as the procedures to follow once an incident occurs (which includes a standard of evidence that will be used during any institutional conduct proceeding arising from such a report), of domestic violence, dating violence, sexual assault, or stalking can be found in AUC's Sexual Misconduct Response and Prevention Policy found at <http://www.aucmed.edu/about/student-consumer-information.aspx>.

## **RESOURCES FOR SEXUAL ASSAULTS**

### **National Resources**

Crisis Intervention (24/7 On-call)  
587-6661

Dr. Hidde Deketh (Physician)  
545-4280

Rape, Abuse and Incest National Network (RAINN)  
(800) 656-HOPE

### **ON-LINE RESOURCES FOR VICTIMS OF SEXUAL ASSAULT**

<http://www.victimsofcrime.org/>

## **CAMPUS SEX CRIMES PREVENTION ACT**

The Campus Sex Crimes Prevention Act requires sex offenders already required to register in a State to provide notice, as required under State law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. The act requires that state procedures ensure this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate state records or data systems. These changes became effective two years after enactment of the law (2002).

This act amends the Higher Education Act of 1965 to require institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. This change takes effect two years after enactment (2002).

This act amends the Family Educational Rights and Privacy Act of 1974 to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders; requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

To check registered sex offenders in a state see the State Sexual Offender Registry List section.

### **STATE SEXUAL OFFENDER REGISTRY LIST**

#### **ALABAMA**

Website: <http://app.alea.gov/Community/wfSexOffenderSearch.aspx#1>

Phone Number: 334-353-1172

#### **ALASKA**

Website: <http://www.dps.alaska.gov/sorweb/sorweb.aspx>

Phone Number: 907-269-5767

#### **ARIZONA**

Website: [http://www.azdps.gov/Services/Sex\\_Offender/](http://www.azdps.gov/Services/Sex_Offender/)

Phone Number: 602-255-0611

#### **ARKANSAS**

Website: <http://acic.org/citizens/Pages/sexOffenderInfo.aspx>

Phone Number: 501-682-2222

#### **CALIFORNIA**

Website: <http://www.meganslaw.ca.gov/>

Phone Number: 916-227-4974

#### **COLORADO**

Website: <https://www.colorado.gov/apps/cdps/sor/>

Phone Number: 303-239-4222

#### **CONNECTICUT**

Website: [http://www.communitynotification.com/cap\\_office\\_disclaimer.php?office=54567](http://www.communitynotification.com/cap_office_disclaimer.php?office=54567)

Phone Number: 860-685-8060

#### **DELAWARE**

Website: <https://desexoffender.dsp.delaware.gov/SexOffenderPublic/>

Phone Number: 302-739-5882

## **DISTRICT OF COLUMBIA**

Website: <http://sexoffender.dc.gov/>

Phone Number: 202-727-4407

## **FLORIDA**

Website: <http://offender.fdle.state.fl.us/offender/homepage.do;jsessionid=0z7yfQ8e0P5tfEGBJIHJdA>

Phone Number: 888-357-7332

## **GEORGIA**

Website: [http://state.sor.gbi.ga.gov/sort\\_public/SearchOffender.aspx](http://state.sor.gbi.ga.gov/sort_public/SearchOffender.aspx)

Email Link: [http://state.sor.gbi.ga.gov/sort\\_public/ContactUs.aspx](http://state.sor.gbi.ga.gov/sort_public/ContactUs.aspx)

## **HAWAII**

Website: <http://sexoffenders.ehawaii.gov/sexoffender/welcome.html>

Phone Number: 808-587-3350

## **IDAHO**

Website: [http://www.isp.idaho.gov/sor\\_id/](http://www.isp.idaho.gov/sor_id/)

Phone Number: 208-884-7305

## **ILLINOIS**

Website: <http://www.isp.state.il.us/sor/>

Phone Number: 217-785-0653

## **INDIANA**

Website: <http://www.icrimewatch.net/indiana.php>

Phone Number: 317-356-3633

## **IOWA**

Website: <http://www.iowasexoffender.com/>

Phone Number: 515-725-6050

## **KANSAS**

Website: <http://www.accesskansas.org/kbi/ro.shtml>

Phone Number: 785-296-2841

## **KENTUCKY**

Website: <http://kspsor.state.ky.us/>

Phone Number: 202-227-8700

## **LOUISIANA**

Website: <http://www.lsp.org/socpr/default.html>

Phone Number: 800-858-0551

## **MAINE**

Website: <http://sor.informe.org/cgi-bin/sor/index.pl>

Phone Number: 207-624-7270

## **MARYLAND**

Website: <http://www.socem.info/>

Phone Number: 410-653-5690

## **MASSACHUSETTS**

Website: <http://www.mass.gov/eopss/agencies/sorb/>

Phone Number: 978-740-6400

**MICHIGAN**

Website: [http://www.communitynotification.com/cap\\_main.php?office=55242/](http://www.communitynotification.com/cap_main.php?office=55242/)

Phone Number: 517-241-1806

**MINNESOTA**

Website: <https://coms.doc.state.mn.us/Level3/>

Phone Number: 651-361-7340

**MISSISSIPPI**

Website: <http://state.sor.dps.ms.gov/>

Phone Number: 601-987-1540

**MISSOURI**

Website: <http://www.mshp.dps.mo.gov/CJ38/search.jsp>

Phone Number: 888-767-6747

**MONTANA**

Website: <https://app.doj.mt.gov/apps/svow/>

Phone Number: 406-444-2497

**NEBRASKA**

Website: <https://sor.nebraska.gov/>

Phone Number: 402-471-8647

**NEVADA**

Website: <http://www.nvsexoffenders.gov/>

Phone Number: 775-684-6262

**NEW HAMPSHIRE**

Website: <http://business.nh.gov/NSOR/search.aspx>

Phone Number: 800-735-2964

**NEW JERSEY**

Website: [http://www20.state.nj.us/LPS\\_spoff/SetSession](http://www20.state.nj.us/LPS_spoff/SetSession)

Phone Number: 609-882-2000

**NEW MEXICO**

Website:

[http://sheriffalerts.com/cap\\_office\\_disclaimer.php?office=55290&fwd=aHR0cDovL2NvbW11bml0eW5vdGlmaWNhdGlvb20vY2FwX21haW4ucGhwP29mZmljZT01NTI5MA==](http://sheriffalerts.com/cap_office_disclaimer.php?office=55290&fwd=aHR0cDovL2NvbW11bml0eW5vdGlmaWNhdGlvb20vY2FwX21haW4ucGhwP29mZmljZT01NTI5MA==)

Phone Number: 505-827-9297

**NEW YORK**

Website: [http://www.criminaljustice.ny.gov/SomsSUBDirectory/search\\_index.jsp](http://www.criminaljustice.ny.gov/SomsSUBDirectory/search_index.jsp)

Phone Number: 800-262-3257

**NORTH CAROLINA**

Website: <http://sexoffender.ncsbi.gov/>

Email Link: <http://sexoffender.ncsbi.gov/contact.aspx>

**NORTH DAKOTA**

Website: <http://www.sexoffender.nd.gov/>

Phone Number: 701-328-2210

**OHIO**

Website: [http://www.communitynotification.com/cap\\_main.php?office=55149](http://www.communitynotification.com/cap_main.php?office=55149)

Phone Number: 866-406-4534

**OKLAHOMA**

Website: <http://sors.doc.state.ok.us/svor/f?p=106:5:0::NO::>

Email Address: [osor@doc.state.ok.us](mailto:osor@doc.state.ok.us)

**OREGON**

Website: <http://sexoffenders.oregon.gov/>

Phone Number: 503-378-3720

**PENNSYLVANIA**

Website: <http://www.pameganslaw.state.pa.us/>

Phone Number: 866-771-3170

**PUERTO RICO**

Website: <http://sor.cjis.pr.gov/>

Phone Number: 787-729-2121

**RHODE ISLAND**

Website: <http://www.paroleboard.ri.gov/sexoffender/agree.php>

Phone Number: 401-462-0905

**SOUTH CAROLINA**

Website: [http://www.communitynotification.com/cap\\_main.php?office=54575](http://www.communitynotification.com/cap_main.php?office=54575)

Phone Number: 803-896-2601

**SOUTH DAKOTA**

Website: <http://sor.sd.gov/>

Phone Number: 605-773-3331

**TENNESSEE**

Website: [http://www.tbi.state.tn.us/sex\\_ofender\\_reg/sex\\_ofender\\_reg.shtml](http://www.tbi.state.tn.us/sex_ofender_reg/sex_ofender_reg.shtml)

MPhone Number: 888-837-4170

**TEXAS**

Website: <https://records.txdps.state.tx.us/SexOffender/PublicSite/Index.aspx>

Phone Number: 855-481-7070

**UTAH**

Website: [http://www.communitynotification.com/cap\\_office\\_disclaimer.php?office=54438](http://www.communitynotification.com/cap_office_disclaimer.php?office=54438)

Phone Number: 801-495-7700

**VERMONT**

Website: [http://vcic.vermont.gov/sex\\_offender](http://vcic.vermont.gov/sex_offender)

Phone Number: 802-241-8727

**VIRGINIA**

Website: <http://sex-offender.vsp.virginia.gov/sor/>

Phone Number: 804-674-2825

**WASHINGTON**

Website: <http://www.icrimewatch.net/washington.php>

Phone Number: 360-486-2380

## **WEST VIRGINIA**

Website: <https://apps.wv.gov/StatePolice/SexOffender/>

Phone Number: 304-746-2133

## **WISCONSIN**

Website: <http://offender.doc.state.wi.us/public/>

Phone Number: 608-240-5830

## **WYOMING**

Website: [http://www.communitynotification.com/cap\\_main.php?office=55699](http://www.communitynotification.com/cap_main.php?office=55699)

Phone Number: 307-777-7181

## **ALCOHOL AND SUBSTANCE ABUSE POLICY**

AUC expects all members of its community; students, faculty and staff, to be familiar with and to abide by applicable state, federal and local laws regarding alcohol and drugs. AUC forbids the use, possession, distribution or sale of drugs, except permitted substances when taken under a doctor's prescription and consistent with a doctor's instructions. AUC specifically prohibits the use, possession, distribution or sale of medical marijuana on its premises or at any AUC sponsored event. The unauthorized possession, distribution, sale or consumption of alcoholic beverages anywhere on AUC property or at AUC -sponsored events is also forbidden. Violation of state, federal or other local regulations with respect to illegal drugs or alcohol are subject to both criminal prosecution and campus disciplinary action. Please refer to the following sections for additional information: Drug Free Schools and Communities Act, Laws Regarding Alcohol and Drugs, School Sanctions, and Local Treatment Resources, and the Code of Conduct in the Student Handbook.

## **DRUG FREE SCHOOLS & COMMUNITIES ACT**

### **Educational Guidelines Pertaining to Drug Free Schools & Communities Act**

AUC expects all members of its community including students, faculty and staff, to be familiar with and to abide by applicable state, federal and local laws regarding alcohol and drugs. Students are also responsible for knowing school regulations concerning alcohol use on campus. AUC forbids the unauthorized use, possession, distribution or sale of drugs or alcohol by a student anywhere on AUC property. Violation of these laws or regulations may subject a student to both criminal prosecution and campus disciplinary action.

Use of illicit drugs and abuse of prescription drugs pose a serious threat to mental and physical health. Alcohol is a drug. Its use in even the smallest amounts may be harmful to some people, and when used to excess, alcohol is harmful to everyone. For this reason, responsible drinking is essential and is expected of those who choose to drink.

### **Substance**

#### **Alcohol (at .08 Blood Alcohol Concentration & Above)**

Impaired motor abilities; reduced judgment; sleepiness; increased sexual desire but reduced ability to perform; nausea, vomiting; liver disorders-alcoholic hepatitis, alcoholic cirrhosis; cancer of the-tongue, mouth, throat, esophagus, liver, breast; fetal alcohol syndrome (most common symptom is mental retardation).

#### **Cannabis Marijuana Hash/Hash Oil THC**

Diminished-short term memory, motivation & cognition, coordination & concentration, oral communication, reaction time; anxiety & panic reactions; carcinogenic elements in smoke; damaged lungs & respiratory system.

#### **Cocaine (includes Crack Cocaine)**

Increased likelihood of risk taking; seizures; sleeplessness; paranoia; irregular heartbeat; can cause sudden death by stroke or heart failure, even in young users; cocaine psychosis (paranoia & hallucinations); ulceration of mucous membranes in the nose; sexual dysfunction; during pregnancy can cause severe physical & emotional problems in babies.

### **Depressants, Tranquilizers, Barbiturates, Methaqualone**

Dangerous effects when mixed with alcohol; calmness & relaxed muscles; slurred speech, staggering gait, loss of motor coordination; altered perceptions; respiratory depression which can result in coma or death; disruption of normal sleep cycle; during pregnancy-birth defects, brain tumors in children; tolerance develops severe withdrawal symptoms; physical & psychological dependence.

### **Other Stimulants (Excluding Cocaine), Amphetamines, Methamphetamines**

Increased heart & respiratory rates; elevated blood; decreased appetite; headaches; blurred vision; dizziness; sleeplessness; anxiety; amphetamine psychosis-violent behavior, hallucinations, delusions, paranoia; drug tolerance & dependency; mood swings; ulcers; mental confusion.

### **Psychedelics, LSD, Mescaline, Psilocybin, Phencyclidine (PCP), MDMA (Ecstasy), MDA**

Distorted sense of distance, space and time; blockage of pain sensations; nausea, vomiting & diarrhea; severe mood disorders, panic depression, anxiety; greater suggestibility & feelings of invulnerability; unpredictable reactions if drugs are "cut" with impurities; tolerance after (3-4 daily doses--higher doses are required to produce same effects).

### **Narcotics, Opium, Morphine, Codeine, Thebaine, Heroin, Methadone, Darvon, Demerol**

Feeling of euphoria followed by drowsiness; nausea & vomiting; respiratory depression; central nervous system depression; use of unsterile needles promotes-AIDS, hepatitis B, endocarditis (infection in the heart); women dependent on opiates have multiple pregnancy complications-spontaneous abortions, still births, anemia, diabetes.

## **LAWS REGARDING ALCOHOL AND DRUGS**

### **NATIONAL**

Federal law penalizes the unlawful manufacturing, distribution, use, sale, and possession of controlled substances. List of controlled substances can be found in Opiumlandsverordening National Ordinance Article 3, otherwise referred to as the Opium Ordinance, and includes all substances listed in the above section. The Opium Ordinance has a strict prohibition against the cultivation of marijuana, coca (genus Erythroxyton), and opium (species Papaver somniferum L.).

The penalties vary based on many factors, including the type and amount of the drug involved, and whether there is intent to distribute. The judiciary has wide discretion and penalties can range up to life imprisonment and fines up to 6.25 million guilders (\$3.5 million). Penalties may include forfeiture of property, including vehicles used to possess, transport, or conceal a controlled substance. For students receiving Title IV funds, the denial of that eligibility and continuing benefits.

The HEA suspends financial aid eligibility for students who have been convicted under federal or state law of the sale or possession of drugs, if the offense occurred during a period of enrollment for which the student was receiving federal student aid (grants, loans, and/or work-study). Any student, who has a conviction(s) for these offenses, is advised to call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243) or go to <http://www.fafsa.ed.gov/>, click on "Before Beginning A FAFSA", then click on "Student Aid Eligibility Worksheet" to find out how this law applies.

If a student has lost federal student aid eligibility due to a drug conviction, he or she may regain eligibility by passing two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the U.S. Department of Education.

## **SCHOOL SANCTIONS \*\***

(APPLIED TO ALL CATEGORIES OF SUBSTANCES)

### **STUDENTS**

Possession, use, sale of any amount on school property or as part of any school activity. Sanctions for this violation could lead up to expulsion.

### **STUDENT DISCIPLINARY SANCTIONS DEFINED**

Disciplinary Probation - A specified period of time during which the student's activities may be curtailed, for which an active student is advised in writing of probable suspension or expulsion for future misconduct.

Suspension - Temporary exclusion from any extra-curricular activities for a specified period of time with the student advised in writing of probable expulsion for future misconduct. Conditions for terminating the suspension period and appeal will be stated in the written order of suspension.

Expulsion - Termination of student status for an indefinite period; usually a permanent dismissal from the School. Conditions of expulsion and appeal will be stated in the written order of expulsion.

### **FACULTY AND STAFF**

While performing school business under the influence, possession, use, sale, furnishing to a minor. Sanctions for this violation could lead up to recommendations for dismissal.

\*\* These sanctions are in addition to any criminal sanctions that may be imposed. Student employees are subject to both employee and student sanctions.

## **LOCAL TREATMENT RESOURCES**

The following is a sampling of local area information and treatment resources. A more comprehensive listing of available counseling and treatment programs can be obtained in the Student Central.

Narcotics/Alcoholics Anonymous

(721) 581-1875

<http://aastmaarten.org/1/>

## **STUDENT RIGHTS UNDER FERPA**

*(The Family Educational Rights and Privacy Act)*

AUC respects the rights and privacy of its students and acknowledge the responsibility to maintain confidentiality of personally identifiable information.

FERPA is a federal law that affords students the following rights with respect to their education records:

### 1. THE RIGHT TO INSPECT AND REVIEW THE STUDENT'S EDUCATION RECORDS

Students have the right to review their education records within 45 days of the day the institution receives their request. Students should submit to the registrar, dean, or head of the academic department written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the official to whom the request is submitted



does not maintain the records, that official will advise the student of the correct official to whom the request should be addressed.

2. THE RIGHT TO SEEK AN AMENDMENT OF INACCURATE OR MISLEADING INFORMATION

Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write to the official responsible for the record, clearly identify the part of the record they believe should be changed and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when they are notified of the right to a hearing. Following the hearing, if the institution still decides not to amend the record, the student has a right to place a clarifying statement in the record. The institution is not required to consider requests for amendment to grades or disciplinary decisions.

3. THE RIGHT TO LIMIT DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION

Students have the right to consent to disclosure of personally identifiable information contained in their educational records, except to the extent that FERPA authorizes disclosure without consent. An exception that permits disclosure without consent is disclosure to school officials who have legitimate educational interests, and the disclosure of directory information. Directory information is not considered to be harmful or an invasion of privacy if disclosed. See additional information on next page.

4. THE RIGHT TO FILE A COMPLAINT WITH THE U.S. DEPARTMENT OF EDUCATION IF THE INSTITUTION FAILS TO COMPLY WITH FERPA REQUIREMENTS

Complaints should be directed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA) designates certain student information as “Directory Information” and gives the institution the right to disclose such information without having to ask students’ permission. The items listed below as “Directory Information” may be released for any purpose at the discretion of the institution. Under the provisions of FERPA, students have the right to withhold the disclosure of any or all of the categories of information listed below. **The following information will be released unless students specifically request that their information be withheld:**

- **Directory Information:** Name, address, telephone number, email address, date and place of birth, dates of attendance, previous institution(s) attended, major field of study (program), enrollment status, degrees and awards, past and present participation in officially recognized activities.

To Withhold Information

To have directory information withheld, students must submit a written request to the Registrar. Once filed, this request becomes a permanent part of the student’s record and no information may be released until the student instructs the institution otherwise.

**VOTER REGISTRATION**

As a participant in Title IV Federal Student Financial Aid programs, AUC would like to remind students who are U.S. citizens of the importance of registering to vote.

If you are interested in participating in local, state, or national elections, please visit the Election Assistance Commission website at [www.eac.gov/voter\\_resources/register\\_to\\_vote.aspx](http://www.eac.gov/voter_resources/register_to_vote.aspx) to learn how you can register to vote.

## **UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIALS**

AUC strives to provide access to varied materials, services and equipment for students, faculty and staff and does not knowingly condone policies or practices that constitute an infringement of Federal copyright law. Transmitting or downloading any material that you do not have the right to make available and that infringes any patent, trademark, trade secret, copyright or other proprietary rights of any party is prohibited.

Installing or distributing pirated or unlicensed software is also forbidden. Violation of these requirements may subject students, faculty and staff to civil and criminal liabilities. Students, faculty or staff who violate federal copyright law do so at their own risk. Copyright status is applied to a work as soon as it is created. Users should assume that all writings and images are copyrighted.

Title 17 of the United States Code (17 USC §501 et seq.) outlines remedies for copyright infringement that may include some or all of the following: obtaining an injunction to stop the infringing activity; impounding and disposing of the infringing articles; an award to the copyright owner of actual damages and the profits of the infringer, or in the alternative, an award of statutory damages which may be increased if the infringement is found to be willful; an award of two times the amount of the license fee a copyright owner could have gotten; an award of the full costs incurred in bringing an infringement action, and the award of attorney's fees; and for criminal copyright infringement, fines and imprisonment.

AUC maintains a campus network to support and enhance the academic and administrative needs of our students, faculty and staff. AUC is required by Federal Law – H.R. 4137 to make an annual disclosure informing students that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. AUC takes steps to detect and punish users who illegally distribute copyrighted materials.

AUC reserves the right to suspend or terminate network access to any campus user that violates this policy and Network access may be suspended if any use is impacting the operations of the network. Violations may be reported to appropriate authorities for criminal or civil prosecution. The existence and imposition of sanctions do not protect members of the campus community from any legal action by external entities.

### **Alternatives to Illegal Downloading**

Illegal downloads hurt artists and deter the incentive to create. U.S. laws protect the rights of individuals regarding their own works. Below are lists of sites that offer free or inexpensive products that you can use without violating copyright law.

#### **FREE AND LEGAL**

##### **Clipart:**

<http://www.coolarchive.com/>

<http://www.clipart.com/>

##### **Fonts:**

<http://www.blambot.com/>

<http://www.fonts.com/>

##### **Photos:**

<http://www.freefoto.com/index.jsp>

<https://www.photospin.com/Default.asp?>

##### **Music:**

<http://download.cnet.com/windows/>

<http://www.epitonic.com/>

<http://betterpropaganda.com/>

**AUC ANNUAL CAMPUS CRIME STATISTICS**

Reported in accordance with Uniform Crime Reporting procedures and the  
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Total Crimes Reported For:	Campus/Center						Non-Campus Building or Property, Contracted Off-Campus Housing			Public Property			Total		
	2012		2013		2014		2012	2013	2014	2012	2013	2014	2012	2013	2014
Offense Type (includes attempts)	Dorm	Other	Dorm	Other	Dorm	Other									
Murder or Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses:									0						
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<u>Hate Crimes</u>	<p><b>Hate Crimes:</b> Provide narrative description of any incidents occurring during the three most recent calendar years. Include date, geographic location, and category of prejudice and offense type. Example: "2013: One on-campus robbery characterized by religious bias."</p> <p><b>Note: To be categorized as a hate crime, campus security or a local law enforcement agency must determine that there is evidence that the victim was intentionally selected because of the perpetrator's bias.</b></p>														
Prejudice Categories:															
Race															
Gender															
Religion															
Sexual Orientation															
Ethnicity/National Origin															
Political Affiliation or Belief															
Disability															
<u>Violence Against Women</u>	<p><b>Violence Against Women:</b> Provide narrative description of any incidents occurring during the three most recent calendar years. Include date, geographic location, and offense type. Example: "2013: One on-campus stalking incident."</p>														
Sexual Assault															
Domestic Violence															
Dating Violence															
Stalking															

**Number of Arrests/Referrals for Select Offenses –AUC**

	Campus/Center						Non-Campus Building or Property			Public Property			Total		
	2012		2013		2014		2012	2013	2014	2012	2013	2014	2012	2013	2014
Offense Type	Dorm	Other	Dorm	Other	Dorm	Other									
<b>Arrests:</b>															
Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Referrals:</b>															
Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Liquor Law	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**AUC ANNUAL FIRE SAFETY REPORTING**

<b>Residential Facility</b>	<b>Fire Alarm Monitoring Done Onsite</b>	<b>Partial Sprinkler System<sup>1</sup></b>	<b>Full Sprinkler System<sup>2</sup></b>	<b>Smoke Detection</b>	<b>Fire Distinguisher Devices</b>	<b>Evacuation Plans/ Placards</b>	<b>Number of Evacuation (fire) Drills Each Academic Year</b>
University Apartments	NO	NO	No	YES	YES	YES	ONE

<sup>1</sup> Partial Sprinkler System is defined as having sprinklers in the common areas only.

<sup>2</sup> Full Sprinkler System is defined as having sprinklers in both the common areas and individual rooms.

AUC - Annual Fire Safety Statistics

Residential Facility	Total Fires in Each Building	Number of Fires	Date	Time	Cause of Fire	Number of Injuries Related to Fire That Results in Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by that Fire	Case Number
University Apartments	0	0				0	0	0	