Assumption University

Annual Security & Fire Safety Report



October 5, 2021

Prepared by: The Assumption University Department of Public Safety/Campus Police
Website: http://www.assumption.edu/police

EMERGENCY: Call 7777 OR 911 / NON- EMERGENCY: 508-767-7225
Administrative Offices: 508-767-7226 / FAX NUMBER 508-767-7281

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MESSAGE FROM THE DIRECTOR OF PUBLIC SAFETY

Welcome back to Assumption University as we start the 2021-2022 academic year. The Department of Public Safety/Campus Police is located in the lower level of the Kennedy Memorial Hall. This location is centrally located on the campus, offers handicap accessibility and allows us to enhance our customer service goals for you to obtain parking permits, student ID's or avail yourselves to the Public Safety Team. The Department of Public Safety/Campus Police provides a comprehensive program of police, security, crime prevention, fire safety, Emergency Management and emergency medical services to help ensure that the university community remains a safe and pleasant place, conducive to a learning environment.

Since the outbreak of COVID19 pandemic in the spring semester of 2020, operations at Assumption University have been substantially impacted and required new protocols. In response, Assumption University developed a comprehensive plan to promote the health and safety of the campus community, *Forward, Together: Ensuring Educational and Operational Continuity* (formerly *Pathway to Fall*) The changing nature of the COVID19 pandemic requires that this plan be a living document that is regularly evaluated and updated as the public health situation or state and federal guidelines change. In creating this plan, four priorities guided the University's approach:

1. The safety of students, faculty, and staff
2. Assurance that students may begin or continue their degree programs
3. Compliance with Commonwealth and federal guidelines
4. The continuation of on-campus operations

For your safety, Assumption University secures all exterior doors to all residence halls 24 hours -7 days per week. Please lock your room doors and refrain from pegging or propping doors as this affects everyone's right to be safe on campus. Although we consider our community to be a safe one, being unaware or careless in your daily activities can create unsafe situations.

Alcohol abuse on college and university campuses is the #1 precursor for trouble. Besides having a negative impact on grades and overall health, alcohol and drug abuse directly contributes to violations of university rules and regulations. Substance abuse often results in criminal charges, including arrest and prosecution for crimes such as disorderly conduct, malicious destruction to property, assault and battery, and sexual assaults, to name just a few. Please be responsible; do not become a campus statistic.

Assumption University continues to be extremely proud of its campus safety record. Nevertheless, safety depends, to a large extent, on the cooperation and involvement of this community. Each of us must assume a personal responsibility by taking precautions to prevent ourselves from becoming a victim. Well-marked emergency telephones are located throughout the campus and should be used to report crimes or other types of emergencies. Assumption University encourages students and staff to use the RAVE GUARDIAN personal safety app to report crime, suspicious activity and to enhance their personal security. The app is free to all Assumption students. Students and staff are encouraged to report crimes and suspicious activities immediately to campus police at extension #7225, or in the event of an emergency, dial extension #7777. Calls are answered 24-hours a day by a trained Communications Dispatcher. The Department of Public Safety maintains direct communications with the Worcester Police, Fire, and ambulance services to ensure prompt assistance from these agencies when needed. The TTY number for hearing impaired persons is 9-711.

Assumption University Police Officers and non-sworn security staff are dedicated to the principles of Community Policing and to the goal of maintaining a high quality of life for our students, faculty and staff. A truly safe campus can only be achieved with the cooperation of all.

The information on our website / portal is designed to inform, advise, and alert our students of the current programs and policies related to crime awareness and reporting procedures at Assumption University. Please refer to our website www.assumption.edu/police & **My Assumption Portal-University Resources tab Public Safety**- for information, alerts, policies and other Public Safety related issues. Remember, it is your responsibility to be familiar with the Assumption University rules and regulations.

If you have questions or concerns, please contact a member of the Campus Police to discuss them. The Annual Security and Fire Safety Report is a collaborative effort between Public Safety, the Title IX Coordinator, Residential Life and the Office of Student Affairs.

Steven B. Carl
Chief of Police / Director of Public Safety

I. INTRODUCTION

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act were signed into law in November 1999. At the time it was known as the "Student's Right to Know and Campus Security Act." The law requires educational institutions participating in student financial aid programs under Title IV of the Higher Education Act of 1965 to disclose University and university crime statistics by October 1st of each year via the Annual Security and Fire Safety Report. The report includes safety policies and procedures and provides statistics concerning certain crimes that occurred on campus for the three previous calendar years. In compliance with the Higher Education Opportunity Act of 2008, this booklet also contains information on required fire safety policies and fire related statistics. The Annual Security and Fire Safety Report also includes information to comply with the Campus Save Act of 2013, which requires information on sexual violence prevention programs on campus.

This report covers the Assumption University main campus in Worcester and information regarding the satellite campus located in Rome Italy. The satellite campus in Rome is owned by Assumption University and consists of one multi-use building (Villino Dufault) which is not patrolled by Assumption University Police Officers, nor do we conduct investigations at this site.

A printed copy of the Annual Security Report may be obtained by contacting the Department of Public Safety/Campus Police at (508) 767-7225. The information is also available via our website http://www.assumption.edu/police using the Annual Security Reports link.

II. CAMPUS LAW ENFORCEMENT

LAW ENFORCEMENT ON CAMPUS

The Campus Police Department is located at the lower level of the Kennedy Memorial Hall (see map – page 23) 500 Salisbury Street, Worcester, MA 01609. The Campus Police Department is open twenty-four hours a day, seven days a week. Officers patrol the campus in marked police vehicles, bicycles and/or on foot. Currently, our command staff consists of the Director of Public Safety/Police Chief, Deputy Director/Lieutenant, Administrative Lieutenant and three Sergeants. The current Patrol Staff consists of eight full-time, uniformed police officers. In addition, The Campus Gatehouse is staffed by a non-sworn Gate Attendant during peak hours, and our Communications Dispatch Center operates 24/7. Public Safety Contacts

The Police Officers are graduates from recognized police academies, receive annual In-Service training and maintain current C.P.R and First Responder certifications. Officers are empowered to investigate all criminal offenses committed on University property in accordance with the provisions of Chapter 22C, Section 63, of the Massachusetts General Laws and have the power to arrest. The Director of Public Safety / Chief of Campus Police and supervisory staff are also encouraged to participate actively in professional associations that foster increased proficiency in their areas of responsibilities.

The men and women of the Assumption University Department of Public Safety/Campus Police are dedicated to the principles of Community Policing and to the goals of maintaining the campus as a safe and pleasant place in which to live, work and study. Although we are responsible for enforcing the laws of the Commonwealth of Massachusetts, we are also charged with enforcing relevant University policies and rules, including traffic and parking regulations. A truly safe campus can only be achieved through the cooperation of all. All Departmental employees receive annual training on Title IX, Sexual Assault / Domestic Abuse / Stalking / Harassment and Campus Security Authority responsibilities.

Non-Campus Buildings (Satellite Campuses):
Assumption University oversees one satellite campus that is not patrolled by Assumption University Campus Police. The Rome, Italy Satellite Campus is administered as part of the undergraduate program.

- Villino Dufault, Via San Pio V, 55 in *Rome*, *Italy* 00165 (Maximum 25 students per year)

The Jacob Wetterling Act:
The Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, also mandates the State Sexual Offender Registry to notify the Campus Police Department of any person registered with them who is enrolled as a student or employed at this institution. Upon notification of an offender registered with the state registry, the information would be placed in a binder at the Department of Public Safety and made available to anyone to examine the information during normal business hours.

Campus Save Act 2014
What is the "SaVE Act"?

- This means Sexual Violence Elimination (SaVE) and is about violence against women;
- It expands the 1992 sexual violence reporting and policy;
- Became law March 2013, the SaVE Act has four central components:
    1. Identify the institution's Campus Security Authority personnel
    2. Create a Campus Sexual Assault Victim Bill of Rights
    3. Expand sexual crime reporting on campus
    4. Ensure the University has standard operating procedures for handling incidents of sexual violence.

INTER-AGENCY RELATIONSHIPS

Although there is no formal Memoranda of Understanding with any area police departments, Campus Police maintains a close working relationship with local, state, and federal law enforcement agencies as well as the District Attorney's Office. They may assist with investigations, share relevant information i.e. crime trends and statistics, and endeavor in mutually beneficial training initiatives. Maintaining effective communications with area campus police departments, and local and state police allows us to be informed of issues giving rise to Timely Warning Notifications regarding crimes committed in the area. We also maintain direct telephone contact with these agencies to ensure prompt assistance from these agencies when needed.

HOW TO REPORT A CRIME

Members of the Assumption University community are encouraged to immediately report crimes, suspicious activities or other emergencies to Campus Police at emergency ext. 7777. Well-marked emergency phones are strategically located throughout the campus. The TTY number for hearing impaired persons is 9-711 from an on-campus phone. Assumption University also provides **RAVE Guardian**, a smart phone application that provides a direct connection to Campus Police to report a crime. The app can be downloaded free from the App Store or Google Play by anyone who has a current assumption.edu email. Campus Police is located at the lower level of the Kennedy Memorial Hall. 500 Salisbury Street, Worcester, MA 01609. Community members who are using an outside telephone system may contact Campus Police at (508) 767-7225. Incidents may also be reported to the local police, dial 911, or the State Police by dialing 508-829-4431. Campus Police will also assist you in notifying the appropriate off-campus law enforcement authorities at your request.

Calls received at Campus Police, located in the main campus, are answered by trained Communications Dispatchers and then assigned for investigation or follow-up. Calls are recorded for quality assurance and investigative purposes. When an incident is reported it is entered into our daily log, a computerized incident management system, which facilitates case management and the collection of our crime statistics for the Annual Security and Fire Safety Report. Results of investigations may include but are not limited to: arrest of a suspect, application for a criminal complaint (s), referral to other agencies, referral to the University Judicial System, or unsubstantiated / unfounded dispositions. The Assumption University Judicial System uses the preponderance of the evidence as the standard of proof.

Incidents and crimes may also be reported to the Associate Dean of Students ext.7325, the Director / Assistant Director of Residential Life ext. 7655, or any other individual working for those departments. These Include your Resident Director or Resident Assistant, Athletic Coach or Faculty Club Advisor. All employees at Assumption are designated as Campus Security Authorities, unless exempt (Professional and Pastoral Counselors while functioning in that capacity); as such employees have an obligation to make immediate non-personally identifying statistical reports to Public Safety so those statistics may be included in this report. Employees may contact the Director of Human Resources at ext. 7318. The following counseling and other victim support services are also available to all Assumption University students at the main campus: Counseling Services ext. 7329; Student Health Services ext. 7329; and/or Campus Ministry ext. 7419. Incidents reported to designated on-campus counselors may be kept confidential, except as required by law.

Campus Police Officers do not patrol the satellite campus in Rome, Italy nor do they conduct investigations into incidents or crimes reported to have occurred in that jurisdiction. To report an incident, crime, or suspicious activity occurring at a satellite campus, contact the building's security officer/satellite faculty coordinator or call the local police department's emergency number.

REPORTING OF CRIME STATISTICS

Campus Police believes an informed public is a safety-conscious public. As a result, crime statistics and crime-related activities are reported to the University community on a timely basis. The information is derived from incidents reported directly to Campus Police as well as the designated Campus Security Authorities on campus. All employees on campus have been so designated, and include all the Student Affairs Division Personnel, unless exempt (Professional and Pastoral Counselors while functioning in that capacity), those faculty, administrators, and staff having a "significant responsibility for student and campus activities." The statistics are compiled using the Uniform Crime Reporting definitions.
Numerous efforts are made to advise the University community members by utilizing the following mediums:

- Daily Administrative Logs are distributed to many of the University administrators.
- Public Logs are available for viewing at Campus Police during regular business hours, for the past 60 days.
- Le Provocateur, the University newspaper, has in the past been provided the public log for inclusion in the publication. Special articles concerning security issue may also appear from time to time.
- The Campus Police website. www.assumption.edu/police
- The Annual Security and Fire Safety Report which includes crimes committed on the main campus and from the Worcester Police Department regarding the contiguous area. Statistics also include crimes committed in the classrooms and contiguous areas of the satellite offices, during the days / hours in use by Assumption University students.

SECURITY OF BUILDINGS AND GROUNDS

Most campus buildings and facilities are open on campus. They are accessible to members of the University community, their guests and visitors during the day, and in the evenings when classes are in session. Accessibility is also available during designated hours on weekends and holidays, depending on the wide variety of events and activities taking place outside the normal business hours. Residence halls are not open to the public.

The following security precautions are designed to eliminate or minimize criminal opportunities: A gate attendant monitors campus access, traffic and assists with guest registration. Parking lots and walkways are well lit. Emergency telephones are strategically located to report suspicious/criminal activity to Campus Police. Officers patrol the campus in marked police vehicles, bicycles and/or on foot.

General Information:

- University students and employees are issued an identification card and parking permit to enhance security on campus.
- Guests to residential areas who enter the University must be registered by the sponsoring student with the Department of Campus Police prior to their arrival on campus. In the interest of security, the guest may be required to provide identification.
- Pegging and propping doors impacts everybody's right to be safe on campus. DO NOT peg doors, and please un-peg a pegged door if you observe one.
- Any suspicious persons or activities should be reported to Campus Police at ext. 7777.
- Fire alarm systems are monitored by Campus Police and an off-site monitoring company.

Card Access & Security Cameras:
Assumption University has a card access system and security cameras in many of the dormitory style residence halls on campus. Card access provides an additional level of security by recording the information on a student identification card used to gain access to a University dormitory. Security cameras have also been installed in the foyer of these dormitories to video record those entering and leaving the residences. Please note that authorized students entering a residence hall should be weary of unauthorized people attempting to "piggy-back" into their residence and should notify campus police should this occur. Also, the security cameras are not monitored 24/7, but are recorded and consulted should an "incident of significance" be reported that requires the video be reviewed. The residence halls with card access and video cameras installed are:

Plough Hall	West Hall	South Hall	Worcester Hall	Nault Hall	Alumni Hall
Living Learning Center	Wachusett Hall	Salisbury Hall	Hanrahan Hall	Young Hall	Desautels Hall

Other campus buildings with card access and/or security cameras are:

Admissions House	Carriage House	Information Technology Center	Plourde Center
Dion Hall	Moquin Hall	Authier Hall	Dufault Hall
Founders	Testa	Fuller / IT	Admissions/Carriage House
Kennedy Hall	Library	Armanet	Chapel
Tsotsis	Desautels Hall (Cashier's Office)	Health Science Building	

Buildings:

- Academic Buildings
  Although the University encourages an open campus environment, campus buildings are kept locked outside of normal operating hours. Faculty, staff, and students must receive proper authorization to enter when these facilities are closed. Entry to these buildings and facilities after hours must be approved by the designated Department Chair.

- Residence Halls
  The Office of Residential Life encourages and strives for a community atmosphere in the Residence Halls, whereby students open the doors to their room or apartment when they are home. Students are encouraged to socialize and move around their building for academic and social purposes. The following security precautions are designed to eliminate or minimize criminal opportunities:
  - When leaving your room area, students are encouraged to keep their room doors locked and to carry their keys at all times.
  - Do not hold doors open for persons without keys.
  - Outside doors should never be pegged open, as this impacts everyone's right to be safe.
  - Students should report lost or stolen identification cards or keys immediately to Campus Police or their Resident Director.
  - All maintenance, housekeeping employees and vendors entering residence halls wear identification badges or appropriate identifying uniform.
  - All residence halls are closed during official University vacations.

Campus Grounds:
The Building and Grounds Department provides maintenance to the campus facilities and residential halls located on the main campus in Worcester. Even though Campus Police routinely check the campus grounds and buildings and report unsafe conditions to the Buildings and Grounds staff, community members with concerns (i.e. electrical, plumbing, inoperative hardware) should call Building & Grounds, ext. 7391, during normal business hours. If you feel any problem presents a hazard or a danger, contact Campus Police and they will assist you in getting the situation rectified.

Non-Campus Buildings (Satellite Campuses):
Assumption University has one satellite campus in Rome, Italy that is not patrolled by Assumption University Campus Police:

- Villino Dufault, Via San Pio V, 55 in *Rome*, *Italy* 00165.

Unsafe facility conditions or those issues causing concern for personal safety or the protection of property should be brought to the attention of the Coordinator of the facility, the on-site facility security staff, and/or the Associate Vice President of Academic Affairs, Eloise Knowlton.

III. PROGRAMS AND SERVICES

CRIME PREVENTION PROGRAMS

Campus Police and Assumption University believe it is more beneficial to prevent crimes than to react to them after the fact. A primary vehicle for accomplishing this goal is thru various comprehensive crime prevention programs.

- **Alarm Systems** are available campus wide and monitored in campus police for intrusion, fire and duress alarms.
- **Bike Patrol (**seasonal) to supplement cruiser & foot patrols and to enhance community interaction.
- **Courtesy Transport (on-campus)** is provided seven days a week, 24 hours a day. Students may utilize this service for safety reasons by calling Campus Police ahead and requesting the service. Officers will make every attempt to respond to the request in a timely manner and escort the student(s) to on-campus locations.
- **Crime Prevention Presentations** are made regularly to students, faculty and staff when requested. These programs include information about personal safety to include sexual assault programs to prevent sex offenses, dating / domestic violence and stalking. They are offered each semester and information can be obtained by calling ext. 7225.
- **MVP / Bystander Training** Student Affairs require all First Year and Transfer students to complete bringing in the bystander training which focuses on community members not as victims or potential targets of harassment, rape and abuse, but empowers bystanders who can support abused peers and confront abusive ones.
- **Drug and Alcohol Awareness Program** informs students, faculty and staff of important drug related issues. These programs are offered each semester. The Office of Student Life requires all new and transfer students to complete drug and alcohol awareness classes.
- **Sexual Violence -** Student Affairs require all First Year and Transfer students to complete Everfi's Haven Program. *Haven* uses a population-level approach to educate all students on the issues associated with sexual assault and relationship violence.
- **Domestic / Dating Violence / Stalking -** Student Affairs require all First Year and Transfer students to complete Everfi's Haven Program. *Haven* uses a population-level approach to educate all students on the issues associated with sexual assault and relationship violence.

- **Emergency (Blue Light) Telephones** are located throughout the campus.
- **Entry ways** of Residence Halls are monitored by Campus Police utilizing surveillance cameras. Exterior doors are locked 24/7 and entry is with authorized card access.
- **RAVE Guardian** smart phone app is provided by Assumption University and can be downloaded free from the App Store or Google Play by anyone who has a current assumption.edu email. This app provides a direct connection to campus police and other trusted members (guardians) of the Assumption campus community.
- **The Public Safety Website** has many links to helpful information about crime prevention, personal safety and protection, including on-line safety and social media safety.
- **Gate House Security** is provided at the front entrance of the campus by non-sworn Gate Attendants during peak times. They provide information/directions, monitor campus access and traffic, and assist with guest registration.
- **Operation Identification** is a program requiring the engraving of your driver's license number on items such as a computer, television, stereo equipment, sports equipment, and texts.
- **Parking Lot Security** is enhanced with well-lit parking lots and patrolled by Campus Police.
- **Patrol Officers** periodically conduct a security check of the area where you are working, studying or residing.
- **Rape, Aggression, Defense (R.A.D.)** is a self-defense tactics and techniques course. The program promotes sexual offense awareness, education and prevention. This program is offered several times per year, information can be obtained at the **Campus Police Office / Web-Site**.
- **Safe Ride Program (off-campus)** offered by the Student Government Association (SGA) to students who are off-campus and need a ride back to campus. The SGA has arranged for the Yellow Cab Company to transport students back to campus for a reduced fair. The SGA is also working with Uber. Contact the SGA office for more information.
- **Peer Education** Peers Advocating Wellness for Students (PAWS) has expanded the education they are providing around the issues of Sexual Assault, Dating Violence, Domestic Violence and Stalking. Student Affairs works with the student volunteers on their programs.
- **Timely Warning Notifications** are issued by the Director of Public Safety to alert the campus community to any "Clery Act" crime reported that are considered to represent a serious or continuing threat to students and employees. When it is determined that a timely warning notification is required, a campus wide e-mail will be sent, posters will be placed in residence halls and academic buildings and may be run on the University cable network. All students and employees are encouraged to check their email and campus mailboxes on a regular basis.
- **Safety Alerts** may be issued for non-Clery related crimes occurring on campus. They may also be issued for known serious crimes occurring off campus locally. These Safety Alerts are designed for informational purposes and may suggest general safety precautions.
- **Academic/Residence Hall** building evacuation drills are conducted each semester.
- **A.L.I.C.E** (Alert, Lockdown, Inform, Counter, Evacuate) trainings are provided by the Department of Public Safety.

EMERGENCY MEDICAL SERVICES

Police Officers are trained and certified as First Responders and in CPR. Automatic External Defibrillators (AED's) are available on each shift as well as at locations across campus. During a medical emergency, it is standard procedure to transport sick or injured persons to nearby hospitals by ambulatory services, if such transport is deemed necessary. For non-emergency injuries or illnesses Student Health Services is also available. They are located in the Armanet House. It is staffed by the Director of Health Services, a Medical Doctor, and Staff Nurse Practitioners.

PERSONAL SAFETY TIPS

Although Assumption University has instituted security services and procedures, the personal safety of each individual who enters the campus is his or her own responsibility. Failure to take precautions or maintain an awareness of the environment and surroundings may result in increased risk. Campus Police recommends utilizing the **RAVE Guardian** smart phone app which is provided by Assumption University and can be downloaded free from the App Store or Google Play by anyone who has a current assumption.edu email. This app provides a direct connection to Campus Police and other trusted members (guardians) of the Assumption campus community.

When walking:

1. Avoid traveling alone after dark, especially in dark vacant areas. Call the Campus Police Department ahead of time and request an escort. Walk on well-lighted, regularly traveled walkways and avoid short cuts. Look alert and be aware of your surroundings. Ask a friend to walk with you.
2. Do not hitchhike or accept rides from casual acquaintances or unknown persons.
3. Carry a whistle or another device that makes noise, keep it close and ready to use.
4. Report suspicious individuals or vehicles to the Campus Police.
5. If you think you are being followed or feel that you are in danger, run, scream, and make noise. Let someone know you are in danger.

6. If you find yourself being confronted by an assailant, stay alert. Remember while screaming and struggling may in some instances frighten off the assailant, in other instances such actions may further antagonize the assailant and bring forth a more violent reaction. Assess the situation before choosing your course of action. Whether or not the assailant is armed or has made threats against your life will, obviously, be a determining factor in your decision. The key word in this type of situation is SURVIVAL.
7. The Assumption University Campus Police offers a R.A.D. (Rape Aggression Defense) class. Information regarding upcoming classes will be posted at the Plourde Center after the start of each semester.

When driving:

1. Don't pick up hitchhikers.
2. Whenever possible limit your driving to well-lit heavily traveled roads.
3. Keep your windows and doors locked.
4. If ever threatened and you cannot drive away, sound your horn and attract attention.
5. If your vehicle ever breaks down, signal for assistance by raising your hood. Stay inside your vehicle with your windows closed and your doors locked. If a Good Samaritan stops, open your window just enough to ask them to call the police. If the person appears to be a threat, sound the horn, and don't stop until they leave.
6. If you think you are being followed, keep out of desolated areas. Look for a place where there are people and stop. Try to find the nearest police station.
7. When parking at night, choose well-lit areas. Before getting out of your vehicle, check for people loitering.

When in the residence halls:

1. Keep your doors locked at all times. Close any windows, which are accessible from the outside.
2. Never sleep in an unlocked room or townhouse.
3. Don't put your name or address on your key ring.
4. Don't put your vehicle key and residence key on the same ring.
5. Don't put your school identification card with your residence keys.
6. If you should lose your keys, notify Residential Life. Arrangements will be made to have your lock replaced by Buildings and Grounds.
7. Residents should always ask for identification from service personnel.
8. Don't let strangers use your phone. Offer to make a call for them, or direct them to a payphone.
9. If you start receiving harassing phone calls, notify the Campus Police.
10. If you find or believe that your room has been entered, **do not** go inside. Go to a phone and call the Campus Police. If you are already inside and discover that your room has been entered, do not touch anything as you may disturb evidence that is important to a police investigation.
11. If an intruder awakens you, do not try to apprehend him. An intruder may be armed or could quickly arm himself with something inside of the room. If the intruder poses an immediate threat, try to leave the room, if possible, without placing yourself in more danger.
12. **DO NOT PEG OPEN FLOOR DOORS OR EXTERIOR DOORS**. This only invites unwanted persons in.
13. If you see a suspicious person or vehicle on campus, contact the Campus Police with as much information as possible.
14. Report broken locks/windows/doors to the Buildings & Grounds Staff.
15. Do not bring large amounts of cash or valuables to campus.
16. Keep items of value out of sight.
17. If you live in a residence hall, take your room key to the shower with you.
18. Participate in "Operation Identification." This program will allow you to permanently engrave and document your valuables. Contact the Campus Police Department for more information.

When utilizing faculty offices and classrooms:

Most campus buildings and facilities are accessible to members of the campus community, guests, and visitors during normal hours of business, Monday-Friday.

1. Keep all offices and labs locked when not in use.
2. Report broken locks on windows and doors to the Building & Grounds Staff.
3. All department keys should be collected when not in use. Keys should only be issued when absolutely necessary.
4. Do not label keys for their use.
5. Always lock your desk and/or filing cabinet when leaving unattended.
6. Consider using password protection for your computer.
7. Do not leave expensive personal property in your office unsecured.
8. When leaving, make sure you have secured your door.
9. If you see someone suspicious, do not hesitate to notify the Campus Police.

When utilizing athletic facilities:

1. Avoid using the facilities alone, especially after dark or during off hours.
2. The locker rooms are there for your convenience; when using a locker, make sure it is secured.
3. It is best to shower when others are present in the locker room.
4. If you encounter an intruder inside of the locker room consider yelling for help as there are usually people inside the building that should hear you. Also, try to make a mental note regarding the description of the intruder; it may aid police in locating him/her later.

IV. GENERAL SECURITY POLICIES

DRUG AND ALCOHOL POLICIES

The University prohibits the illegal possession or use of any controlled drug or substance as defined by the statues of the Commonwealth of Massachusetts. The following are considered to be evidence of drug policy violations and sufficient grounds for full disciplinary actions: the actual presences of a controlled substance/illegal drug; the presence of any drug paraphernalia; the presence of smoke or odors. Students present at the time of the violation will also be held responsible.

In conformity with Massachusetts law, only students who have attained the age of twenty-one are permitted the use of alcoholic beverages in their private residences within approved residential areas and at officially authorized campus functions. Massachusetts's law forbids the sale or serving of alcoholic beverages to persons under the age of twenty-one.

Students who illegally use a controlled drug or are unauthorized (not yet 21 years old) to possess alcoholic beverages are in violation of Massachusetts General Law and University policies and will be subject to criminal prosecution and/or disciplinary action under the University Code of Conduct. See Student Handbook for detailed description of the Drug and Alcohol Policy.

SEXUAL ASSAULT AWARENESS PROGRAMS AND POLICIES

Available Resources

Assumption University is committed to addressing sexual assault by educating the University community on matters regarding sexual misconduct, providing sexual assault survivors with the support they need and continuously reviewing our response to incidents so that we can respond to future incidents appropriately and provide support for victims.

This website is a central location for students to obtain the information they need and will continue to evolve as more information becomes available, requirements change, and processes are modified. We encourage you to review this site, share it with others, and send us your suggestions about how we can improve it, provide more information, or improve our response. https://www.assumption.edu/knowmore

Campus Police works closely with Office of Student Affairs, Residential Life**,** and Counseling Services to promote awareness about rape and sexual assault. Rape is defined in the general laws of Massachusetts as follows: "Whoever has sexual intercourse with a person and compels such person to submit by force or against their will or compels such person to submit by threat of bodily injury. If the act occurs while the victim is unconscious, asleep or otherwise unable to communicate unwillingness, it is still considered rape."

Students accused of any Sexual Assault / Misconduct, may be prosecuted in Criminal Court and/or are subject to University disciplinary action, whether or not formal criminal charges are filed. Both the accuser and the accused are entitled to the opportunity to have others present during disciplinary proceedings, and both are informed of the outcome. A student found to have committed Sexual Assault / Misconduct in violation of the Code of Student Conduct is subject to suspension or expulsion from Assumption University. Any action taken by Assumption is independent of any potential criminal proceeding outcomes. See the Assumption University Sexual Misconduct Policy for descriptions as well as definitions. The University's' Sexual Misconduct Policy can also be obtained from the Office of Student Conduct and at the Dean of Students Office. Information and definitions can also be found on the Student Conduct Portal homepage. Timely warnings will never identify or give geographically specific enough information which might identify the victim.

Confidential Reporting – Information on confidentiality is covered on the **KNOWMORE** web-site located at: http://www.assumption.edu/knowmore . The **KNOWMORE** web site includes institutional policy and defines consent, training on bystander intervention, risk reduction and policies and procedures to include what steps to take after a sex offense occurs and reporting options. The **KNOWMORE** web site also has detailed policy information on Domestic

Violence, Dating Violence, Stalking and available confidential advocacy for victims of those crimes.

Campus Advocate – Marie Vazquez provides empowerment counseling, non-judgmental support, information about options, medical, legal, academic, and counseling advocacy. The Campus Advocate is employed by Pathways for Change, Inc. but she is located on campus. The Campus Advocate's supports are free and confidential. The Campus Advocate can be reached at 508-767-7641 or at advocate@assumption.edu

Sexual Misconduct Policy – is located at the following web address:
https://www.assumption.edu/sites/default/files/Public%20Safety/SexualMisconductPolicy.pdf
Printed copies may be requested from the Associate Dean of Students Office as well as the Office of Student Conduct.

Steps to take if you are sexually assaulted:

Preserve all physical evidence.
Physical evidence is often critical to an investigation. For this reason, you should not urinate, wash, douche or shower prior to an examination. You should not eat, drink, smoke or brush your teeth. If you change clothes, put all the clothing you were wearing at the time of the attack in a paper bag, not plastic. If the attack happened in your room or apartment, do not clean or straighten up until all the evidence has been collected.

Get medical treatment as soon as possible.
At the area hospitals you will receive a gynecological exam, if necessary, to check for internal injuries. Lab tests will also be performed for the purpose of collecting evidence in the event that you decide to take legal action against your assailant.

Contact the Assumption University Campus Police.
Dial 7777 from any on campus phone or 508-767-7225 from off campus. You may also use any of the emergency phones located throughout the campus to be automatically connected with a Campus Police Dispatcher (24 hours a day). Incidents may also be reported to the Associate Dean of Students ext. 7325, Director / Assistant Director of Residential Life at ext. 7655 or any individual working for these departments such as your Resident Director or Resident Assistant. Employees may also contact the Director of Human Resources at ext. 7318.

University policy states that University employees who are informed of a sexual assault urge the victim to file a report to Campus Police, regardless of where the offense took place. A Campus Police Officer specially trained in dealing with victims of sexual assault works closely with the victim to ensure that the appropriate medical care and counseling is made available and will assist the victim in notifying the appropriate off-campus law enforcement authorities, if requested. Assumption University will assist you in whatever way possible to make you feel comfortable and safe. Such assistance may include housing relocations, change in course schedules, escort services, etc.

Reporting a sexual assault to the campus or municipal police may not commit you to further legal action. However, the earlier you report an assault the more helpful it will be to police investigating the crime and to prosecute the case successfully. It also helps preserve your options for the future.

Talk with a professional counselor.
Counseling and other victim support services in dealing with the trauma are available to all Assumption University students and employees through the Counseling Services ext. 7329; Student Health Services ext. 7329; and/or Campus Ministry ext. 7419. Incidents reported to designated on-campus counselors may be kept confidential, except as required by law.

Off-Campus Resources: (Dial 9 first if using an on-campus phone)

Assumption University Department of Public will assist you in contacting any off-campus resources, if that is your desire.

Rape Crisis Program of Worcester, MA (24 hours)	508-799-5700
Worcester Police Emergency	911
Worcester Police Rape Investigation Unit	508-799-8661
Pathways for Change (Sexual Assault 24 hours)	1-800-870-5905
Daybreak Domestic Violence (24 hours)	508-755-9030

DOMESTIC & DATING VIOLENCE / STALKING

Reporting Domestic / Dating Violence and Stalking incidents allow the victim to receive support services as well as protection under the Massachusetts Domestic Abuse Laws. Written Restraining Order / No-Contact Order / Counseling / Mental Health / Advocacy and legal assistance information is provided to all victims regardless of where the abuse / violence occurred.

Assumption Police Officers receive annual training on Domestic / Dating Violence and Stalking issues and will assist victims through the process. If it is determined that interim measures are appropriate while the University judicial system is adjudicating a case the Director of Public Safety may take such measures he/she deems necessary to protect the community. Assumption University Student Conduct has a detailed Stalking Policy.

Stalking incidents are occurring at an alarming rate on the nation's University campuses. It is a crime that impacts men and women of all races/ethnicities, religions, ages, abilities, sexual orientations, and sexual identity. It is a crime that can affect every aspect of a victim's life.

Domestic Violence and Stalking are crimes in Massachusetts and are subject to criminal prosecution. Individuals perpetrating such acts may be subject to disciplinary action through the Office of Student Conduct. If found responsible for such behavior he/she may face sanctions including but not limited to expulsion from the University. In some circumstances, criminal prosecution may take place simultaneously.

EMERGENCY RESPONSE AND EVACUATION POLICY

It is the intention of the Assumption University Department of Public Safety/Campus Police to provide a warning as soon as possible, of a significant emergency or dangerous situation that exists on campus to students, faculty, staff and guests. The U.S. Department of Education mandates that the campus community be notified within one half hour after a significant emergency or dangerous situation once one has been determined. This will usually be accomplished by verification by campus police or other campus official such as Residential Life or Health Service staff, faculty member or administrator. To that end, several system components have been developed and integrated into the Assumption University Emergency Warning System. Assumption University will test the Emergency Notification System twice per year at the beginning of the fall and spring semesters. The University community will be advised prior to each test via campus email. A letter to the contiguous neighbors will also be sent prior to the test, advising them that "this is only a test." At the conclusion of the test an after action report will be produced describing the test in detail.

During an actual significant emergency, the Department of Public Safety/Campus Police in conjunction with the University President's Emergency Management/Crisis Response Team will be involved to the extent possible in verifying the emergency, planning the response and appropriate notifications. Assumption University has a detailed "Emergency Response and Recovery Plan". The appropriate response to an emergency could be a partial evacuation, total evacuation, or order to "Shelter-in-Place". Specific instructions will be given and updated as the emergency evolves.

The Department of Public Safety / Campus Police conducts fire evacuation drills once per semester for each residence hall and academic building on campus. Part of these drills includes instructing the students on the Emergency Notification System on campus. Below are the different types of messages that they may heard /sent, and what their actions should be.

The components include the following:

Primary Group Components– used for immediate broadcast of emergency situation requiring notification of the campus community.

- Emergency Broadcast System (EBS) – a loud speaker system centrally located on campus will be activated by Campus Police during an emergency. A warning siren sound will be followed by a short message (see pre-recorded message below) describing the general nature of the emergency and the recommended action to be taken.
- Rave Text Messaging – Campus Police will send a brief text message (see pre-recorded message below) to undergraduate students through their cell phone number describing the general nature of the emergency and recommended action

Secondary Group Components– used to supplement and clarify primary group messages as additional information becomes available.

- Assumption University E-mail - An e-mail will be sent out to the campus community describing the nature of the emergency, clarification, and recommended action to be taken.
- Assumption University Voicemail – A voicemail will be sent out to the campus community describing the nature of the emergency, clarification, and recommended action to be taken.
- Off Campus Rave Voicemail - A voicemail message to parents of undergraduate students, graduate students, Continuing Education students and employees alerting them to an emergency situation on campus and recommended action to be taken.
- Assumption University Website – Information concerning an emergency situation on campus and follow-up information will be displayed on the Assumption University webpage.

(Appropriate information will follow using the above components when available. Individual components will be used according to the particular situation.)

EMERGENCY MESSAGES FOR ASSUMPTION UNIVERSITY

(Broadcasts, Rave Text Message, and E-mails)

Message No.	Message Name	Description
1.	Security	"This is an Assumption University alert: A dangerous situation reported on campus. Take cover until further information is provided. Repeat: Take cover until further notice.
2.	Gunshots	"This is an Assumption University alert: Gunshots reported on campus. Take cover until further information is provided. Repeat Gunshots reported. Take cover until further notice."
3.	Severe Weather	"This is an Assumption University alert: Extremely severe weather is approaching. Take shelter immediately. Repeat: Extremely severe weather is approaching. Take shelter immediately."
4.	Tornado Warning	"This is an Assumption University alert: A tornado has been sighted in the area. Take shelter immediately. Repeat: A tornado has been sighted in the area. Take shelter immediately."
5.	Emergency Incident	"This is an Assumption University alert: A dangerous incident has occurred nearby the campus. Seek shelter indoors and stay on campus until further notice. Repeat: Seek shelter indoors and stay on campus until further notice."
6.	Evacuate	"This is an Assumption University alert: A dangerous emergency situation reported on campus. Evacuate the campus property immediately. Repeat: A dangerous emergency situation reported on campus. Evacuate the campus immediately."
7.	Test	"This is an Assumption University alert: This is a test of the Assumption University Emergency Warning System. This is only a test. Repeat: This is only a test of the Assumption University Emergency Warning System."
8.	False Alarm	"This is an Assumption University alert: Previous emergency warning alert was a false alarm. There is no emergency. Please resume normal activity. Repeat: Previous emergency alert was a false alarm. There is no emergency."
9.	All Clear	"This is an Assumption University alert: This is an all-clear notification. Please resume normal activity. Repeat: All clear. Resume normal activity."
10.	Warning	Fast wail-manual message
11.	All Clear	

MISSING STUDENT NOTIFICATION POLICY

Assumption University takes student safety very seriously. To this end, the following policy and procedure has been developed in order to assist in locating Assumption student(s) living in University-owned, on-campus housing, who, based on the facts and circumstances known to the University are determined to be missing. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

Most missing person reports in the University environment result from a student changing her/his routine without informing her/his roommates and/or friends of the change. Anyone who believes a student to be missing should report their concern to Campus Police as soon as possible. Every report made to Campus Police will be followed up with an immediate investigation. Once a student has been missing for 24 hours, or if a situation indicates suspicious circumstances in the student disappearance the incident will be reported to appropriate local and/or state police.

Depending on the circumstances presented to University officials and the amount of time the student is believed to have been missing, parents of a missing student will be notified. Parent of a missing student under 18 years will be notified immediately. In the event that parental notification is necessary, the Dean of Students (or his/her designee) will place the call.

At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, emergency contact information in the event s/he is reported missing while enrolled at Assumption University. This emergency information will be maintained by the Office of Student Affairs and updated annually.

V. Assumption University – Main Campus – Clery Act Crime Statistics

CRIMINAL OFFENSES	2018						2019						2020					
	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	7	0	0	7	7	0	6	0	0	6	6	0	2	0	0	2	2	0
Fondling	4	0	0	4	3	0	1	0	0	1	1	0	2	0	0	2	2	0
Incest	0	0	0	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	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	4	0	0	4	2	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	2	0	0	2	2	0	6	0	0	6	3	0	1	0	0	1	1	0
Motor Vehicle Theft	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0
Arson	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	11	0	0	11	9	0	4	0	0	4	4	0	0	0	0	0	0	0
Dating Violence	2	0	0	2	2	0	4	0	0	4	4	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	31	0	0	31	26	0	22	0	0	22	18	0	5	0	0	5	5	0

BIAS CRIMES	2018						2019						2020					
	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)
Race	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0

ARRESTS*	2018						2019						2020					
	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)
Weapons Violations	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0

DISCIPLINARY ACTIONS**	2018						2019						2020					
	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)
Weapons Violations	2	0	0	2	1	0	3	0	0	3	3	0	0	0	0	0	0	0
Drug Law Violations	1	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	129	0	5	134	111	0	93	0	0	93	79	0	32	0	0	32	32	0
TOTAL	132	0	5	137	113	0	96	0	0	96	82	0	32	0	0	32	32	0

VAWA OFFENSES	2018						2019						2020					
	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)
Domestic Violence	11	0	0	11	9	0	4	0	0	4	4	0	2	0	1	3	2	0
Dating Violence	2	0	0	2	2	0	4	0	0	4	4	0	4	0	0	4	4	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	13	0	0	13	11	0	8	0	0	8	8	0	6	0	1	7	6	0

(1) 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.

(2) Non-Campus: 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.

(3) Public: All property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

(4) Total: Campus Crime + Non-Campus Crime + Public Crime

(5) Residence: A subset of campus crime. Crimes are counted in both categories.

(6) Unfounded: After an investigation by a law enforcement agency any report of a crime that is found to be false or baseless, the crime is considered "unfounded".

*DOES NOT INCLUDE DRUNKENNESS OR DRIVING UNDER THE INFLUENCE IN LIQUOR LAW VIOLATIONS

**DOES NOT INCLUDE DISCIPLINARY ACTIONS THAT WERE STRICTLY FOR SCHOOL POLICY VIOLATIONS

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VI. Assumption University – Rome Campus – Clery Act Criminal Statistics

CRIMINAL OFFENSES	2018						2019						2020					
	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	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	0	0	0
Robbery	0	0	0	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	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

BIAS CRIMES	2018						2019						2020					
	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)
Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

ARRESTS*	2018						2019						2020					
	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

DISCIPLINARY ACTIONS**	2018						2019						2020					
	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)
Weapons Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

VAWA OFFENSES	2018						2019						2020					
	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)	Campus (1)	Non-Campus (2)	Public (3)	Total (4)	Residence (5)	Unfounded (6)
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

(1) 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.

(2) Non-Campus: 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.

(3) Public: All property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

(4) Total: Campus Crime + Non-Campus Crime + Public Crime

(5) Residence: A subset of campus crime. Crimes are counted in both categories.

(6) Unfounded: After an investigation by a law enforcement agency any report of a crime that is found to be false or baseless, the crime is considered "unfounded".

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****DOES NOT INCLUDE DRUNKENNESS OR DRIVING UNDER THE INFLUENCE IN LIQUOR LAW VIOLATIONS**

ANNUAL
FIRE SAFETY REPORT

Prepared by: The Department of Public Safety/Campus Police
Website: http://www.assumption.edu/police

October 5, 2021

The Assumption University Campus Police and Building & Grounds Department work hand in hand with the Worcester Fire Department to ensure the Assumption campus is in compliance with the fire and safety codes and standards. Egress drills for residential students are conducted twice a year at the beginning of both the fall and spring semesters with the Residential Life Staff in accordance with these codes and standards. Campus Police produced a fire safety video, in cooperation with the Office of Residential Life and the Student Government Association, which is broadcasted on Assumption University's television channel periodically. Training on fire extinguisher use is also provided. In addition, fire extinguishers are inspected on a regular basis. Assumption University has recently completed the installation of fire suppressant sprinkler systems in all of the residence halls.

HIGHER EDUCATION OPPORTUNITY ACT
CAMPUS FIRE SAFETY ANNUAL COMPLIANCE REPORT

OVERVIEW

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008. It requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. The following public disclosure report details all information required by this law as it relates to Assumption University.

HEALTH AND FIRE SAFETY

Health and Fire Safety Inspection/Right of Entry - The Residential Life Staff will conduct monthly Health and Fire Safety Inspections of all students' rooms. The Director of Residential Life, Associate Director of Residential Life, Area Coordinator, Resident Director, or their designee, shall have the right to enter the premises at a reasonable hour in the day or evening, to make such request for repairs, additions, or alterations as deemed necessary. Notification of inspection time and date need not be posted. The University reserves the right to inspect any room when the University deems such necessary. In addition, the Director of Residential Life, Associate Director of Residential Life, Area Coordinators, Resident Directors as well as other University officials, have the right to enter the premises at any time for any reasonable cause. The primary purpose of entering is to take those precautions which University officials find necessary to protect the health, safety, and general welfare of the occupants and/or of other persons therein and to enforce University policy. Members of the Maintenance staff routinely enter rooms in the performance of their duties. Such entry is not considered an inspection, however, blatant violations, especially those that could affect student safety will be reported to the Office of Residential Life. Fire and Safety Regulations - Use of fire alarms or firefighting equipment for any purpose, except that for which intended, is prohibited according to State law. Impairment of this system could cause loss of life, a great deal of damage to personal belongings and to the residence hall property. Because malicious tampering with fire-equipment seriously jeopardizes the lives of residents, individuals who indulge in such activity will be subject to disciplinary action. For the safety of all residents, evacuation drills are held at least once per semester. It is important for residents to familiarize themselves with the procedures to avoid panic in case of emergency. Participation in drills is mandatory. Violation of any aspect of these regulations will be dealt with as a serious disciplinary offense. For your safety and the safety of others in your community the following are strictly PROHIBITED from students' rooms and townhouses:

1. Smoking (Please see smoking policy in the General Policies and Procedures Section).
2. Candles, of any kind/shape/size. Decorative candles should not be in any room, apartment or townhouse. Potpourri burners and incense, whether burning or not, are prohibited. Possession of candle, incense, or potpourri burner.
3. Fireworks including firecrackers, caps, roman candles, and sparklers. Use and/or possession of fireworks including, but not limited to, firecrackers, smoke bombs, Roman Candles, and sparklers.
4. Weapons are not allowed on campus, even if a student is registered to carry such a weapon. This includes, but is not limited to, firearms, bows and arrows, sling-shots, hunting and other knives, blowguns, BB guns, pellet guns, air-soft guns, air propelled or any other weapon.
5. Items suspended from ceiling (i.e.: flags, fishing nets, tapestries, rugs) cannot block any entrances/exits, windows, and/or fire safety equipment.
6. Any object that blocks the exit from a room or townhouse. That includes wardrobes (creating hallways with wardrobes is prohibited) in the underclass halls, and anything obstructing the exit from a bedroom inside an apartment and/or townhouse (The rule to follow is: a medical emergency stretcher needs to be able to fit easily through any doorway).
7. Temporary partitions or dividers.
8. Furniture that is stacked, such as desks.
9. Cinder Blocks.
10. Leg lifters may be used for beds that are not bunked, however, great care must be taken and this is done at the risk of the student.
11. Unauthorized locks on any door.
12. Obstruction of sprinkler heads or fire and safety equipment.
13. Dismounting or removal of a fire extinguisher. Extinguisher must remain fully charged and mounted in designated areas. Apartments and townhouses must have a fire extinguisher in view.
14. Unauthorized electrical appliances such as hot plates, hot pots, coffee makers (unless equipped with an automatic shut-off switch), "George Foreman" type grills, space heaters, toaster ovens, sun lamps, oversized refrigerators (over 1.5 cubic feet), oversized microwaves (over 500 watts), and halogen lamps. We also recommend that irons be equipped with an automatic shut off switch for safety reasons. Students in apartments should consult Residential Life for a list of approved appliances.
15. Appliance cords with broken insulation or broken plug ends. Electrical octopi (multiple extension cords). Power strips must be used when connecting more than two items to a single wall outlet (which contains room for two plugs). An extension cord may be plugged into the power strip and then be plugged into a single device (here is

an allowable example: run a power strip into the wall outlet, plug an extension cord into the power strip and then plug an alarm clock into the extension cord). If you have any doubt or questions, the Office of Residential Life or Buildings and Grounds can provide help and direction.

16. Gasoline camp stoves are not allowed. Gas grills must be at least 25 feet from the building and used on hard, concrete surfaces, away from any wooded area. NO grills that utilize lighter fluid and/or charcoal may be used at any time. Propane tanks of any size may NOT be stored inside any room/apartment/townhouse.
17. Kerosene lamps, even as a decoration.
18. Combustible trash receptacles.
19. Paint cans without lids.
20. Outside antennas or aerials.
21. Rooms kept in unsanitary condition, uncovered food containers, excessive beverage containers, exposed food or disposal of trash other than in an appropriate trash receptacle.
22. Removal of screens, windows, and/or security screen tabs.
23. Neon lighted signs.
24. City and/or street signs are prohibited.

Policy for Outdoor Cooking Grills

The following regulations pertain to the individual use of outdoor cooking grills on campus:

1. Only grills that are run with propane tanks are allowed on campus.
2. NO grills that utilize lighter fluid and/or charcoal may be used at any time.
3. Grills in the areas of Alumni, Desautels, Hanrahan, Living/Learning Center, Nault, Plough, Salisbury, South, Wachusett, West, Worcester, and Young Halls must be located approximately twenty-five (25) feet from the building and/or wooded areas. Grills are to be placed on hard (paved) surfaces.
4. Grills in the area of Aubuchon, Bissonnette, Dion, and Moquin Halls are to be used only on the hard (concrete) surfaces to the front or rear of these apartments.
5. Grills in the area of Authier and Dufault Halls are to be operated only on the paved surfaces in front of the ground level apartments. At no time should a grill be used in the stairwells (towers) of these apartments.
6. Propane tanks of any size may NOT to be stored inside any room/apartment/ townhouse; propane tanks, either empty or full, are NEVER permitted above ground level (i.e. never permitted in the “tower” stairwells of Authier/Dufault). In all cases, the grills should be attended to at all times while in use.

Fire Emergency/Fire Drill Procedures

In case of an alarm, touch your door to feel if it is hot and look under your door for any smoke seeping in. If it is safe to evacuate, then you must leave immediately by way of the nearest exit. Do not use elevators during a fire alarm. Stay calm. Assemble outside at least 150 feet away from the building, not in the fire lanes, since these must be kept clear for fire equipment. Do not re-enter the building until Campus Police establishes the safety of the situation. To the extent that personal safety permits, Residential Life staff assists students with evacuation; however, it is the sole responsibility of the student to evacuate whenever an alarm sounds. Do NOT wait for Residential Life staff members to tell you to evacuate. Any student who does not leave a building when an alarm sounds will be subject to disciplinary sanctions.

False Alarms - A false alarm is extremely dangerous. Repeated false alarms often cause students to treat an actual fire lightly. Anyone found to have intentionally set off a false alarm will be evicted from Assumption housing and may also be subject to suspension or expulsion from the University and prosecution to the fullest extent of the law.

Fire and Safety Equipment - Due to the risk posed to the community by tampering with fire safety systems, the University may, at a minimum, suspend students from the University for involvement in any of the following: causing a fire or flood, registering a false fire alarm (from a pull station or in conjunction with other inappropriate activities, including but not limited to the use of fireworks and “hall sports”), discharging a fire extinguisher, removing, disabling, or tampering with general alarms, smoke detectors, door alarms, fire extinguisher, or stand pipes. A student may be suspended from residence for damaging or tampering with exit signs or emergency lighting. In addition, students will be charged restitution for any damages, fined up to $200.00 by the University, and subject to any charges imposed by the Worcester Fire Department. Students are advised that “accidental” tampering is not regarded as a suitable defense in such matters. Finally, students who fail to evacuate a building during an alarm will be subject to Disciplinary Probation and a fine of $50.00. If no one takes responsibility for unauthorized use of equipment, all residents living in the damaged area will be assessed the cost of replacement of the fire extinguisher and any excessive cleaning charges. To avoid unnecessary charges, take responsibility for the area in which you live.

Alarm Monitoring

At Assumption University, all residence halls are covered with integrated fire sprinkler systems and a redundant fire alarm monitoring systems which are monitored 24 hours/day, seven days/week by the Campus Police office and an offsite monitoring company.

On Campus Residence Hall Fire Safety Systems

Residence Halls	Fire Alarm System Monitoring On-Site & Off Site	Partial[1] Sprinkler System	Full[2] Sprinkler System	Minimum Number of Evacuation/ Fire Drills Each Year	Smoke Detectors	Fire Extinguishers present
Alumni Hall	X		X	2	X	Yes
Desautels Hall	X		X	2	X	Yes
Nault Hall	X		X	2	X	Yes
Hanrahan Hall	X		X	2	X	Yes
Young Hall	X		X	2	X	Yes
Salisbury Hall	X		X	2	X	Yes
Aubuchon Hall	X		X	2	X	Yes
Bissonnette Hall	X		X	2	X	Yes
Dion Hall	X		X	2	X	Yes
Moquin Hall	X		X	2	X	Yes
Dufault Hall	X		X	2	X	Yes
Authier Hall	X		X	2	X	Yes
Worcester Hall	X		X	2	X	Yes
Wachusett Hall	X		X	2	X	Yes
Living & Learning Center Hall	X		X	2	X	Yes
Plough Hall	X		X	2	X	Yes
West Hall	X		X	2	X	Yes
South Hall	X		X	2	X	Yes

Fire Safety Improvements and Upgrades
Assumption University Department of Public Safety/Campus Police and the Building & Grounds Department annually review the fire systems in our residence halls and make upgrades, repairs or revisions when problems are identified. There are no current plans for system upgrades, but this is subject to change. Our systems are also evaluated annually by the Worcester Fire Department for compliance with current code and industry standards.

Residence Hall Fire Drills
Fire drills are held once a semester for each residence hall. Fire drills are mandatory supervised evacuations of a building for a fire. The fire drill is scheduled with Campus Police and Residence Life. The supervised fire drill is scheduled within the first few weeks of the beginning of the semester.

Students who fail to leave the building during any fire drill are documented and the incident is turned over to the Judicial Affairs for adjudication.

Fire/Life Safety Education
Residence Life policy on fire safety is to prohibit usage of electrical cooking appliances, candles, and specific electrical equipment in individual rooms.

Residence Life policy on evacuation from residence halls is in the student handbook and is discussed with residents when they move into the residence hall. This information is also contained in the red Emergency Guide found in all living areas on campus.

[1] Partial sprinkler system is defined is defined as having sprinklers in the in common areas only.

[2] Full sprinkler system is defined as having sprinklers in both common areas and individual rooms.

In case of a fire, please sound the nearest fire alarm and evacuate the building. Evacuation procedures are as follows:

1. Know the emergency routes from your room and hall.
2. Check to see if your door is hot or has smoke around it. If so, stay in your room and wait to be evacuated by firefighters.
3. Shut your door tightly when you leave.
4. Exit your building and follow the directions of staff members.
5. DO NOT remain close proximity to the buildings. Move to your designated evacuation area so that the Residence Life staff can conduct roll call.

Fire Safety Tips

- Should you see a fire, sound the fire alarm immediately and call Campus Police at x7777 then 911.
- Advise Campus Police of the size and location of the fire.
- Campus Police will notify the fire department and will respond to assist.
- Do not enter a building that is on fire.
- Advise Campus Police if you know that someone is in the building.
- Always report any fire, even if it has been extinguished.
- Report vandalized or discharged fire extinguishers to Campus Police.
- Make sure you know what your building's fire alarm sounds like.
- Know your evacuation route (at least two exits).
- Close doors to help prevent the fire from spreading.
- Do not open doors if you suspect fire may be on the other side.
- Stay low to the floor and cover your mouth with a wet cloth to make breathing easier in smoky conditions.
- Never prop open or lock a fire exit.
- University policy dictates that when a fire alarm sounds in any building, the building will be evacuated for everyone's safety.

Fire/Life Safety Inspections

During fall semester a residence life staff person will do a fire/life inspection of your room. You will be notified as to when these inspections will take place, and you will be required to allow the staff person entrance to your room for inspection. If you or your roommate(s) are not home, the room will be inspected without you present and a note will be left indicating the status of your room. Should a violation be found, you will receive a letter indicating what the violation was, and you will be expected to meet immediate compliance. If the violations have not been corrected after an unannounced re-inspection, you and/or your roommate will be subject to disciplinary action.

Some common violations are as follows:

- Extension cords and multi-tap electric units without a breaker
- Items attached to sprinkler heads
- Blocking of egress (exit) pathways
- Evidence of burning of candles, incense, or tobacco products
- Evidence of cooking; or cooking appliances, even if unused
- Evidence of a heavy load of combustibles in a room, on the walls, or ceiling
- Covering a door with paper or other combustible material
- Use of electrical wiring, devices, appliances which are modified or damaged
- Use of portable heater
- Tampered with smoke detector
- Use of halogen lamp/lighting
- Unsafe lofting or raising of beds — including rooms with no guardrails
- Any other situation deemed unsafe by the staff inspection

Smoking Policy

Assumption University prohibits smoking in any of the residence halls and a minimum of fifty feet from any residence hall entrance.

Reporting a Fire

Students reporting a fire should contact Campus Police extension 7777 in an emergency and extension 7225 in a non-emergency situation. Additional 911 can also be called.

Definitions:

Fire - Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire drill - A supervised practice of a mandatory evacuation of a building for a fire.

Fire-related injury - Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.

Fire-related death - Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire, or deaths that occur within 1 year of injuries sustained as a result of the fire.

Fire safety system - Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire including: Sprinkler or other fire extinguishing systems, Fire detection devices, standalone smoke alarms, devices that alert one to the presence of a fire, such as horns or strobe lights, smoke-control and reduction mechanisms, and fire doors and walls that reduce the spread of a fire.

Value of Property Damage - The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including: contents damaged by fire, related damages caused by smoke, water, and overhaul, however it does not include indirect loss, such as business interruption

Fire Log - A fire log is kept in the Campus Police Department open to the public during normal business hours. Assumption University maintains a fire log that records any fire that occurred in an on-campus student housing facility and includes information such as the nature, date, time and general location of each fire. The Fire Log entry, or an addition to an entry, shall be made within two business days of the receipt of information. The Fire log for the most recent 60-day period shall be open to public inspection during normal business hours. Any portion of the log older than 60 days will available within two business days of a request for public inspection.

Assumption University – Main Campus – Fires – Summary

	2018			2019			2020		
	FIRES	INJURIES	DEATHS	FIRES	INJURIES	DEATHS	FIRES	INJURIES	DEATHS
Alumni Hall	0	0	0	0	0	0	0	0	0
Desautels Hall	0	0	0	0	0	0	0	0	0
Nault Hall	0	0	0	0	0	0	0	0	0
Hanrahan Hall	0	0	0	0	0	0	0	0	0
Young Hall	0	0	0	0	0	0	0	0	0
Aubuchon Hall	0	0	0	0	0	0	0	0	0
Bissonnette Hall	0	0	0	0	0	0	0	0	0
Dion Hall	0	0	0	0	0	0	0	0	0
Moquin Hall	0	0	0	0	0	0	0	0	0
Dufault Hall	0	0	0	0	0	0	0	0	0
Authier Hall	0	0	0	0	0	0	0	0	0
Worcester Hall	0	0	0	0	0	0	0	0	0
Wachusett Hall	0	0	0	0	0	0	0	0	0
Living & Learning	1	0	0	0	0	0	0	0	0
Plough Hall	1	0	0	0	0	0	0	0	0
West Hall	0	0	0	0	0	0	0	0	0
South Hall	0	0	0	0	0	0	0	0	0
Salisbury Hall	0	0	0	0	0	0	0	0	0
TOTAL	2	0	0	0	0	0	0	0	0

Assumption University – Rome Campus – Fires – Summary

	2018			2019			2020		
	FIRES	INJURIES	DEATHS	FIRES	INJURIES	DEATHS	FIRES	INJURIES	DEATHS
Villino Dufault Via San Pio V, 55	0	0	0	0	0	0	0	0	0
TOTAL	0	0	0	0	0	0	0	0	0



Assumption University

This booklet is intended to be used as a guide.
Specific questions should be directed to the Department of Public Safety/Campus Police 508-767-7225.

This statistical report has been compiled in part by information provided to Assumption University from the Worcester Police Department, as well as other departments and personnel from within Assumption University. When possible, all provided information is verified prior to publication. The Campus Police Department makes all attempts to ensure that statistics are not double counted and are as accurate as they possibly can be.

Any questions regarding this report and/or the information contained should be directed to the Assumption University Department of Public Safety/Campus Police:

Phone - 508-767-7225
Fax - 508-767-7281

The Annual Security Report is available on the Assumption University Campus Police website. A printed booklet can be picked up in person at the Campus Police Department located on the ground floor level of Kennedy Memorial Hall.

http://www.assumption.edu/police

Appendix A

SEXUAL MISCONDUCT POLICY

SEXUAL MISCONDUCT POLICY

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I. INTRODUCTION

A. Statement of Policy

Assumption University (the "University") is committed to maintaining a safe and respectful learning, living, and working environment for all members of the University community free from gender-based discrimination and Sexual Misconduct (as defined in this Policy) including, but not limited to, Sexual Harassment, Sexual Assault, Sexual Exploitation, Relationship Violence, and Stalking.

Sexual Misconduct is antithetical to the mission and values of the University and will not be tolerated. The University will respond to reports and formal complaints of Sexual Misconduct (as defined in this Policy) and will take prompt action to eliminate such conduct, prevent its recurrence, and remedy the adverse effects of such conduct in the University's programs and activities.

A Student, Employee or Third Party determined by the University to have violated this Policy will be subject to sanctions, up to and including the termination of their relationship with the University, withdrawal of the privilege to enter upon University property, and/or to participate in University sanctioned or supported activities and events.

B. Applicability

This Sexual Misconduct Policy ("Policy") applies to all members of the University community including students enrolled for credit or non-credit-bearing coursework ("Students"); University employees, including full-time and part-time faculty, staff, and administrators ("Employees"); as well as third parties such as contractors, vendors, visitors, and guests ("Third Parties") (collectively referred to herein as "Community Member").

This Policy will apply to any instance in which a Community Member is alleged to have engaged in Sexual Misconduct prohibited under this Policy against any person, regardless of the Reporting party's or Responding party's sexual orientation, gender, or gender identity.

Where conduct in violation of this Policy also violates any other University policies, the University's response will be governed by the procedures described herein. Where this Policy applies, its provisions will supersede any conflicting provision contained in other University policies.

C. Reports and Formal Complaints of Prohibited Conduct

The University strongly encourages anyone who experiences, witnesses, or becomes aware of Sexual Misconduct to report such conduct immediately. This Policy specifically prohibits retaliation against any person who makes a good faith report or formal complaint of conduct prohibited under this Policy.

The University Title IX/Sexual Misconduct Coordinator and the Deputy Title IX/Sexual Misconduct Coordinator are the University officials with authority to institute corrective measures on behalf of the University with respect to alleged violations of this Policy.

The University will promptly respond to reports or formal complaints of prohibited conduct made in accordance with the requirements of this Policy. The University's procedures for responding to reports or formal complaints are intended to provide a prompt, fair, equitable, and impartial process for all parties. Accordingly, a number of procedural protections are provided throughout the process. A list of procedural protections is included at Appendix B.

D. Period of Limitations

A report or formal complaint of Sexual Misconduct may be made at any time, regardless of the length of time between the occurrence of the alleged misconduct and the decision to report or file. However, the University strongly encourages individuals to report or file promptly. A delay in reporting or filing a formal complaint may compromise the University's ability to take action and effectively respond to the alleged misconduct, particularly if neither the Reporting party nor the Responding party is employed by the University or enrolled as a Student at the time the Complaint is made.

E. Statement of Non-Discrimination and Coordination of Policies

The University is committed to adhering to all state and federal laws prohibiting discrimination in its educational programs and activities including employment on the basis of a person's race, sex, religion, color, national origin, age, marital or parental status, military service or veteran status, gender, disabilities, genetic information, or other legally protected status, consistent with its Catholic identity and mission as permitted by law.[1]

This Policy supports the University's commitment to compliance with Title IX of the Education Amendments of 1972 (Title IX), a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities, as well as other federal and state laws prohibiting discrimination in education and employment including Title VII of the Civil Rights Act of 1964 and The Massachusetts Fair Employment Practices Act, M.G.L. Ch. 151B.

Questions concerning the University's policies prohibiting sex-based discrimination including Sexual Misconduct, can be directed to the Title IX Coordinator, Daniel DiTullio, whose office is located in the Office of the President on the first floor of La Maison and who can be contacted by phone at (508) 767-7172 or by email at TitleIX@assumption.edu. Questions concerning other forms of prohibited discrimination and harassment can be directed to the University's Director of Human Resources, Robin

[1] The prohibition of forms of discrimination not covered by this Policy is addressed in the College's Non-Discrimination and AntiHarassment Policy.

Pellegrino, whose office is located in Alumni Hall, Room 109, and who can be contacted by phone or email at 508-767-7599, rpellegrino@assumption.edu.

In addition to making reports to the University, individuals may direct questions and/or complaints regarding sex-based discrimination to the United States Department of Education Office for Civil Rights, at (OCR@ed.gov or (800) 421-3481), or to the United States Equal Employment Opportunity Commission, John F. Kennedy Federal Building, 475 Government Center, Boston, MA (617) 565-3200 and the Massachusetts Commission Against Discrimination, 484 Main Street, Room 320,Worcester, MA (508) 453-9630, concerning prohibited discrimination in employment.

F. Individuals with Disabilities

The University will provide appropriate accommodations for individuals with disabilities, to the extent necessary and available, to access and participate in the procedures outlined in this Policy. An individual seeking accommodation must notify the Title IX Coordinator of their need for accommodation. Requests for accommodations for Employees and Students may be reviewed in consultation with Human Resources and/or the Office of Accessibility Services.

G. University Title IX/Sexual Misconduct Coordinators

The University has designated Daniel DiTullio to serve as the University Title IX / Sexual Misconduct Coordinator.[2] The Coordinator is charged with oversight and coordination of the University's activities with respect to Title IX compliance and the development and implementation of the University's policies, procedures, and activities to prevent sexual misconduct and response to reports and formal complaints alleging conduct in violation of this Policy. The University has also designated Deputy University Title IX/Sexual Misconduct Coordinators ("Deputy Coordinator") to assist the Coordinator in the discharge of these responsibilities.

The Coordinator is available to meet with any Community Member to discuss this Policy or any issues or concerns with respect to the University's Title IX related policies, procedures and activities. The Coordinator and Deputy Coordinators can be contacted by telephone, email, or in person during regular office hours:

Title IX Coordinator	Daniel DiTullio, Director of Government and Community Relations, (508) 767-7172 TitleIX@assumption.edu La Maison, Office of the President

[2] The Title IX Coordinator may designate the Deputy Title IX Coordinator or another qualified person to assume or assist in performing all or part of their duties under this Policy. Therefore, where the Coordinator is identified as the person responsible for some aspect of this Policy, such provision should be read with the understanding that any duty or function of the Coordinator, other than overall responsibility for the oversight and coordination of Title IX programs and compliance, may be performed by the Deputy or another qualified person designated by the Coordinator.

Deputy Title IX Coordinator	Robin Pellegrino, Director of Human Resources, 508-767-7599 rpellegrino@assumption.edu Alumni Hall, Room 109
Deputy Title IX Coordinator	Benjamin Kadamus Assoc. Dir. Res. Life, Residential Life 508-767-7505 ba.kadamus@assumption.edu Salisbury Hall - Room 107

II. PROHIBITED CONDUCT

This Sexual Misconduct Policy prohibits forms of sexual misconduct as defined in Title IX regulations issued by the U.S. Department of Education (34 CFR Part 106) and other sexual misconduct that does not fall within the scope of Title IX. Conduct prohibited under this Policy includes the following:

A. Title IX – Sexual Harassment

Title IX Sexual Harassment includes all of the forms of conduct on the basis of sex set forth in this Section III (A) meeting the following requirements:

Jurisdiction – Title IX applies only when the alleged sexual conduct**:**

- Occurs within the United States; and
- Occurs within the University's education program or activity, meaning
    - locations, events, or circumstances over which the University exercises substantial control over both the responding party and the context in which the Title IX Sexual Harassment occurs, and
    - any building owned or controlled by a student organization that is officially recognized by the University; and
    - at the time of filing a formal complaint, a Reporting party is participating in or attempting to participate in the education program or activity at the University.

Title IX – Sexual Harassment includes:

- **Quid Pro Quo Sexual Harassment:** An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct;
- **Sexual Harassment:** Unwelcome sexual conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive to Reasonable Person

that it effectively denies an individual equal access to the University's education program or activity;

- **Sexual Assault:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual assault can occur between individuals of the same or different sexes and/or genders. This includes the following: ○ **Rape:** The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;

    - **Sodomy:** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;

    - **Sexual Assault with an Object**: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;

    - **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 their age or because of their temporary or permanent mental or physical incapacity;

    - **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; or

    - **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of sixteen (16).

- **Domestic Violence:** A felony or misdemeanor crime of violence committed: (a) by a current or former spouse or intimate partner of the victim; (b) by an individual with whom the victim shares a child in common; (c) by an individual who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (d) by an individual similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the felony or misdemeanor crime of violence occurred; (e) by any other individual against an adult or youth victim who is protected from that individual's acts under the domestic or family violence laws of the jurisdiction in which the felony or misdemeanor crime of violence occurred.

    - Intimate partner is defined as an individual with whom one has or had a short- or long-term relationship that provides romantic and/or physical intimacy or emotional dependence. Intimate relationships can occur between individuals of the same gender or different genders and may include (but are not limited

to) marriages, civil unions, dating relationships, "hook-up" relationships, relationships in which partners are characterized as "girlfriends" or "boyfriends," and relationships between individuals with a child in common.

- **Dating Violence**: Violence committed by an individual 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 based on the reporting individual's statement and with consideration of other evidence including the length of the relationship, the type of relationship, and the frequency of interaction between the individuals involved in the relationship. This includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

- **Stalking**: Engaging in a course of conduct directed at a specific individual that would cause a reasonable person to: (a) fear for the individual's safety or the safety of others; or (b) suffer substantial emotional distress. For the purposes of the Stalking definition: Course of conduct means two or more acts, including 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 an individual, or interferes with an individual's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

B. University - Other Prohibited Conduct

Other prohibited conduct means forms of conduct based on sex prohibited by the University as set forth in this Section III (B) meeting the following requirements:

Jurisdiction – Other prohibited conduct applies when the alleged sexual conduct**:**

- Occurs on University premises or other property owned or controlled by the University;

- Occurs in the context of a University employment or education program or activity, regardless of location, including, but not limited to University-sponsored events and programs including study abroad, research, on-line and internship programs; or

- Occurs on premises or other property not owned or controlled by the University or outside the context of a University employment or education program or activity, where the impact of the conduct has the effect of interfering with a Community Member(s) equal access to the University's employment or educational programs and/or activities.

Other Prohibited Conduct includes:

- **Conduct Outside Title IX Jurisdiction:** conduct that would otherwise be prohibited under Section III (A) (e.g., Quid Pro Quo Sexual Harassment, Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking), but which must be dismissed under the Title IX Sexual Harassment Policy because it does not meet jurisdictional requirements.

- **Sexual Harassment:** defined as any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, nonverbal, graphic, physical, or otherwise, when: ○ Submission to or rejection of such conduct is either an explicit or implicit term or condition of an individual's employment, academic standing, evaluation of academic work or advancement in an academic program, or is used as the basis for University decisions affecting the individual (often referred to as "quid pro quo" or "this for that" harassment); or

  - Creates a hostile environment when the conduct has the purpose or effect of unreasonably interfering with an individual's learning, working, or living environment, or limiting or depriving an individual of the ability to participate in or benefit from the University's employment or educational programs and/or activities. Conduct must be sufficiently severe or pervasive to create an intimidating, threatening, abusive, humiliating, or sexually offensive learning, working, or living environment. mA single incident of Prohibited Conduct can be sufficiently severe to support the existence of a hostile environment (for example, Sexual Assault or Sexual Exploitation).

- **Examples of conduct that may constitute Sexual Harassment include, but are not limited to:**

  - Unwelcome sexual advances, whether they involve physical touching or not; ○ Sexual innuendos, jokes, written or verbal references to sexual conduct, gossip regarding one's sex life, commenting on an individual's body, discussion or inquiry about an individual's sexual orientation, sexual activity, deficiencies, or prowess;

  - Displaying or circulating sexually suggestive objects, pictures, videos, or cartoons, including via electronic communications;

[3] Title IX does not reach curriculum or in any way prohibit or abridge the use of particular textbooks or curricular materials. *See* 28 C.F.R. § 54.455; 34 C.F.R. § 106.42. Furthermore, OCR's 2001 *Guidance* stated that "Title IX is intended to protect students from sex discrimination, not to regulate content of speech… [T]he offensiveness of a particular expression as perceived by some students, standing alone, is not a legally sufficient basis to establish a sexually hostile environment under Title IX." Department of Education, Office for Civil Rights, *Revised Sexual Harassment Guidance* (2001) at 22. *See also* OCR Dear Colleague Letter on the First Amendment, July 28, 2003 (explaining that "OCR's regulations should not be interpreted in ways that would lead to the suppression of protected speech on public or private campuses.").

  - Bullying or hazing based on sex or gender.

- **Sexual Exploitation:** occurs when a person takes non-consensual or abusive sexual advantage of another. Examples of sexual exploitation include, but are not limited to, the following activities: ○ Taking advantage of another person, or attempting to take advantage of another person, without that person's consent. The following activities are prohibited under this provision: ○ Voyeurism or Peeping: Intentionally watching, videotaping, or recording an individual who is undressing, completely or partially naked, or engaging in sexual activity. This includes allowing others to observe such conduct.

  ○ Sexual Exhibitionism: Engaging in sexually explicit activity in public spaces, including online. ○ Displaying or distributing nude or sexually explicit images of another person without that person's consent. ○ Writing or marking of graffiti on University property that is sexually graphic in nature. ○

  Prostituting another person or soliciting a prostitute to campus, or a campus event, to engage in prostitution. ○ Knowingly exposing another person to a sexually transmitted infection or virus without that person's knowledge.

- **Inducing Incapacitation:** providing alcohol or drugs to an individual, with or without the individual's knowledge, with the purpose or intent of taking advantage of that individual's impairment or intoxication in furtherance of any conduct prohibited under this Policy.

- **Aiding or Facilitating:** Aiding or facilitating Sexual Misconduct means promoting or encouraging the commission of any behavior prohibited under this Policy. Community Members are prohibited both from personally engaging in Sexual Misconduct, and also from engaging in conduct which assists or encourages another person or persons to engage in such conduct (for example, acting as a lookout or inciting another to engage in prohibited conduct).

- **Attempted Violations:** The University will treat attempts to commit any of the conduct prohibited by this Policy as if those attempts had been completed.

C. Retaliation

Retaliating is seeking retribution against a Reporting party, Responding party, or any individual for exercising their rights under this Policy or making a report or complaint, testifying, assisting, conducting, participating or refusing to participate in an investigation, hearing, or other proceeding under this Policy. Retaliation can be committed by any individual or group of individuals, not just those involved in a report or complaint.

Retaliation may include, but is not limited to, threats, coercion, verbal abuse, violence, and harassment, including knowingly making false statements about another person

verbally or in writing. Retaliation will violate this Policy even where the underlying allegation(s) of Sexual Misconduct are dismissed or a finding of "no responsibility" has been made.

Complaints alleging retaliation under this Policy, including for the exercise of rights under this Policy, must be filed as a formal complaint in accordance with the procedures set forth in this Policy.

III. CONSENT

Engaging in sexual activity of any type with another person without their Consent is prohibited. Consent is defined as a freely and affirmatively communicated willingness to participate in sexual activity, expressed either by words or clear, unambiguous actions. Individuals who choose to engage in sexual behavior should verbally communicate their intentions and Consent to engage in specific sexual activity as clearly as possible.

Consent may be withdrawn at any time. An individual who seeks to withdraw consent should communicate, through clear words or actions, a decision to cease the sexual activity. Once Consent is withdrawn, the sexual activity must cease immediately.

A person who initiates a sexual activity is responsible for obtaining Consent for that activity. Lack of protest, lack of resistance, silence and/or passivity do not constitute Consent. Relying solely on non-verbal communication before or during sexual activity can lead to misunderstanding and may result in a violation of this Policy.

Consent to one form of sexual activity or with one partner does not, by itself, constitute Consent to another form of sexual activity or with others. In addition, Consent to sexual activity on a prior occasion does not, by itself, constitute Consent to future sexual activity. In cases where the parties are or were engaged in a prior or ongoing consensual sexual relationship, the manner and nature of prior communications between the parties and the context of the relationship may have a bearing on evaluating the presence of Consent, but any sexual activity must still be mutually agreed upon.

Consent, even when given, is ineffective if given by a minor (in Massachusetts, those not yet sixteen (16) years of age), by individuals who are incapacitated, or when obtained by force, violence, threats, intimidation, or coercion.

A. Incapacity

A person who is incapacitated is unable, temporarily or permanently, to give Consent because she or he lacks the ability to make informed, rational judgments about whether or not to engage in sexual activity as a result of mental or physical helplessness, sleep, unconsciousness, or lack of awareness that sexual activity is taking place.

Mental helplessness means a person who is incapable of appraising or controlling their own conduct. Physical helplessness means a person who is physically unable to communicate one's willingness or unwillingness to engage in an act. A person may be

incapacitated as a result of the voluntary or involuntary consumption of alcohol or other drugs, or due to a temporary or permanent physical or mental health condition.

A person is not necessarily incapacitated merely as a result of ingesting alcohol or other drugs. Incapacitation is an extreme form of intoxication. The impact of alcohol and other drugs varies from person to person. A person's level of intoxication can change rapidly, and incapacitation can be reached within a short period of time. Although every individual may manifest signs of incapacitation differently, typical signs include, but are not limited to, slurred or incomprehensible speech, unsteady gait, combativeness, emotional volatility, vomiting, outrageous or unusual behavior, and/or unconsciousness.

B. Consent Cannot Be Obtained by Force

Force. Force includes the use of physical violence, threats, intimidation, and/or coercion.

Physical violence means that a person is exerting control over another person through the use of physical force. Examples of physical violence include hitting, punching, slapping, kicking, pushing, restraining, choking, and brandishing or using any weapon.

Threats are words or actions that would compel a reasonable person to engage in unwanted sexual activity. Examples include threats to harm a person physically, to reveal private information to harm a person's reputation or cause a person academic or economic harm.

Intimidation is an implied threat that menaces or causes reasonable fear in another person. A person's size, alone, does not constitute intimidation; however, a person's size may be used in a way that constitutes intimidation (e.g., blocking access to an exit).

Coercion is the use of an unreasonable amount of pressure to gain sexual access. Coercion is more than an effort to persuade, entice, or attract another person to engage in sexual activity. When a person makes clear a decision not to participate in a particular sexual activity or a form of sexual activity, a decision to stop, or a decision not to go beyond a certain sexual interaction, continued pressure can be coercive. To constitute coercion, conduct must impair the other individual's freedom of will to participate in sexual activity.

In evaluating whether Consent existed, consideration will be given to the totality of the circumstances including, but not limited to, the extent to which the words or clear, unambiguous actions of the alleged victim affirmatively communicated their willingness to participate in sexual activity; whether a reasonable sober person in the position of the individual alleged to have engaged in the prohibited conduct would have known or should have known that the alleged victim was incapacitated; and whether the circumstances indicate that Consent to sexual activity did not exist.

IV. REPORTING AND CONFIDENTIALITY

The following information is provided to help Community Members make informed choices about where to turn if they or someone else is a victim of Sexual Misconduct.

The University encourages victims to talk to someone about what happened so that they can get the care and support they may need, and so the University can take prompt action to respond to the issue.

The University is committed to protecting the privacy of all involved in the response to a report of Sexual Misconduct in accordance with applicable law and will take steps to limit disclosure of related information only to those individuals who have a need to know in order to assess the report, provide supportive measures, and to take steps to eliminate conduct that violates this Policy, prevent its recurrence, and remedy its effects.

The privacy of Student education records will be protected in accordance with the Family Educational Rights and Privacy Act (FERPA). The privacy of an individual's medical and related records is generally protected by the Health Insurance Portability and Accountability Act (HIPAA), excepting health and treatment records protected by FERPA.

A. Employee Confidentiality and Reporting Obligations

It is important to understand that each Employee's obligations with respect to maintaining confidentiality and reporting disclosures concerning Sexual Misconduct will depend on whether the Employee is considered to be a "Confidential Employee." Only Confidential Employees are exempted from the requirement to report information concerning incidents of Sexual Misconduct to the Coordinator.

All Employees including faculty, staff, administrators, and students employed as resident assistants, Plourde supervisors, graduate assistants and teaching assistants who are not identified as being a Confidential Employee as defined herein, are required to immediately report all information obtained, whether directly or indirectly, about incidents of Sexual Misconduct to the Coordinator including the names, if known, of the victim and all others involved in, or having knowledge of the incident.

Reporting allows the Coordinator to provide support services and information concerning reporting and resolution options and procedures to individuals who may have been subjected to Sexual Misconduct and to evaluate patterns, trends, and safety issues for the Community at-large.

Confidential Employees: A victim of Sexual Misconduct can seek assistance and support from a Confidential Employee without triggering a report of information concerning such conduct to the Coordinator or to the University that could reveal the victim's identity or that the victim disclosed the incident.

The University has designated individuals who are employed in positions that provide medical care, mental health services, and counseling, as well as employees providing such services under their supervision, as being Confidential Employees. A listing of confidential positions is included at Appendix D.

The designation of Confidential Employee status extends to employees working in positions that provide administrative and/or related support to Confidential Employees in

connection with their provision of confidential services. However, the designation extends only to information received or learned by such employees in the course of performing their job duties in support of the Confidential Employee(s).

Confidential Employees are instructed to inform individuals who may have been subjected to Sexual Misconduct of their right to make a report and to file a Complaint with the University, however, Confidential Employees are not required to disclose to the University any personal or other information that could reveal the identity of a victim of Sexual Misconduct who disclosed information to the Confidential Employee in connection with their provision of confidential services to the victim.

While Confidential Employees may maintain a victim's confidentiality with respect to the University, they may disclose personally identifiable information as required by law or a court order. For example, such information may be disclosed when: (i) the victim gives written consent for disclosure; (ii) there is an imminent threat of harm to the individual or others; or (iii) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18.

B. Mandated Reporting of Abuse or Neglect of a Minor

All Community members are required to immediately report any suspected abuse or neglect of a minor (under 18) to the Coordinator who will contact appropriate agencies including law enforcement and the Massachusetts Department of Children and Families ("DCF"). Community Members may also report suspected abuse or neglect of a minor through DCF's Child-at-Risk Hotline at (800) 792-5200.

V. CONFIDENTIAL AND NON-CONFIDENTIAL SUPPORT AND ASSISTANCE

The University offers a wide range of resources to provide Community Members with care, support and guidance in response to incidents of Sexual Misconduct. The University strongly encourages community members who have been subjected to Sexual Misconduct to seek care and support from confidential and/or non-confidential resources available to them on or off campus.

A. On-Campus Resources

A listing of on-campus confidential and non-confidential resources, including contact information, that can provide Community Members with emergency and ongoing medical treatment, counseling, support, victim advocacy services, and options for reporting incidents to the University and/or law enforcement is included at Appendix D

B. Off-Campus Resources

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the University unless the victim authorizes the disclosure.

The University current contract with **Pathways for Change** a locally based agency which provides free, confidential services to sexual assault victims, their friends, and families. It also operates a 24-hour confidential hotline that provides victims of sexual assault with telephone counseling and personal support. This service is provided free of charge, it is confidential and operates completely independent of Assumption University.

588 Main Street
Worcester MA 01608
24/7 Hotline (800) 870-5905 / TTY (888) 887-7130
Office (508) 852-7600; Fax (508) 852-7870

Information concerning other resources available in the Worcester community including hospitals, counseling, advocates, law enforcement agencies, and legal services is included in Appendix E.

VI. REPORTING SEXUAL MISCONDUCT

The University strongly encourages anyone who experiences, witnesses, or becomes aware of Sexual Misconduct to report such conduct immediately. No Community Member may retaliate against an individual for reporting incidents of potential Sexual Misconduct.

The University provides multiple avenues for reporting. Individuals may choose to make a report to the University under this Policy, to law enforcement for potential criminal prosecution, to both or neither. Complaints made to the University and law enforcement can be pursued simultaneously.

A. Filing a Complaint with Law Enforcement

A Reporting party has the right to notify or decline to notify law enforcement concerning an incident of Sexual Misconduct. A Reporting party who wishes to pursue criminal action in addition to, or instead of, making a report to the University is strongly encouraged to immediately notify law enforcement directly by contacting:

Campus Police Department
Kennedy Hall, Lower Level
(508) 767-7777
Campus Police Officers are available 24 hours a day, seven days a week.

Worcester Police Department, Sexual Assault Unit
9 - 11 Lincoln Square
(508) 799-8661 (8am - midnight)
(508) 799-8600 (midnight - 8am)
Emergency – 911

Worcester County District Attorney's Office
Child Abuse & Sexual Assault Unit
255 Main Street, Worcester
(508) 755-8601

Police have the power to seek and execute search warrants, collect forensic evidence, make arrests, and assist in obtaining civil protective orders. Campus Police and/or the Title IX Coordinator can provide support and arrange transportation for a Community Member who wishes to seek the assistance of off-campus law enforcement authorities concerning incidents of Sexual Misconduct. Under limited circumstances, posing a threat to health or safety of a Community Member, the University may independently notify law enforcement of the incident(s).

Individuals may inform law enforcement authorities about Sexual Misconduct and discuss the matter with a law enforcement officer without making a formal criminal complaint or a formal complaint to the University. Individuals who make a criminal complaint may also choose to pursue a formal complaint with the University simultaneously.

A criminal investigation into the matter will not preclude the University from conducting its investigation of a formal complaint. However, the University may temporarily delay its investigation while criminal investigators are gathering evidence. Although the investigations complaints may be conducted simultaneously, they will be independent of one another. The University may obtain and use reports and information developed in the course of a law enforcement investigation in the University's investigation and resolution of a Complaint of Sexual Misconduct.

Neither the results of a criminal investigation nor the decision of law enforcement to investigate or decline to investigate the matter is determinative of whether Sexual Misconduct, for the purposes of this Policy, has occurred.

B. Reporting to the University

The University strongly encourages anyone who has experienced, has knowledge of, or has witnessed Sexual Misconduct to make a report to the University. Making a report to the University does not require participation in any subsequent University proceedings, nor is a report required in order for an individual to receive support or remedial measures.

Note: All of the following, including employees of the identified offices and departments, are employees required to immediately report all information (obtained directly or indirectly) about incidents of Sexual Misconduct involving a Community Member to the Title IX Coordinator. They must also report information as required under the Clery Act.

Reports of sexual misconduct can be made to the University by contacting any of the following:

The University Title IX/Sexual Misconduct Coordinator and Deputy Coordinators
Reports and formal complaints can be submitted to the Coordinators 24 hours a day, seven days a week via email to: **TitleIX@assumption.edu**

The Coordinators can also be contacted during business hours (8:30 a.m. to 4:30 p.m., Monday through Friday) in person, via email or telephone using the following contact information:

Title IX Coordinator	Daniel DiTullio, Director of Government and Community Relations, (508) 767-7172 TitleIX@assumption.edu La Maison, Office of the President
Deputy Title IX Coordinator	Robin Pellegrino, Director of Human Resources, 508-767-7599 rpellegrino@assumption.edu Alumni Hall, Room 109
Deputy Title IX Coordinator	Benjamin Kadamus Assoc. Dir. Res. Life, Residential Life 508-767-7505 ba.kadamus@assumption.edu Salisbury Hall - Room 107

Campus Police Department
Kennedy Hall, Lower Level
(508) 767-7777
Campus Police Officers are available 24 hours a day, seven days a week.

Office of the Dean of Students
Office staff are available during business hours (8:30 a.m. to 4:30 p.m., Monday through Friday).

Human Resources
Alumni Hall, Room 109
508-767-7599
Human Resources staff are available during business hours (8:30 a.m. to 4:30 p.m., Monday through Friday).

C. Anonymous Reporting Options

Anonymous reports may be made in writing to the Coordinator via mail, by email to TitleIX@assumption.edu, by calling (508) 767-7079, or online at Maxient Anonymous Report

A formal complaint cannot be made anonymously

Individuals who choose to file anonymous reports of Sexual Misconduct are advised that the University will conduct an inquiry into the report. However, the University's ability to conduct an effective inquiry and to take action concerning the report may be significantly limited. Anonymous reports may be used for Clery Act data collection purposes.

Employees cannot make anonymous reports concerning information (obtained directly or indirectly) about incidents of Sexual Misconduct involving a Community Member. Employees must report all such information to the Title IX Coordinator.

D. Classroom Discussions and Public Awareness Events

Classroom discussions and assignments as well as public awareness events such as "Take Back the Night," candlelight vigils, protests, survivor speak outs, film screenings, or other public forums in which incidents of Sexual Misconduct are disclosed shall not be considered to be a report or formal to the University of an incident of Sexual Misconduct for purposes. However, employees learning of such disclosures by a member of the University Community should report the incident to the Coordinator.

E. Clery Act Reporting

Pursuant to the Clery Act, the University includes statistics about certain offenses in its daily crime log and annual security report and provides those statistics to the United States Department of Education, but does so in a manner that does not include any personally identifying information about persons involved in an incident. If a report of Sexual Misconduct discloses a serious and continuing threat to the University community, where timely notice must be given to protect the health or safety of the community, the University is required to issue a timely notification to the community under the Clery Act. The timely warning will not provide any personally identifying information about the victim.

F. Limited Immunity for Conduct Violations

The University considers the reporting and resolution of Sexual Misconduct violations to be of paramount importance. The University does not condone underage drinking or the use of drugs; however, the University may extend limited immunity from disciplinary actions for violations of University rules to witnesses, and other individuals who in good faith, provide information to the University in connection with the investigation or resolution of a report of alleged Sexual Misconduct.

VII. PROCEDURES FOR RESPONDING TO REPORTS AND FORMAL COMPLAINTS

These procedures outline the steps the University will take upon receiving a report or formal complaint of alleged Sexual Misconduct.

In order to protect the safety of the campus community, the Coordinator may review reports of alleged violations of this Policy even when a formal complaint has not been filed or has been withdrawn to determine if an investigation may be warranted. In such cases, the Coordinator may determine to file a formal complaint and proceed with an investigation even if a Reporting party has requested that the University take no action on the matter.

In making a determination to file a formal complaint, the Coordinator will consider the Reporting party's request, the University's obligations to address sexual misconduct, safety concerns and the interests of the University community.

A. Supportive Measures

Upon receipt of a report or formal complaint of a violation of this Policy, the University, through the Coordinator, will promptly contact the Reporting party, or if unknown attempt to identify the Reporting party, to discuss the availability of supportive measures. The Coordinator will also discuss the availability of supportive measures with the Responding party, as appropriate, with third parties taking into account the role of the third party and the nature of their relationship to the University.

Supportive measures are designed to restore or preserve equal access to the University's educational and employment programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties and the broader University community, or deter Sexual Misconduct. The approval and application of supportive measures will be determined by the specific circumstances of each case.

The Coordinator shall consider the Reporting party's wishes with respect to supportive measures, inform the Reporting party of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Reporting party the process for filing a formal complaint, grievance procedure, and the process for resolving formal complaints including informal resolution, if available and deemed appropriate by the Coordinator.

Supportive measure may impose restrictions on a party however, supportive measures will not be applied so as to impose an unreasonably burden. The University may provide supportive measures to the Reporting party or responding party, as appropriate and reasonably available, and will do so without fee or charge, regardless of whether the Reporting party seeks formal disciplinary action.

Once supportive measures are approved, the parties and/or affected individuals will be notified in writing of the supportive measures. The University will keep supportive measures provided to a party confidential to the extent practicable. For information and assistance in arranging supportive measures, contact the Title IX Coordinator or a Deputy Coordinator.

Title IX Coordinator	Daniel DiTullio, Director of Government and Community Relations, (508) 767-7172 TitleIX@assumption.edu La Maison, Office of the President
Deputy Title IX Coordinator	Robin Pellegrino, Director of Human Resources, 508-767-7599 rpellegrino@assumption.edu Alumni Hall, Room 109
Deputy Title IX Coordinator	Benjamin Kadamus Assoc. Dir. Res. Life, Residential Life 508-767-7505, ba.kadamus@assumption.edu Salisbury Hall - Room 107

Examples of supportive measures include:

- Issuing mutual no-contact orders (i.e., an order directing one or both of the parties to refrain from contacting the other, directly or through proxies);
- Placing a non-student Employee on administrative leave from employment during the pendency of investigation and resolution proceedings.
- Arranging access to counseling services and assistance in setting up initial appointments for students, or providing contact information for available counseling services for employees;
- Assistance in seeking academic assistance or modifications;
- Assistance in modifying University housing arrangements, if available;
- Assistance in modifying University employment arrangements, including changes in work schedules, job assignments, or work locations;
- Changing an Employee's phone number at work;
- Arranging a meeting with Police to discuss safety planning, the filing of a criminal complaint or request for a protective order;
- Arranging a leave of absence.

B. Emergency Removal / Administrative Leave

In connection with this Policy, whether or not a grievance process is underway, the University may summarily remove a student from an educational programs and/or activities on an emergency basis, after undertaking an individualized safety and risk analysis, and upon the determination that the individual poses an immediate threat to the physical health or safety of any student or other individual (including themselves, the responding party, the Reporting party, or any other individual). In these situations, the University will provide the individual with notice and an opportunity to challenge the decision immediately following removal.

The University may place an employee who is named as a Responding party in a formal complaint under this Policy on administrative leave for all or any part of the investigation and resolution proceedings. However, leave will be administered in a manner that will allow the employee an equal opportunity to participate in the proceedings.

C. Initial Assessment and Determination of Covered Conduct

Where the Reporting party is known or identified, the Coordinator will arrange a meeting to discuss the report or formal complaint with the Reporting party and the procedures and actions available under this Policy to resolve the complaint.

The actions of the Coordinator in conducting the initial assessment will include, but are not limited to, the following:

- Inform Reporting party about how to access a copy of the Sexual Misconduct Policy.
- Provide Reporting party with information about confidential and non-confidential medical, wellness, and support resources on-campus and off-campus.
- Explain the importance of obtaining and preserving forensic and other evidence, and their right to contact law enforcement, or to decline to contact law enforcement, and/or to seek a protective order.
- Inform Reporting party of the prohibition of retaliation against individuals who make a report or formal complaint, or who participate in the grievance and resolution procedures under this Policy.
- Assess the nature and circumstances of the report and determine if the reported conduct demonstrates a threat to the health or safety of the University community that may warrant issuance of a timely warning or entry of the report in the daily crime log.
- Make a determination as to whether the conduct reported would, if substantiated, constitute conduct prohibited under this Policy.
- If the Coordinator determines that the conduct reported would, if substantiated, constitute conduct prohibited under this Policy, the complaint may move forward. If not, the complaint will be dismissed. If applicable, the complaint may be referred for action under other applicable University policies.
- If a formal complaint has not been made, the Coordinator will discuss the process for making a formal complaint with the Reporting party and the procedures and actions available under this Policy to resolve the complaint.
- Discuss any concerns or barriers to Reporting party's participation in any investigation or resolution procedures under this Policy and explain the

University's policies concerning retaliation, privacy and confidentiality with respect to such procedures.

- Discuss the Reporting party's preferred resolution for the complaint.
- If the Reporting party does not file a formal complaint or chooses not to go forward with a formal complaint, the Coordinator may review the matter to determine whether to file a formal complaint and proceed with an investigation even if Reporting party has requested that the University take no action.

D. Designation of Procedure Based on Covered Conduct

Different resolution and grievance procedures may apply to conduct prohibited under this Policy based no whether the conduct is prohibited by Title IX under Section II (A), or by the University under Section II (B). Where the Coordinator determines that the conduct reported would, if substantiated, constitute conduct prohibited under this Policy, they will designate the resolution procedure applicable to such conduct as follows:

1. All conduct prohibited under Section II (A) shall be resolved by means of the resolution and grievance procedures set forth in this Policy.

2. Where the conduct consists of conduct prohibited under both Section II (A) and (B), and arises from the same incidents and involves the same parties and witnesses, all of the claims shall be resolved by means of the resolution and grievance procedures set forth in this Policy.

3. Where the conduct consists solely of conduct prohibited under Section II (B), following an investigation conducted under Section X[3], the Coordinator shall forward the investigation report, including any written responses, to the appropriate University administrator(s) based on responding party's primary relationship to the University:

    - Dean of Students - undergraduate students ○ Dean of the Graduate School - graduate students ○ Provost – faculty
    - Director of Human Resources – staff members

 The administrator will:

    - consult with other appropriate administrators as deemed appropriate by the University in resolving the matter.

[3] Parties and their respective advisors will be given an opportunity to review and provide a written response to the investigation report and information collected in the course of the investigation. However, they will not be entitled to receive a copy of the report or other investigation materials.

- make a determination concerning responsibility based on a preponderance of the evidence.
- dismiss any claims for which there is no finding of responsibility and assign sanctions for any claims for which there is a finding of responsibility.
- document and communicate the decision and sanctions, if any.

VIII. Informal Resolution Process

Subject to the consent of the parties and the approval of the Coordinator, the University may permit a formal complaint to be resolved through informal resolution. Informal resolution is available for cases under this policy except those involving allegations that an employee has subjected a student to prohibited conduct.

The informal resolution process is a voluntary, meditation based process designed to provide parties with an option to reach an agreement to resolve the complaint through mediation outside of the University's formal grievance processes under the Policy. The mediation will be facilitated by an individual selected by the University.

In order to use the informal resolution process, both parties must provide voluntary, written consent to the informal resolution process and must receive written notice disclosing: the allegations, the requirements of the informal resolution process (including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations), and any outcomes resulting from participating in the informal resolution process (including the records that will be maintained or could be shared).

At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint. Likewise, the University may end the informal resolution process any time prior to the parties reaching agreement on a resolution. A resolution shall not be agreed unless and until it is reduced to writing, reviewed by the Coordinator for compliance with the purposes and procedures of this policy, and signed by each party.

If the informal resolution process is terminated prior to an agreement on resolution, information relevant to the adjudication of the Complaint may be reviewed and considered by the investigator and included in the investigation report for consideration in the adjudication process.

The University will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of University Sexual Misconduct. Similarly, the University will not require, encourage, or discourage the parties from participating in the informal resolution process. The University will not

offer the informal resolution process unless a formal complaint is filed and the Coordinator approves the use of the process for the resolution of the Complaint.

The parties may submit a request to the Coordinator for approval to use the informal resolution any time after the filing of a formal complaint up to 48 hours prior to the scheduled start of an adjudicatory hearing under this Policy.

IX. Sexual Misconduct Grievance Process – Investigation and Adjudication

The University is committed to providing a prompt, fair, and impartial investigation and adjudication of all formal complaints alleging violations of this Policy. During the grievance process, both parties (Reporting party and responding party) will have equal rights to participate.

The Coordinator is responsible for overseeing the investigation and resolution of formal complaints, and will be the primary point of contact for Reporting party and responding partys(s) throughout the grievance process. This process will result in the resolution of formal complaints through investigation, adjudication, or dismissal

Presumption of Good Faith Reporting: The University presumes that reports of prohibited conduct are made in good faith. A finding that the alleged behavior does not constitute a violation of this Policy or that there is insufficient evidence to establish that the alleged conduct occurred as reported does not mean that the report was made in bad faith.

Presumption of Non-Responsibility: The responding party is presumed to be not responsible for the alleged conduct unless and until a determination regarding responsibility is made at the conclusion of the grievance process**.**

Notices and Communications: Unless the Coordinator gives written direction otherwise, all notices and other communications made by the University in connection with these procedures shall be deemed to have been delivered to a participant (Reporting party, Responding party, witness, etc.) when sent electronically to the participant's University issued email account.

Time Period: The University will endeavor to complete the investigation and adjudication of formal complaints within ninety (90) business days from the date of the after the investigators' first interview of the Reporting party. Timeframes for all phases of the grievance process, including the investigation, the hearing, and any related appeals, apply equally to both parties.

There may be circumstances that require the extension of time frames for good cause. The Coordinator may extend time frames to ensure the integrity and completeness of the investigation or adjudication, comply with a request by external law enforcement, accommodate the absence of a party, adviser, or witness, or for other legitimate reasons, including the complexity of the investigation and the severity and extent of the alleged

misconduct. The University will notify the parties in writing of any extension of the time frames for good cause, and the reason for the extension.

Standard of Evidence: All determinations concerning responsibility for violations of this Policy will be made using a preponderance of the evidence standard. Preponderance of the evidence means that, based on the evidence, it is more likely than not that the Responding party engaged in prohibited conduct as defined in the Sexual Misconduct Policy.

Cooperation: All Community Members involved in the investigation and resolution of Complaints are expected to cooperate with the Coordinator, Investigator and others with responsibility for implementation of these procedures. Individuals who make knowingly false or intentionally misleading statements in connection with any part of the process may be subject to disciplinary action.

Conflict of Interest/Bias: All individuals involved in the administration of the grievance process must be free of conflict of interest or bias for or against Reporting partys or responding partys generally or an individual Reporting party or responding party and be trained as required pursuant to Title IX regulations. Parties will be notified at the appropriate junctures of the identities of the individuals serving as investigators, hearing panel members, and appeal officers.

A party who has concerns that one or more of the individuals assigned to perform the duties of one of these positions has a conflict of interest or is biased must report their concerns in writing to the Coordinator within 48 hours of being notified of their appointment to explain the basis for the claimed conflict or bias. The Coordinator will review the allegations of conflict or bias and will determine if the individual(s) identified can fulfill their duties impartially. If not, the Coordinator will replace the individual(s).

Confidentiality: While Reporting partys, responding partys, and witnesses involved in the grievance process under this Policy are strongly encouraged to exercise discretion in sharing information in order to safeguard the integrity of the process and to avoid the appearance of retaliation, parties are not restricted from discussing the allegations under investigation. Medical, psychological, and similar treatment records or other documents protected from disclosure by a legal privilege cannot used in any proceeding under this Policy without the relevant party's voluntary, written consent.

Advisors: Throughout the investigation and resolution process, the Reporting party and responding party have the right to be accompanied by an advisor of their choice during any University disciplinary proceeding, including any related meeting, interview, or hearing, held pursuant to the Sexual Misconduct Policy ("Proceeding"). An advisor may be any person, including an attorney. Reporting party and responding party need not use the same advisor throughout the investigation and resolution process. However, he or she may only have a single advisor present during any Proceeding.

Advisors may not participate actively or speak for the individual he or she is advising in any Proceeding other than an adjudicatory hearing, although they may ask for brief

breaks during meetings, interviews, or hearings to consult privately with the individual they are present to advise. If the opposing party agrees, the Advisor will be given an opportunity to conduct cross examination of the opposing party during the adjudicatory hearing. If a party does not have an advisor for a scheduled adjudicatory hearing, they must notify the Coordinator and the University will provide an advisor for them for the hearing.

Advisors are subject to the same confidentiality expectations applicable to others in attendance. Accommodations, including scheduling of interviews or hearings, will not be made for any advisors if such will unduly delay the process. The University official presiding over a Proceeding may terminate the participation of an advisor who is disruptive or otherwise fails or refuses to comply with the University's rules and/or policies with respect to the Proceeding.

Past History: In general, information concerning either party's sexual history beyond the conduct forming the basis of the Complaint, will not be solicited or considered as part of the investigation and resolution process. However, where Consent is at issue and the parties have previously engaged in consensual sexual relations, the prior consensual sexual history between them including the manner and nature of communications between them, may be relevant to the assessment of issues concerning Consent, or to the identity of the Responding party, if in question. However, the fact that the parties had engaged in previous consensual sexual relations, is not sufficient to establish Consent to subsequent sexual activity, and there must be Consent for all sexual activity.

Information concerning incidents of similar conduct or acts of violence on the part of the Responding party prior or subsequent to the conduct raised in the Complaint, whether or not

the subject of another Complaint or finding of responsibility, may be deemed relevant to the assessment of responsibility for conduct alleged in a complaint, if such information indicates a history of conduct related to the conduct alleged in the complaint.

Consolidation: The Coordinator has the discretion to consolidate multiple formal complaints of allegations of violations of the Sexual Misconduct Policy against more than one responding party, or by more than one Reporting party against one or more responding partys, or by one party against the other party, where the allegations of arise out of the same facts or circumstances.

Failure or Refusal to Participate: The University will not take disciplinary or other adverse action against a party for choosing not to participate in a proceeding, refusal to answer questions, or to be cross-examined(s) at a hearing. Further, no adverse inference shall arise or be applied in making any decision or determination concerning a party based solely on the individual's absence from the proceeding, refusal to answer a question, or to be cross-examined at a hearing.

The failure or refusal of a party or witness to participate in any proceeding will not prevent the University from moving forward with the investigation and adjudication

process. If after appropriate notice is given, a party fails or refuses to participate in any such proceeding, the Coordinator shall make a decision as to whether the process will continue with determinations to made based on the information available.

A. Investigation

If the Coordinator has determined, following an initial assessment, that an investigation is appropriate, they will refer the matter for investigation and will appoint an investigator. If needed, the investigator may be assisted in conducting investigation functions by other qualified individuals.

Notice of Investigation

Following the receipt and review of the formal complaint by the Coordinator, and it being determined that the matter properly falls under this Policy the parties will be informed in writing of the initiation of the investigation. The written information shall include:

- The identities of the parties, if known.
- A concise summary of the alleged conduct at issue (including when and where it occurred, if known).
- Notice of the allegations potentially constituting sexual misconduct.
- A statement that the responding party is presumed not responsible and that a determination regarding responsibility is made at the conclusion of the grievance process.
- A statement informing the parties that they may have an adviser of their choice, who may be, but is not required to be, an attorney.
- A statement informing the parties that they may request to inspect and review evidence.
- A statement informing the parties that knowingly making false statements or knowingly submitting false information during the grievance process may constitute a violation of University policy.
- Information regarding the applicable grievance procedures, including the informal resolution process.
- Notice of the individual appointed to conduct the investigation, including the individuals name and business address.
- If, during the investigation, additional information is disclosed that may also constitute prohibited conduct under this policy, the responding party and Reporting party will be informed in writing that such additional information will be included in the grievance process.

Collection of Evidence

The investigator(s) will collect information from each party. While the Reporting party and the responding party are not restricted from gathering and presenting relevant evidence, the investigators are responsible for gathering relevant evidence to the extent reasonably possible. However, each party will be given an equal opportunity to suggest witnesses; provide other relevant information, such as documents, communications, photographs, and other evidence; and to submit a written statement concerning the allegations in the formal complaint.

Parties and witnesses are expected to provide all available relevant evidence to the investigator(s) during the investigation. While parties are not restricted from presenting information attesting to the parties' character, such evidence generally is not considered relevant.

The investigator(s) will provide to a party written notice of the date, time, location, participants, and purpose of all investigative interviews to which they are invited or expected, with sufficient time (generally no less than three (3) business days, absent exigent circumstances) for the party to prepare to participate.

Parties will be interviewed separately and will be interviewed by the panel of investigators. The investigators will interview witnesses as necessary and may, at their discretion, delegate witness interviews to two investigators. The investigators will record all interviews or notes of the interviews will be taken by the investigators. Any other recording of interviews is prohibited, and violations may result in discipline.

In general, a party's medical and counseling records are confidential. The investigators will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the investigators obtain that party's voluntary, written consent to do so.

The investigator(s) will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege (e.g., attorney-client, doctor-patient), unless the individual holding such privilege has waived the privilege.

Case File

After investigator(s) have completed any witness interviews and gathering of evidence, the investigator(s) will prepare a case file. The case file will include all collected evidence that is directly related to the allegations raised in the formal complaint, including the evidence upon which the University does not intend to rely in reaching a determination regarding responsibility and including any inculpatory or exculpatory evidence, whether obtained from a party or other source as part of the investigation.

The case file may include, as applicable, summaries of party and witness interviews and other collected documents and evidence. The investigator(s) will provide the case file (or, when deemed appropriate, a written summary of relevant information contained in the case file), redacted of personally identifiable information in accordance with privacy regulations, to each party and their adviser in electronic form or hard copy. In all cases, any information relied on in adjudicating the matter will be provided to the parties and their advisors. The investigator(s) will also provide an updated Notice of the Allegations, as appropriate.

Within ten (10) business days of receiving the case file (or written summary, as applicable), each party may submit a response in writing, which may include a request that the investigators collect additional evidence. If the investigator(s) believe that further information is needed following receipt of any responses from the parties, the investigator(s) will pursue additional investigative steps as needed. The parties and their advisors will be provided with each party's written responses to the case file, if any, as well as any additional information collected by the investigators (or a written summary of same, as applicable), in electronic format or hard copy.

Investigation Report

Following their review of the parties' responses (if any) to the case file (or written summary, as applicable), the investigator(s) will create a written investigative report that summarizes all relevant evidence; the report will not contain irrelevant information. The report should include a statement of the allegations, a description of the events in question, information concerning the scope and conduct of the investigation, and summaries of interviews conducted, and relevant evidence developed (for example, documents, photographs, electronic records, police reports, text messages, statements, and other relevant materials). The report may include the investigator(s) observations with respect to the demeanor and participation of the parties and witnesses, relevant consistencies and inconsistencies in the information provided, and issues, if any, concerning the credibility of information submitted by parties and witnesses.

At least ten (10) business days prior to the hearing, the investigative report (or a written summary of same, as applicable) will be provided to the parties and their advisors via electronic format.

The parties may choose to provide a written response to the investigative report, which must be submitted at least five (5) business days prior to the start of the hearing. The response may consist of a written statement not to exceed five (5) double spaced pages. At least 48 hours prior to the hearing, the parties and their advisors will be provided with the other party's written response to the investigative report, if any, in electronic format.

B. Hearing

The Coordinator appoint three individuals to act as a Hearings Panel and will designate one of the individuals selected to act as the Chairperson of the Hearings Panel. Hearings will generally be conducted as a live hearing during which it assembles (in person or virtually) all of the parties together at the same time.

The Chairperson will have absolute discretion with respect to administering the hearing and shall decide whether evidence and witnesses are relevant or irrelevant, with the understanding that the introduction of relevant evidence and witnesses will always be permitted, and shall be responsible for maintaining an orderly, fair, and respectful hearing. The Chairperson will have broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding the offending individual, including a party, witness, or advisor.

Prior to the hearing, the Hearing Panel will be provided with the case file (and written summaries, as applicable), investigative report, and any responses to the investigative report. Each member of the Hearing Panel shall review the case file (including the parties' responses), ask questions during the hearing as they deem appropriate, and participate in the deliberations leading to the adjudication of responsibility.

At least five (5) business days prior to the hearing, the parties and their advisors will be notified of the hearing date, time, and location (or relevant electronic information if the hearing will be conducted remotely).

In advance of the hearing, parties will be given the opportunity to request that certain witnesses be called at the hearing. The Chairperson has discretion to exclude from the hearing evidence/witnesses/questions deemed irrelevant.

The Chairperson will schedule a time for a pre-hearing conference to advise each of the parties and their advisors concerning hearing protocol and rules. At the Chairpersons discretion, pre-hearing conferences may be held in-person or by telephone. Each party may make requests related to the format or the nature of their participation in the hearing. The Chairperson will accommodate requests by either party for the hearing to occur with the parties located in separate locations with technology enabling the Hearing Panel and the parties to simultaneously see and hear the party answering questions.

As appropriate and/or at the discretion of the Chairperson, hearings may be conducted in person or by video conference or any other means of communications by which all individuals participating are able to see and hear each other.

Presentation of the Case

A typical hearing may include brief opening remarks by the Chairperson; questions posed by the members of Hearing Panel to one or both of the parties and to any relevant witnesses; the opportunity for the parties Advisors to cross-examine the other party and relevant witnesses. Only relevant cross examination questions may be asked of a party or

witness. The Chairperson has the sole discretion to determine what questions are relevant. The Hearings Panel will consider all relevant evidence.

Record of Hearing

The University shall create an official record in the form of a recording or transcript of any live (or remote) hearing and make it available to the parties for inspection and review. Any other record of the hearing or any other recording is prohibited, and violations may result in discipline and/or appropriate legal action.

Written Determination

Following the hearing, the Hearing Panel will consider all of the relevant evidence and deliberate regarding responsibility. The members of the Hearing Panel shall deliberate and make a determination, by a preponderance of the evidence, whether the responding party has violated the policy by a majority vote.

The Chairperson shall generate a written determination, which will contain:

- the allegations potentially constituting prohibited Sexual Misconduct;
- a description of the procedural steps taken from the receipt of the formal complaint through the determination (including any notifications to the parties, interviews with parties and witnesses, site visits (if any), methods used to gather other information, and the hearing).
- findings of fact supporting the determination;
- conclusions regarding the application of this policy to the facts;
- a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility (i.e., whether a policy violation occurred), any disciplinary sanctions imposed by the Sanction Officer if there has been a finding of responsibility.
- whether any remedies designed to restore or preserve equal access to the University's education program or activity or working environment will be implemented; and
- relevant appeal information for the parties.

Disciplinary sanctions and remedies will be determined in accordance with the procedures listed below, and the information will be provided to the Chairperson for inclusion in the written determination.

The parties and their advisors will simultaneously be provided with the written determination (or, when deemed appropriate, a written summary of the written determination) via electronic format.

C. Disciplinary Sanctions and Remedies

If a party is found to have violated this policy, before finalizing the written determination, the Chief Hearing Officer will refer the matter to the appropriate University official(s) to determine sanctions and remedies. Sanctions being imposed will be included in the written determination.

Sanctions will take into account the seriousness of the misconduct, the responding party's previous disciplinary history (if any), and institutional principles. Remedies, which may include supportive measures, will be designed to restore, or preserve equal access to the University's education program or activity. Supportive measures applied as remedies following a finding of responsibility may be punitive in nature and place burdens on the Responding party.

When there is a finding of responsibility, the case record (consisting of the case file and responses, investigative report and responses, hearing recording, and written determination relating to the finding of responsibility) will be provided to the appropriate Sanction Officer listed below, based on responding party's primary relationship to the University.

The Sanction Officer shall set the sanctions in consultation with appropriate University administrators:

- If an undergraduate student is found responsible for violating the policy, the Dean of Students, who will determine sanctions and remedies.
- If a faculty member is found responsible, the case the Provost will determine sanctions and remedies.
- If a staff member is found responsible, the Director of Human Resources will determine sanctions and remedies.

In the event that any of the Sanction Officers is unavailable, an appropriately trained University official will serve as a substitute. Any sanctions and remedies will be forwarded to the Chairperson and will be included in the written determination. Sanctions will be subject to appeal under this policy.

X. APPEALS

Appeals under this policy will be heard by a single Appeal Officer. Both parties have equal rights to an impartial appeal at the following junctures:

- Upon the dismissal of a formal complaint or any allegations therein.
- Upon receiving the Chairperson's written determination regarding responsibility and, when applicable, sanctions and remedies.

Appeals may be submitted on the following bases:

- procedural irregularity that affected the outcome of the matter;
- new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made which could affect the outcome of the matter;
- The Coordinator, investigator(s), or any member of the Hearing Panel, or Sanction Officer had a conflict of interest or bias for or against Reporting partys or responding parties generally or the individual Reporting party or responding party that affected the outcome of the matter.

To appeal, a party must electronically submit a written appeal statement to the Coordinator within five (5) business days from the date the written notice of determination or dismissal is sent to the parties. The Appeal Officer may deem a late submission reasonable only under extenuating circumstances and may decide in their sole discretion what constitutes valid extenuating circumstances.

The appeal shall consist of a written statement not to exceed five (5) double spaced pages, outlining the basis for appeal and the relevant information to substantiate the appeal. The non-appealing party will be provided with a copy of the appealing party's written statement and may submit a written response, not to exceed not to exceed five (5) double spaced pages, to the Coordinator within five (5) business days of receipt of the appealing party's written statement. The non-appealing party's statement will be provided to the appealing party. No further appeal submissions from the parties shall be permitted.

An appeal is limited in scope. The purpose of an appeal is not to initiate a review of substantive issues of fact or a new determination of whether a violation of University rules has occurred. In deciding an appeal, the Appeal Officer may consider the case file and any responses, investigative report and any responses, the hearing record, the written determination, and any written appeal(s) or statements by the parties. The Appeal Officer also may consider any other materials the University deems relevant and that have been shared with the parties.

The parties and their advisors will simultaneously be provided (via electronic format) with the written decision describing the result of the appeal and the rationale for the result.

- If the Appeal Officer finds that:
    - the earlier decision should stand, the parties will be so informed, and the University Sexual Misconduct process is concluded.
    - there was procedural irregularity that affected the outcome of the matter, the matter will be remanded to the Chief Hearing Officer to determine appropriate further action.

- new evidence is available which was not reasonably available at the time of the determination regarding responsibility or dismissal, and such evidence could alter the outcome of the matter, the matter will be remanded to the Chief Hearing Officer for appropriate further action.

- the Coordinator, Investigator, or member of the Hearing Panel, or Sanction Officer had a conflict of interest or bias for or against Reporting parties or responding parties generally or the individual Reporting party or responding party that affected the outcome of the matter,

the Appeal Officer will take appropriate measures to address and remediate the impact of the bias or conflict consistent with the general procedures of this policy.

The Appeal Officer will endeavor to complete the appeal review within fifteen (15) days following receipt of the party's appeal statements.

The determination regarding responsibility becomes final either on the date that the parties are provided with the written determination of the result of an appeal if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

A. Potential Sanctions for Violations

Sanctions for a finding of responsibility depend upon the nature and gravity of the misconduct, and the adjudication and/or disciplinary procedures applicable to the Responding party. In general, sanctions for violations of the Sexual Misconduct Policy may include, without limitation, withholding a promotion or pay increase, reassigning employment, terminating employment, temporary suspension without pay, compensation adjustments, expulsion or suspension from the University, expulsion from campus housing, mandated counseling, educational sanctions, and/or the suspension or revocation any other privilege or benefit with respect to membership or participation in the University Community.

In cases involving Sexual Harassment, the University will also take reasonable steps to eliminate any hostile environment that has been created, such as arranging trainings and disseminating informational materials.

XI. PREVENTION AND AWARENESS

The Title IX Coordinator will review and monitor the application of formal and informal resolution procedures and appeals, if applicable, concerning formal complaints alleging violations of the Sexual Misconduct Policy for compliance with the requirements of Title IX and VAWA. The University reserves the right to amend, modify, suspend and/or change any University policy, procedure, or rule in order to ensure such compliance.

The University is committed to the prevention of Sexual Misconduct through education and awareness programs. Incoming students and new employees receive primary education and prevention training as part of their orientation, and returning employees and students receive ongoing training and related programs.

Resources are also available through the Campus Police Department which provides the University Community with safety information as well as programs and workshops on sexual assault, crime prevention, and personal safety.

The University has created a Title IX advisory group consisting of administrators from across the University community including representatives from, among other areas, Student Affairs, Athletics, Residential Life, Public Safety, and the Office of the Provost. This group advises the Title IX Coordinator with respect to the application of the University's Title IX policies and procedures, and acts as a resource in the planning, coordination, implementation, and evaluation of the University's Title IX compliance activities.

XII. GENERAL

The University reserves the right to modify this Policy and the procedures herein to take into account applicable legal requirements, to address extraordinary circumstances, and/or as it deems necessary to further the purpose and intent of the Policy.

In order to comply with FERPA and Title IX and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the investigation and resolution procedures applicable to issues of Sexual Misconduct are not open to the general public. Accordingly, documents prepared and/or submitted in connection with proceedings including but not limited to complaints, reports, notices, summaries, recordings, transcripts, or other information may not be disclosed outside of the proceedings, except as may be required or authorized by law.

The University will retain documentation (including but not limited to the written complaint, notifications, the investigation materials, reports, recordings or transcriptions of hearings, findings of fact, petitions for appeal, and any written communications to or from the parties), for at least seven years. Documentation pertaining to expulsions or educational sanctions may be retained indefinitely.

APPENDIX A

Definitions

The following are provided to give further definition to some of the terms referenced in the Sexual Misconduct Policy. Any questions concerning the definition, meaning or application of any term of the Sexual Misconduct Policy should be directed to the Title IX Coordinator.

Assigned Title IX Coordinator. The "Assigned Title IX Coordinator" means either the Title IX Coordinator or the Deputy Title IX Coordinator assigned by the Title IX Coordinator or President to handle a given Complaint.

Clery Act. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act") is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 CFR 668.46. The Clery Act requires all University and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

Reporting party. Refers to the individual(s) who is alleged to be the victim of Sexual Misconduct as defined in University's Sexual Misconduct Policy.

Responding party. a student or employee of an institution who has been accused of an alleged incident of sexual misconduct.

Day. A "day" is a business day, unless otherwise specified.

FERPA. The Family Educational Rights and Privacy Act ("FERPA") is a federal statute codified at 20 U.S.C. § 1232g, with implementing regulations at 34 CFR Part 99. FERPA protects the privacy of student education records. FERPA grants to parents or eligible students the right to access, inspect, and review education records, the right to challenge the content of education records, and the right to consent to the disclosure of education records.

Formal Complaint. Refers to a document filed by a Reporting party (meaning a document or electronic submission (such as by email) that contains the Reporting party's physical or digital signature, or otherwise indicates that the Reporting party is the individual filing the formal complaint) alleging that a responding party(s) has engaged in conduct prohibited under the University's Sexual Misconduct Policy and requesting that the University investigate the allegation. The University's Title IX / Sexual Misconduct Coordinator may also initiate a Formal Complaint by signing a document alleging that a responding party(s) has engaged in conduct prohibited under the University's Sexual Misconduct Policy. In such cases, the University Title IX / Sexual Misconduct Coordinator is not a Reporting party or a party to the action.

A formal complaint may be filed with the University's Title IX / Sexual Misconduct Coordinator in person, by mail, or by electronic mail, by using the contact information provided in this Policy, and by any additional method identified in this Policy.

Investigator. a neutral fact-gatherer who is designated by the Assigned Title IX Coordinator to investigate a Complaint.

Official with Authority. Refers to the University's Title IX / Sexual Misconduct Coordinator and Deputy Title IX / Sexual Misconduct Coordinators identified in the University's Sexual Misconduct Policy.

Party or parties. Refer to the Reporting party(s) and the responding party(s).

Personally Identifiable Information. Personally Identifiable Information includes, but is not limited to:

- a person's name;
- the name of a person's parent(s) or other family members;
- the address of a person or a person's family;
- a personal identifier, such as a person's social security number, student/employee number, or biometric record;
- other indirect identifiers, such as a person's date of birth, place of birth, or mother's maiden name;
- other information that, alone or in combination, is linked or linkable to a specific person and that would allow a reasonable person in the University community, who does not have personal knowledge of the relevant circumstances, to identify the Student with reasonable certainty; or
- Information requested by a person whom the University reasonably believes knows the identity of the person to whom the information relates.

Reasonable Person. means a reasonable person under similar circumstances and with similar identities to the alleged victim.

Report. A report refers to information brought to the attention of an Official with Authority alleging that an incident(s) of conduct prohibited under the University's Sexual Misconduct Policy has occurred; a report is not considered to be a formal complaint. A party may bring a report and then subsequently file a formal complaint.

Responding party. A "Responding party" is an individual accused of engaging in conduct prohibited under the University's Sexual Misconduct Policy, in a Formal Complaint.

Third party refers to any individual who is not a University student, a faculty member, or a staff member (e.g., vendors, alumni/ae, or local residents).

VAWA. Section 304 of the Violence Against Women Reauthorization Act of 2013.**Witness** refers to any individual who shares information relating to an allegation of prohibited conduct under this Policy.

APPENDIX B

Procedural Protections

Procedural protections include, among others:

- Dismissal of allegations under Title IX that do not meet the definition of sexual harassment or do not satisfy the jurisdictional requirements.
- Written notice of allegations and an equal opportunity to submit evidence, identify potential witnesses, review information collected in the course of the investigation, and to submit a written response to the investigation report.
- The right to be accompanied by an advisor of their choosing at any meeting, interview, or proceeding in the investigation and grievance process.
- A presumption that responding party is not responsible for alleged violations.
- A Reporting party's wishes concerning whether or not to file a formal complaint will be respected unless the Title IX Coordinator determines that not signing a formal complaint would be clearly unreasonable in light of the known circumstances.
- Neither the Title IX Coordinator nor an investigator will make determinations concerning responsibility.
- Proof by a preponderance of the evidence is required to establish responsibility, and the burden is on the University to identify and present evidence sufficient to establish responsibility.
- The opportunity to test the credibility of parties and witnesses through disclosure of evidence and an opportunity for each party’s advisor to conduct crossexamination during an adjudicatory hearing.
- An objective evaluation of all relevant evidence, inculpatory and exculpatory, and avoidance of credibility determinations based on a person's gender or status as a Reporting party, a responding party, or a witness.
- Title IX Coordinators, investigators, and decision-makers involved in investigation and grievance proceedings must be trained and free from bias or conflict of interest;
- An opportunity to appeal a determination regarding responsibility and from a dismissal of a formal complaint or the allegations therein.

APPENDIX C

Suggested Actions for Victims of Sexual Violence

All types of Sexual Misconduct are inappropriate and are taken seriously by the University. In all cases, the University's first priority is to provide the victim of Sexual Misconduct with support and guidance in taking steps to address their safety and their physical and emotional health. Thus, if you have experienced a Sexual Assault or an act of Sexual Misconduct, you are strongly encouraged to seek immediate assistance.

You are encouraged to take the following actions, as applicable, regardless of whether you have made a decision about whether to pursue a criminal complaint or to make a complaint to the University.

Ensure Your Physical Safety

Immediately get to a safe place and call someone you trust. You may seek help from local law enforcement agencies or by contacting the Campus Police Department. The Campus Police Department can assist you with contacting local law enforcement and can provide or help you obtain transportation to the Worcester Police Department or to obtain medical care and/or counseling services. Contacting Police will not obligate you to file a criminal complaint or to filing a complaint with the University. Police may have an independent legal obligation to investigate reported conduct.

Campus Police Officers are on duty at the University 24 hours a day, seven days a week.

Campus Police Department	Worcester Police Department, Sexual Assault Unit
Kennedy Hall, Lower Level	9 - 11 Lincoln Square
(508) 767-7777	(508) 799-8661 (8am - midnight)
	(508) 799-8600 (midnight - 8am)
	Emergency – 911

Seek Medical Assistance and Treatment

It is crucial that you obtain medical attention as soon as possible after a Sexual Assault to determine and treat physical injury and to prevent or treat sexually transmitted diseases (such as HIV). Medical facilities can also screen for the presence of sedative drugs such as Rohypnol or GHB (date-rape drugs). Employees of the University Office of Student Health Services can help you obtain treatment and contact a support person, such as a family member, a friend or roommate.

The University encourages you to obtain medical assistance at a hospital immediately after or within 72 hours of a Sexual Assault.

In addition to obtaining care and other treatments, within this time period, a Sexual Assault Medical Examination can be conducted to evaluate the status of your health and to collect evidence that will be available in the event that you decide to pursue a criminal complaint.

Many hospitals can provide you with a SANE (Sexual Assault Nurse Examiner) nurse who has been trained to work with victims of sexual assault through the medical process. This examination is a voluntary procedure and it does not commit you to any legal action. It is an Individual's right to ask for a SANE nurse to perform the examination. If you choose to have an Evidence Collection Kit (or "rape kit") completed, it is important to do so within 72 hours. Even if you have not decided to file charges, it is advisable to have the Evidence Collection Kit completed so that you can preserve the options of obtaining a protective order and /or filing criminal charges at a later date. Hospitals administer Evidence Collection Kits. Individuals may go directly to a hospital or may be referred to the hospital by the University's Office of Student Health Services.

In order to best preserve evidence for an Evidence Collection Kit, it is advisable to avoid showering, bathing, going to the bathroom or brushing your teeth before the kit is completed. You should also wear (or take with you in a paper – not plastic – bag) to the hospital the same clothing that you were wearing during the assault. An Evidence Collection Kit can still be completed even if you have showered or bathed.

Obtain Emotional Support

Pathways for Change can provide a free medical advocate to meet with the victim and their families in hospital emergency departments. In the immediate aftermath of a sexual assault or rape, victims face a host of emotional, medical, and legal decisions. Pathways for Change medical advocates are certified rape crisis counselors who provide information and support to the survivor and/or family at the hospital. Pathways for Change can be reached at its 24-hour hotline at **1-800-870-5905 or (for support in Spanish) 1-800-223-5001; 588 Main Street, Worcester MA 01608**

The University's Student Development and Counseling Center can help individuals' sort through their feelings and begin the recovery process. The professionals at the Student Development and Counseling Center are trained to provide crisis intervention counseling on short-term and emergency issues. The Student Development and Counseling Center can also provide referral services for outside providers and law enforcement. Counseling is free of charge to all Students.

Obtain Information / Report Misconduct

You are encouraged to report incidents of Sexual Assault to the University's Title IX/Sexual Misconduct Coordinator or other designated individuals or offices as outlined in the Sexual Misconduct Policy (even if you have filed a report directly with law enforcement). Further information about how to report Sexual Assault is provided in the University's Sexual Misconduct Policy and Procedures. University personnel can help you access resources and can provide you with support and information, including information on the University's procedures for investigating and addressing instances of Sexual Assault and other Sexual Misconduct.

APPENDIX D

On-Campus Resources

The following represent some of the resources and services available to Students and Employees.

A. On-Campus Confidential Resources

Assumption University Counseling Services
508-767-7409 Fuller
Hall 105-108
https://my.assumption.edu/services/counseling/Pages/default.aspx

Counseling Services provides support and counseling to Student victims of Sexual Misconduct and can explain common reactions to crises and discuss coping methods that may assist individuals following a Sexual Assault.

Assumption University Student Health Services
508-767-7329
Armanet House (located across from the Moquin Townhouses)
https://my.assumption.edu/services/Health/Pages/default.aspx

Student Health Services can provide free confidential medical care and referrals for Students to receive follow-up care and screening for sexually transmitted diseases.

Campus Ministry
508-767-7419
Tinsley Campus Ministry Center
https://my.assumption.edu/campus/ministry/Pages/default.aspx

Campus Ministry staff provide confidential pastoral counseling that affirms the dignity of the victim and helps them work through questions of faith that have arisen as well as emotional support and information about their options. Furthermore, clergy members and members of religious orders including members of the of the Assumptionist community, also provide confidential pastoral counseling.

Campus Advocate
Marie Vazquez 508-767-7641
advocate@assumption.edu

The Campus Advocate provides confidential, nonjudgmental support to Student victims of Sexual Misconduct and their friends, significant others, roommates, teammates, classmates, family members, and faculty members, no matter when or where Sexual Misconduct occurred.

Athletic Trainers

Athletic Trainers who are licensed by the Commonwealth of Massachusetts and employed by the University to provide first aid and treatment to Student athletes can provide confidential care, support, and guidance to Student victims of Sexual Misconduct.

Employee Assistance Program
E4 Wellness
508- 842-2780 or 1-800-828-6025, 24 hours a day, 7 days a week
The EAP provides Employees with confidential assessment, counseling, and referral services free of charge.

B. On-Campus Non-Confidential Resources

These on-campus non-confidential resources can provide Community Members with information and assistance with respect to reporting Sexual Misconduct to the University and/or law enforcement, obtaining supportive measures, and access to University and community resources for emergency and on-going assistance, medical treatment, counseling, support, and advocacy services.

Take Note: Employees of the following offices and departments are required to report all information (obtained directly or indirectly) about incidents of Sexual Misconduct involving a Community Member to the Title IX/ Sexual Misconduct Coordinator. They must also report information as required under the Clery Act.

Title IX / Sexual Misconduct Coordinator and Deputy Coordinator(s)

Title IX Coordinator	Daniel DiTullio, Director of Government and Community Relations, (508) 767-7172 TitleIX@assumption.edu La Maison, Office of the President
Deputy Title IX Coordinator	Robin Pellegrino, Director of Human Resources, 508-767-7599 rpellegrino@assumption.edu Alumni Hall, Room 109
Deputy Title IX Coordinator	Benjamin Kadamus Assoc. Dir. Res. Life, Residential Life 508-767-7505 ba.kadamus@assumption.edu Salisbury Hall - Room 107

Campus Police Department
Kennedy Hall, Lower Level

(508) 767-7777 (emergency line)
(508) 767-7225 https://my.assumption.edu/resource/public/Pages/default.aspx
Campus Police Officers are available 24 hours a day, seven days a week.

Office of the Dean of Students
Salisbury Hall
(508) 767-7325
Office staff are available from 8:30 a.m. to 4:30 p.m., Monday through Friday.

Human Resources
Alumni Hall, First Floor
(508) 767-7172
Staff are available from 8:30 a.m. to 4:30 p.m., Monday through Friday.

Resident Assistant (RA) or Residential Life Staff Member

An RA or Residential Life staff member can provide immediate support and referrals for further care.

APPENDIX E

Off-Campus Resources

Pathways for Change

588 Main Street
Worcester MA 01608
24/7 Hotline (800) 870-5905 / TTY (888) 887-7130
Office (508) 852-7600; Fax (508) 852-7870

Pathways for Change offers free, confidential services to sexual assault victims, their friends, and families. It also operates a 24-hour confidential hotline that provides victims of sexual assault with telephone counseling and personal support.

Medical Facilities

Immediate medical care can be obtained at local hospitals. Several area hospitals have SANE (Sexual Assault Nurse Examiner) nurses on staff who have been trained to work with victims of sexual assault through the medical process. This examination is a voluntary procedure, and it does not commit you to any legal action. It is an individual's right to ask for a SANE nurse to perform the examination. Hospitals in the Worcester area with sexual assault nurse examiners are:

St. Vincent Hospital 123 Summer Street Worcester, MA 01608 508-363-5000 Web site: www.stvincenthospital.com	UMass Memorial Medical Center Memorial Campus 119 Belmont Street Worcester, MA 01605 508-334-1000 Web site: www.umassmemorial.org
UMass Memorial Medical Center University Campus 55 Lake Avenue North Worcester, MA 01655 508-334-1000 Web site: www.umassmemorial.org	

Law Enforcement

Worcester Police Department, Sexual Assault Unit
9 - 11 Lincoln Square
(508) 799-8661 (8am - midnight)

(508) 799-8600 (midnight - 8am)
Emergency – 911

Worcester County District Attorney's Office
Child Abuse & Sexual Assault Unit
255 Main Street, Worcester (508)
755-8601

Financial Assistance

Confidential financial assistance may be available for costs related to medical care, mental health counseling, and other expenses through the Victims of Violence Crime Compensation Program, which operates out of the Attorney General's Office. Victim Compensation (508) 755-8601.

Legal Assistance

Community Legal Aid
405 Main Street
Worcester, MA 01608
855-CLA-LEGAL (855-252-5342) 508-755-3260
(TTY/TTD) https://communitylegal.org

Appendix B

COVID19 POLICIES & PROTOCOLS



Forward, Together: Ensuring Educational and Operational Continuity

A comprehensive plan to promote the health and safety
of the Assumption University community.

- -

Contents of this document are current as of March 2, 2021 and subject to change.

Assumption University

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Introduction

Francesco C. Cesareo, Ph.D., President of Assumption University

The administration, faculty, and staff of Assumption University take seriously our moral responsibility to promote the health and safety of all members of our community. This, therefore, influenced the decision to resume on-campus learning in fall 2020 and the enhanced safety measures that were necessary to reopen.

Administering a campus in Rome, Italy, University officials began closely monitoring the developing COVID-19 situation in January 2020. Since that time, the University has proactively responded to the pandemic and taken unprecedented steps, with the safety of our community at the forefront of all decisions. These responses include:

- Restricting University-sponsored and independent travel to outbreak areas of Italy for students studying at our Rome Campus
- Suspending operations at the Rome Campus and transporting faculty and staff back to the United States
- Strongly encouraging all students in third-party study abroad programs to return home
- Suspending all University-sponsored travel
- Transitioning to remote learning so that students' degree programs would resume uninterrupted
- Transitioning to remote operations so that the work of the institution could resume following a stay-at-home order issued by the Governor of the Commonwealth
- Developing a comprehensive safety plan to promote the health and safety of all individuals on campus once in-person classes resumed and students returned to campus
- Providing to students the option of attending class remotely or in-person
- Delaying the return of students for the spring 2021 semester

Throughout the pandemic, stay-at-home order and reopening of campus, the University has maintained constant communication with our students, their parents, staff, and faculty, and repeatedly shared that the resumption of University operations is not a return to normal. To promote the health and safety of the community, a number of safety measures were implemented, and social distancing and testing are key to promoting a safe environment in which to live and learn. As such, we expect all members of our community – students, faculty and staff - to adhere to these new guidelines. Continued and frequent communication with our community will remind members of the shared responsibility for enforcing the necessary behavioral changes to reopen the campus and resume face-to-face instruction. The health and safety of us all is not solely the responsibility of the University, rather each member of our community.

Assumption University developed this plan to resume on-campus operations in accordance with several guidelines included in *Safe on Campus: Considerations and Checklists to Guide Massachusetts Colleges and Universities in Planning for a Safe Repopulating of their Campuses*. **The changing nature of the COVID-19 pandemic requires that this plan be a living document that is regularly evaluated and updated as the public health situation or state and federal guidelines change**.

In creating this plan, four priorities guided the University's approach:

1. The safety of students, faculty, and staff
2. Assurance that students may begin or continue their degree programs
3. Compliance with Commonwealth and federal guidelines
4. The continuation of on-campus operations

The development of this plan is the collaborative work of many faculty and staff with an array of expertise from throughout the University community and medical professionals. To ensure that collaboration across divisions would inform a flexible and comprehensive plan, I established ten advisory groups to examine criteria relative to different areas of campus operations:

- Athletics
- Co-Curricular
- Graduate Studies
- Health Protocols
- Internships and Practicums
- Office Operations and Personnel
- Policies
- Residential Life
- Student Support Services
- Teaching and Learning

The following plan is the collective result of the depth of expertise found throughout the Assumption University community.

Sincerely,

Francesco C. Cesareo, Ph.D.
President, Assumption University

On-campus University Operations Amid the Next Normal

In March 2020, the institution shifted to remote learning, then shortly thereafter, transitioned to remote operations in compliance with the stay-at-home order issued by the Governor of the Commonwealth of Massachusetts. Faculty and staff quickly adjusted to this new and temporary mode of carrying out their responsibilities and did so with vigor and a commitment to serving our students. As the Commonwealth began a phased-approach to reopening Massachusetts, safely resuming on-campus operations in de-densified offices with a number of safety protocols in place remained a priority for the University. In developing this plan, Assumption University reviewed the Commonwealth's "***A Framework for Reopening Colleges and Universities***" that was made available on May 27. Several guidelines included in this framework were implemented in preparation of students, faculty, and staff returning to campus.

Assumption University began a phased approach to reopening offices on Monday, July 6 and commenced the 2020-21 Academic Year on Monday, August 17. The decision to open offices and welcoming students back to campus considered the following:

- The Commonwealth of Massachusetts must be in a sustained Phase 3 of the Governor's reopening plan.
- The rate of COVID-19 positive tests in Worcester County must be at or below 10 percent.
- Assumption must have an adequate supply of COVID-19 tests, personal protective equipment, and cleaning supplies.
- The University must enlist the full cooperation of the Assumption community to abide by the new safety protocols.

The University President directed all Division Vice Presidents to develop a phased reopening plan for their areas of responsibility that identified those employees who will report to campus and when. Those plans also included reconfiguration of offices to ensure social distancing and office de-densification where necessary. The following plan does not include details on specific plans for each office.

On-campus Operations

The University operated primary remotely since mid-March 2020 then again from Thanksgiving until January 4, 2021. There were a number of tasks suggested prior to the beginning of a reopening pilot phase, during which the University welcomed back to campus a limited number of staff to begin a phased approach to resume on-campus operations. These pre-opening tasks include:

1. All water systems flushed to remove stagnant water.
2. Setpoints of HVAC units with adjustable fresh air settings increased to allow increased volumes of fresh air to circulate throughout buildings.
3. A container of hand sanitizer gel containing at least 60 percent alcohol placed in each office; supplies of hand sanitizer will be monitored and replenished as needed.
4. Availability of disposable protective masks.
5. Signage approved, or required, by the Commonwealth (see Appendix A) posted in select buildings.
6. Upon request, additional cleaning products distributed to offices, if available.
7. All faculty, staff and students participated in an online training session and took a quiz to become apprised of the new safety guidelines adopted by the University.
8. Buildings, particularly high touch areas and bathrooms, are cleaned and sanitized.

Employee Training

The Commonwealth requires businesses, including institutions of higher education, to provide training to all employees on up-to-date safety information and precautions as well as the organization's reopening plan. Topics include hygiene and other measures that raise awareness of and educate employees on safety precautions to reduce the transmission of COVID-19, including:

- COVID-19 basics
- Protecting oneself and others from COVID-19
- Co-morbidity considerations
- Caring for the elderly and those at-risk
- Shared responsibility
- Managing stress and resources

Training of all faculty, staff and students, which includes an overview of this plan as well as Centers for Disease Control and Prevention safety and hygiene measures, took place prior to any employee or student returning to campus. Employees and students must complete the training to obtain permission to return to campus. The Office of Human Resources maintains a list of those employees who have successfully completed the training; Health Services for students.

Resident Directors and Assistants were provided training specific to instilling personal and communal responsibility among residents, including but not limited to, maintaining a clean residential environment, proper use of personal protective equipment, and social/physical distancing.

This plan is made available to all students, faculty, and staff through email, on the AU Mobile application and on the University website. When edits are made to this plan, such will be shared with all members of the community by way of electronic mail. As new information or guidelines are provided by federal, Commonwealth, or health agencies, members of the community will receive updates.

Pilot Program: Resuming On-Campus Operations

Beginning Monday, July 6, a limited number of employees in each Division—identified as essential by Division Vice Presidents for the planning of the fall 2020 semester— began participating in a pilot program to resume on-campus operations. The pilot program commenced pending the aforementioned conditions. Students were not permitted to return to campus during the pilot phase. Many employees continued to work remotely during this phase. The pilot program provided to the institution an opportunity to assess areas in need of enhancement before additional employees and students returned.

As part of this pilot program, employees work in staggered shifts (i.e. 8:30 a.m. to noon, with another shift arriving at 12:30 p.m. and departing at 4:30 p.m.), and work every other day or consecutive days on campus followed by consecutive days working remotely. On Fridays in July during this pilot program, all employees worked remotely as the campus will be closed to provide ample time for the University's Building & Grounds Department to thoroughly clean individual offices and shared/public spaces. University offices will be open on Fridays during August.

The University developed a survey to help employees determine the feasibility of continuing their required job functions remotely. This information will assist the Vice Presidents in determining who should return to campus and who may continue to work remotely. The survey collected information relative to:

- What key job functions are you able to complete working remotely?

- What key job functions are you ***not*** able to complete when working remotely?
- Is your ability to complete the functions of your position different in the summer months compared to during the academic semesters (when the students are on campus)?
- Are there seasonal projects or demands within your position that can (or can't) be completed remotely? If so, what are the scope and timing of these items?

The survey was disseminated on Tuesday, June 16, 2020 by the Office of Human Resources with a response deadline of Thursday, June 18.

Informational Signage

Signage approved by the Commonwealth of Massachusetts and Centers for Disease Control and Prevention is displayed on campus in highly visible areas, including restrooms, to comply with the "Safety Standards for Office Spaces to Address COVID-19" guidelines. The University also designed, printed and distributed "lawn signs" throughout campus reminding members of the community to wear a mask and proactive social distancing. Additional signage will be displayed in residence halls during the spring 2021 semester.

Seasonal Influenza Vaccination

All members of the University community who will be present on campus for any period of time, as well as Sodexho employees, will be required to obtain a seasonal influenza vaccination no later than Thursday, October 15, 2020 (students) and Sunday, November 15, 2020 (employees). The University hosted two clinics for faculty, staff and students, on campus, Tuesday, October 6 and Thursday, October 15 from 9 a.m. to 6 p.m. in the Plourde Recreation Center. Individuals who seek a medical or religious exemption from this requirement were asked to complete and submit through Medicat this immunization waiver form. Those individuals who obtain a vaccination off-campus, must provide proof of such by uploading documentation by way of the same process. Individuals who do not obtain a flu vaccine are prohibited from campus.

Identification of Vulnerable Populations

Through a process that respects confidentiality, Health Services staff, through students' entrance physicals, have identified students with pre-existing conditions. Any employee or student considered "high risk" were encouraged to continue working or learning remotely. Should they wish to return to campus, the University will recommend employees and students first consult their primary care physician and may consider requiring a liability waiver for any campus participation outlining the risks to the student and/or employee. This information will also help to determine the number of isolation rooms that may be required to house students who contract the virus, but cannot return home. Per CDC guidelines, "people who are high risk of severe illness" include but not limited to:

- Women who are pregnant
- Age 65 or over
- Chronic lung disease (COPD/moderate to severe asthma)
- Heart conditions: Heart failure, congenital heart disease, coronary artery disease, pulmonary hypertension
- Obesity (BMI >40)
- Diabetes (insulin or not)
- Chronic kidney disease
- Liver disease

- Sickle cells disease
- Thalassemia
- Immunocompromised, including
    - HIV
    - Cancers (specifically if on chemotherapy)
    - Organ transplant: Solid organ and bone marrow
    - Taking medicines called immunosuppressants: oral or intravenous steroids, mycophenolate, sirolimus, cyclosporine, tacrolimus, etanercept, rituximab.
- Genetic disorders:
    - Common variable immune deficiency, selective IgA deficiency, severe combined immunodeficiency, chronic granulomatous disease, and complement deficiencies

Suspension of University-sponsored Travel

The University has implemented a suspension of all University-sponsored domestic and international travel until May 30, 2021. A review of the travel suspension will take place in May – or prior if the public health situation improves -- and include an assessment of the public health situation at the time as well as Centers for Disease Control and Prevention and U.S. State Department Travel Warnings and Advisories.

Prohibition of Outside Groups on Campus

All facility rentals by outside groups for the summer and fall of 2020 and 2021 spring that would have welcomed to campus individuals who are not regular members of the campus community have been cancelled. The University has also cancelled lectures by individuals from outside of the campus community for the spring semester. This policy will be reviewed if the public health situation improves.

Catering

Until further notice, all catered meals are suspended.

Mail Delivery

To reduce contact with individuals outside of one's immediate office or department, mail delivery will be delivered by post office staff two days per week, on Mondays and Thursdays, by 3:30 p.m.

Faculty and Staff Use of Restrooms

There is a maximum of one person permitted in faculty and staff restrooms at a time.

Tradespeople

All tradespeople – including locksmiths, electricians, plumbers, contractors etc. - will wear personal protective equipment while working in common spaces and private offices. This policy also extends to external tradespeople whose services are required on campus. All will be screened prior to accessing campus and will wear identification.

Identification of University Students, Faculty and Staff

Controlling access to campus to promote the health and safety of the community is a priority for the University. Given that members of our community must wear a mask when outside of offices and residence hall rooms, the University must have a means to easily determine if individuals are authorized to be present on campus. As such, all students, faculty and staff are provided an Assumption University

branded lanyard that must be worn at all times when outside of offices or residence hall rooms. Lanyards will accommodate University-issued identification and are distributed in the Testing Center.

Faculty and Staff Meals

As part of campus-wide de-densification efforts, faculty and staff are not permitted to dine in or obtain food from Taylor Dining Hall. Beginning Monday, October 12, faculty and staff could order meals from Charlie's Snack Bar in Hagan Hall. All meals will be "grab-and-go" and must be pre-ordered through the AU Mobile App. The University hopes that the availability of an on-campus dining option provides a convenience to faculty and staff during this unique semester. The limited seating in the Charlie's dining area is students-only as the University continues to comply with the Commonwealth's de-densification guidelines.

Faculty and staff are permitted to eat in their offices and must clean surfaces upon which they will eat before and after the meal. Before they remove their mask to eat a meal, an employee must close their office door while eating since the COVID-19 virus can live in the air for three to six hours. Those who are asymptomatic could unknowingly spread the virus when they are not wearing a mask while eating.

Employees using refrigerators and microwaves should clean touched surfaces with an approved disinfectant after each use.

Enhanced Communications

The details of this plan are shared with all members of the campus community, but reminders of key components will be required for certain audiences, including prospective students and their families; current students and their families; faculty and staff; and alumni, if necessary. Such reminders will be disseminated through social media; on-campus signage; electronic messages; portal banners; and, on the AU Mobile app. A section of the University website has been dedicated to sharing news and information about University efforts to promote the health and safety of the community.

Symptoms of COVID-19

In most cases, members of the campus community may be mildly sick (similar to the flu) and not require medical attention. However, have a trained Emergency Medical Service/ Emergency Medical Technician (EMS/EMT) assess and transport anyone experiencing severe symptoms including but not limited to shortness of breath/difficulty breathing to a healthcare facility. Approximately 40% of individuals have no symptoms; symptoms may appear two to 14 days after exposure to the virus. Individuals demonstrating these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

When to Seek Emergency Medical Attention

If someone is experiencing any of the below symptoms, dial 911 and seek emergency medical care immediately. Notify the operator that you are seeking care for someone who has or may have COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

**This list is not inclusive of all possible symptoms. Contact a medical provider for any other symptoms that are severe or concerning to the individual.*

Testing

Access to reliable testing is critical to on-campus operations including face-to-face learning. The University requires all members of the community who are present on campus to participate in a regular testing regimen which includes two nasal swab tests per week; all student-athletes are tested three times per week. The University has established a partnership with a lab for COVID-19 testing and contact tracing. The University also hired additional staff in Health Services to administer campus-wide testing collection.

Initial Screening

Prior to regularly accessing campus, faculty and staff will have baseline testing completed on campus through the University's partner, the Broad Institute. Upon return to campus, all students, faculty and staff must first report to the Plourde Recreation Center for testing. Faculty and staff must immediately depart campus after they are tested and may return upon confirmation of two negative results. Students must quarantine for seven days and receive confirmation of two negative test results. Before returning to campus for the spring 2021 semester, all students were asked to obtain a PCR test and upload the results to Medicat; the University offered two testing dates on campus for those students who live locally.

Surveillance Testing

The University will comply with the Commonwealth's guidance for higher education that surveillance testing be conducted twice a week for all students, faculty and staff. Data collected through contact tracing will help the University more easily inform those who may have been exposed to a COVID-19 positive individual. This form of ongoing testing will be administered by Student Health Services for the University community. Surveillance testing of employees begins on the day they return to campus to work; surveillance testing of students began on August 17, 2020 for the spring and when residential students moved-into their residence halls at the end of January.

Daily Symptom Tracker Procedures – Students and Employees

All members of the community must complete the daily symptom tracker in the Wellness Portal which is housed in the AU Mobile app. The symptom tracker produces a circle in six different colors indicating an individual's status for the day based upon responses to a series of questions.

- Green indicates that a person is clear for campus
- Red indicates a positive COVID-19 test and isolation is required. The individual should not be traveling onto campus or around campus if isolating on campus.

- Orange indicates a positive symptom tracker (with symptoms, exposure, or travel) and the individual should quarantine and not be on campus or traveling around campus if quarantined on campus.
- Yellow indicates that an individual has traveled outside of Massachusetts since their last visit to campus. Campus Police will need to determine if travel was from a restricted state. Student Health Services will review all yellow circles/travel quarantines and adjust the status accordingly (change to orange if a quarantine is required or change to green if no quarantine is required).
- Blue indicates that a COVID test is due or overdue.
- Gray indicates the tracker has expired and the individual must re-submit their responses to the questions.
- Teal indicated students who have been on campus and have enough negative test results. (Approved Movement) – these are students who have been here for internships, student teaching etc. They are able to go off campus and return. We are awaiting a list of these names and will change their color soon. Currently they are all green.
- Students arriving on campus at the beginning of a semester are coded purple, "Arrival Quarantine" as they check-in at the Plourde. We will remove this status when appropriate as we get test results.
    - Those who are Purple may move around to pick up meals and come to testing but only those who are Teal/Green should be allowed movement off/on campus for their internships/work.

Students who are indicated as anything but green should call the Health Center for a tele-health appointment and stay home (if a commuter student) or in their residence hall room (if a residential student). Students should not resume activity on campus until a negative COVID test result or are symptom free for 24 hours.

Employees who are indicated as anything but green should stay home and call their Primary Care Physician. Employees should notify their supervisor that they are unable to report to in-person work that day. Employees should not report to campus until a negative COVID test result or are symptom free for 24 hours.

Daily Symptom Tracking Indicators and Instructions

RED = Isolate (at home if less than 200 miles from campus OR in Wachusett Hall). **Isolation** is used to separate people infected with COVID-19, from people who are not infected.

Instructions:

- Students: You had a positive COVID-19 test and must remain in isolation for a minimum of 10 days. Please complete the daily monitoring questionnaire (under the COVID tab on the patient portal) in the morning so Student Health Services can address any health concerns at the beginning of the day. Student Health Services will determine when you are clear to discontinue isolation and return to campus/class.
- Employees: You had a positive COVID-19 test and must remain at home in isolation for a minimum of 10 days. Your primary care physician must provide a medical note for Human Resources to clear you to return to campus. Please contact Robin Pellegrino at (508) 767-7599 or rpellegr@assumption.edu.

Orange = Quarantine (at home or in own dorm room). **Quarantine** is used to keep someone *who might have been exposed to COVID-19* away from others.

Instructions:

- Students: You have indicated possible COVID-19 symptoms, exposure to a COVID-19 case, or recent travel. You must quarantine until cleared by Student Health Services. Please complete the daily monitoring questionnaire (under the COVID tab on the patient portal) in the morning so Student Health Services can address any health concerns at the beginning of the day.
- Employees: You have indicated possible COVID-19 symptoms, exposure to a COVID-19 case, or recent travel. You must quarantine the full 14 days; 7 days for travel from a Travel Advisory state. Prior to exiting quarantine, student must obtain two negative test results.. Please contact your supervisor to inquire about working remotely. Human Resources will be notified of this quarantine.

Yellow = Travel Alert

Instructions:

- You have indicted recent travel outside of MA. Student Health Services will review your symptom tracker responses and alert you if quarantine is necessary. Campus Police will ask additional screening questions at the front gate to help determine if admittance is permitted.

Campus Police: Ask where the person traveled. The following lower risk states are permitted into MA:

Hawaii Puerto Rico

Please see this link for updated information.

Important: Please note the following travel exemption:

- Persons Commuting for Work or School: People who regularly commute, at least weekly, outside of Massachusetts to a fixed place to attend school or work or any person who regularly commutes, at least weekly into Massachusetts to a fixed place to attend school or work; provided that in either case, this exception applies only to and from the person's residence and place of work or school. Workers or students who travel to any place that is not their home state for personal or leisure reasons cannot rely on this exemption.

Blue = COVID Test, then Quarantine

Instructions:

- You need a baseline COVID-19 test, a COVID-19 retest, or are overdue for twice weekly COVID-19 testing. Please go directly to the Plourde Test Center to obtain a new baseline test and return home/dorm to quarantine until a result is available.

Pink = Remote

Instructions:

- It has been noted that you will stay remote this semester. You will not be permitted on campus and do not need to complete the daily symptom tracker.

Brown = Restricted

Instructions:

- You have been restricted from campus due to a Community Promise violation. You will not be permitted on campus and do not need to complete the daily symptom tracker.

Green = Cleared for Campus

Instructions:

- You are at minimum risk for having COVID-19 and cleared to come onto campus.

University Testing Dashboard

With a pledge of transparency, Assumption University updates each Monday by noon on its website and the AU Mobile app, key data with regard to coronavirus testing. This information is accessible by the general public. The University reports each week: The number of tests performed; number of positive cases; number of positive students; number of positive employees; number of individuals who have recovered from coronavirus; and the current number of students in isolation on campus. In addition, the University is also providing data with regard to compliance with the safety protocols. The information may be found here. Data with regard to the fall 2020 semester has been archived, but accessible to those seeking this information.

Procedures for students arriving to campus from a MA Travel Advisory State

Per the Commonwealth, students traveling from a Massachusetts Travel Advisory state are instructed to quarantine for 7 days upon arrival to campus and to register with the state. Prior to exiting quarantine, student must obtain two negative test results. The list of states on the Commonwealth's restricted travel list change frequently and can be reviewed here. Students may choose to quarantine with family living in one of these northeastern states but must show proof of quarantine to Residential Life – a letter from the host that includes dates of quarantine, location and assurance that the student has quarantined.

The University asked students to quarantine for two weeks prior to their return to campus at the end of January 2021. Each student may have one guest with them on campus during their move-in. All students and guests must be healthy and free of any COVID symptoms. Masks must be worn by student and guest during move-in. Guests unable to wear a mask should not come to campus. Students and guests must adhere to one way entrances and exits in the residence halls. Students will be asked the following when you arrive at the front gate:

- Are you feeling ill?
- Do you have any COVID-19 symptoms?
- Do you live with anyone with COVID-19 symptoms?
- Have you been exposed to anyone with COVID-19 symptoms?
- Do you have a temperature of over 100.4 degrees?

Students were required to quarantine in their room for seven days, other than using the common area bathroom or picking up meals where applicable. They may not entertain any guests on campus (including family) and not leave campus during their quarantine period; students must always wear a mask when outside of their room. Meals will be grab and go. The Commonwealth of Massachusetts provides the following guidelines for the quarantine:

- Stay at home and use a separate bedroom and bathroom if possible.
- Do your best to stay at least 6 feet away from other people in the house.
- Do **not** leave your house to go to school, work or run errands.
- Do **not** have any visitors to your house during this time.
- Wash your hands frequently with soap and water for at least 20 seconds.

- Do not share eating or drinking utensils with anybody.
- Monitor your health every day.
- If you need to seek routine medical care call ahead to your doctor and tell them you are under COVID-19 quarantine.
- Do not take public transportation, taxis, or ride-shares to get to your appointment.

Initial Quarantine While Awaiting On-boarding Test Results

Arrival to campus from a state not on the MA travel advisory list

- All students entering on-campus housing as well as commuter and off-campus students entering campus will be required to test, then quarantine immediately upon arrival and then again 5 days later until results are available (usually within 24 – 48 hours). Students must have 2 negative tests to begin circulating on campus.
- Total daily tests performed is 600 - 800 faculty, staff, and students

Students living off campus or commuting

- Will quarantine in their off-campus residence until results available
- If negative and per medical recommendations - student may come on campus without restrictions
- If positive and asymptomatic students will be required to isolate in their off-campus residence for at least 10 days from their testing date (testing date is day 0). If positive and symptomatic then students will be required to isolate in their off-campus residence for at least 10 days from the onset of symptoms, and until fever free and symptoms are improving or are resolved for at least 24 hours.
- Student Health Services must be contacted to be cleared to return to campus.
- Student is expected to provide own meals

Students living in campus housing

- Will quarantine for seven days in their assigned single or double room after moving belongings into their room accompanied by no more than one family member. Students must receive notification of two negative tests prior to exiting quarantine.
- Meals will be grab and go for those on the meal plan. Students living in apartment style housing are expected to bring groceries with them.
- Trash should be disposed of regularly in the common area trash rooms
- Students will be expected to wear a mask and maintain social distancing whenever leaving their assigned room to use the bathroom or pick up food.
- Students will be expected to take responsibility for cleaning their surroundings (wiping down hard surfaces especially desks, dressers, door handles, light switches, remotes, laptops, cell phones, etc.).
- Common area bathrooms will be cleaned twice daily.
- Students in University apartment areas are expected to clean their bathrooms and kitchen areas after each use (wipe down sinks, toilets, stove, refrigerator handles, tables, chairs, etc.).
- While in quarantine upon return to campus, students will only leave their assigned room in order to use the floor bathroom, pick up food, a mandatory evacuation of the Residence, or if directed to do so by University administration or a medical professional.
- Students are expected to stay on campus (not leave the campus grounds) except for emergencies.

Procedures for a Student Testing Positive for COVID-19

Responding to a Positive Result

If a residential student tests positive for COVID-19, one of two protocols will be implemented, even if they are asymptomatic:

1. Student will be sent home if they live within 200 miles of campus.
2. Student will be isolated if confirmed with COVID-19 and quarantined if exposed to COVID-19 or awaiting test results.

Per an agreement students will be asked to sign, if the student lives within 200 miles of campus, they will be sent home and prohibited from campus until they are symptom free for a minimum of 14 days and after two negative COVID-19 tests. If the student lives more than 200 miles from campus, they will be isolated in a designated facility on campus.

Methods of Detection:

- The Broad Institute will notify Health Services or designee of all students, faculty and staff who test positive for COVID-19
- Students are required to report possible or confirmed COVID-19 diagnosis or instructed to quarantine or isolate by an off-campus healthcare provider to Health Services.
- After hours, students are required to report possible or confirmed COVID-19 diagnosis or instructions to quarantine or isolate to a Residential Life or Campus Police Officer.
- Residential Life and/or Campus Police will notify the Vice President for Student Affairs to activate the isolation protocol if reported through those channels.
- A member of Health Services will call COVID-19 positive persons if tested through our campus testing center.
- Health Services will notify the VPSA who will activate the isolation procedures assisted by Residential Life and/or Campus Police.

Upon Notification of a Positive Test Result

- Upon notification, Health Center Staff will contact the student and schedule a telehealth appointment.
- Health Center Staff will begin an immediate investigation to determine the nature of the illness and simultaneously contact the appropriate medical personnel for assistance, if needed.
- Coordinate with Campus Police for an EMS transport of the COVID–19 positive students to an emergency room for further care/treatment if needed.
- The Health Services staff with contact the VPSA or designee to begin the isolation procedures and family notification.
- Student will be instructed to pack up belongings and bring COVID-19 bag to an isolated location.
- COVID-19 positive students will be instructed to self-isolate off-campus if they live within 200 miles of campus.
- VPSA will coordinate with Residential Life if a student requires quarantine or isolation on campus.
- Health Services will promptly contact the Vice President for Student Affairs/Dean of Students to alert her that contact tracing and notification has begun and identify any quarantine needed for on campus students.

- If a student cannot quarantine or isolate off-campus, the student will isolate in a private room with a private bathroom in Wachusett Hall while waiting for family to pick them up.
- It is the responsibility of Health Center to notify the Worcester Department of Public Health and/or the Massachusetts Department of Public Health (MA DPH).
- If possible, off-campus isolation will take place at a student's family home or with other family.
- For all students in isolation, the VPSA will notify the Director of Residential Life, Director of Campus Police, the AVP for Academic Affairs and their back-up staff by email of the following:
    1. Student name and cell number
    2. Isolation address
    3. Start and projected end date of isolation
    4. Date to shut off campus ID card (Campus Police will shut off the card at this point).
- Before students return to campus from isolation at home, they must provide Health Services with a note from their Primary Care Physician.
- Students will be removed from the testing protocol for 90 days since the time of being notified of the positive result.

Roommate/Floormates/Apartment mates

- Roommate, floormates or apartment mates will be instructed to not return to the room until it is cleaned by Buildings and Grounds. Roommate will be given a location to quarantine to wait (empty room on their floor or equivalent in the apartments).
- Roommate will be instructed to quarantine in their room for 14 days and go to the Health Center for testing at a newly scheduled time. The student will always need to continue to wear a mask outside of their room. The floormates will also quarantine for 14 days on the floor and be tested at the Health Center at a newly scheduled time.
- For students who need to quarantine, the VPSA will notify the Director of Residential Life, Director of Campus Police, the AVP for Academic Affairs and their back-up staff by email of the following:
    1. Student name and cell number
    2. Quarantine location
    3. Start and end date of quarantine
    4. Date to shut off and turn on campus ID card (Campus Police will shut off the card at this point).

On-campus Student Isolation Procedure

The following are general student COVID-19 isolation procedures and assume that testing results are positive, or testing has been ordered and performed by the Broad Institute and results are pending. Additional isolation procedures and protocols may be developed based on the status of the disease outbreak on or near the Assumption University campus and additional guidance provided by the CDC and the MA DPH.

- Health Center staff will make the recommendation to quarantine/isolate the student based on test results (or awaiting test results) or clinical determination.
- Students are required to notify Student Affairs or the Health Center if they receive an isolation recommendation or are awaiting results from an outside provider.
- The Office of Residential Life has set aside Wachusett Hall for use in an emergency (apartment style housing – typically 5 students with 1 bathroom)

- The Wachusett office is furnished with linens, pillows and COVID-19 health bags (disposable thermometer, surgical mask, Tylenol, cough lozenges, Gatorade, contact information card with procedures during isolation). Hand sanitizer and gloves are also packaged for use for symptomatic students. The University Administrator or Resident Director escorting the isolating student will have access to the office to obtain supplies for the students. They will gather what is needed and leave it outside of the isolating student's apartment.
- The Health Center reports the suspected or confirmed case to the Worcester DPH and/or MADPH.
- Additionally, concomitantly, Student Health Center will contact WDPH or further guidance. The Health Center will begin the isolation process by contacting the VP for Student Affairs/Dean of Students and will begin contact tracing.
- The VPSA will notify Residential Life to make arrangements for use of a designated single isolation room. If no room is available on-campus, the Health Center will contact the Worcester Department of Health (DPH) for possible alternate isolation solutions and may consider alternate isolation options such as housing all positives in separate rooms with communal bathroom.
- The VPSA will contact the Director of Residential Life, Director of Campus Police and the AVP for Academic Affairs and their back-up staff by email of the following:
    - Student name and mobile number
    - Isolation residence hall and room # or address
    - Start and projected end date of isolation
- Res Life Management Team member will notify appropriate staff of the above information and will ensure that the room is ready for use:
    - Key/card obtained from Residential Life. Campus Police will provide the appropriate card access.
    - Consider whether handicap accessible room is needed
    - Room is clean and furnished
    - Residential Life will contact the VPSA to confirm that the isolation room is ready for move-in.
    - Campus Police will minimize card access control to the isolation building
        - Administrator on call or the RD on duty (after hours) will provide the student with a surgical mask and the student will be instructed to continue to wear the mask until they have been placed in their isolation location.
    - Student will be escorted directly from their location following notification of the positive result to their isolation room by University Administrators or RDs on call.
    - Student will collect personal items needed for isolation, then Residential Life or a University Administrator will accompany the student to the on-campus isolation room.
    - Roommate goes to another room on the floor while the room is being disinfected
    - Residential Life will also inform/debrief with roommates and others on the hall re:
        - contact tracing, etc.
        - Others on the hall and roommates will need to be quarantined for 14 days either on their floor or at home.
    - Staff are required to wear N95 mask while escorting the student to an isolation/quarantine room and may wear gloves, if they choose to do so.
    - All staff should practice social distancing - keeping 6 feet from the student – and should not come in physical contact with the student at any time.
    - The VPSA/DOS will contact the student's parents or designated emergency contact and provide follow up information for the parent to connect with Health Services.
    - Health Center provides the student with information on medical care and isolation

procedures by email (see procedure below).

- The student will occupy the room for the duration of time specified by Health Center and according to guidance provided by the MA DPH and the signed agreement form.
- Student Affairs staff will conduct daily wellness checks remotely by Zoom or Hangouts with the student.
- Students will be monitored by Health Services who will determine a student in isolation release from Wachusett Hall.
- Students will be removed from the testing protocol for 90 days since the time of being notified of the positive result.

Health Services will provide the student with the number for Campus Police and encourage the student to call 24/7 for supplies, questions, if not feeling well, etc. If called, Campus Police may elevate the call/response to include EMS, VPSA, RD or Administrator on Call, if necessary.

If Student in Campus Isolation is Symptomatic / Has Tested Positive or Is Presumed Positive (ISOLATION):

a. Day of Moving to Isolation Space (or as soon as possible):
    a. Health Services will send a secure message
    b. Student Affairs will send isolation email containing meal delivery information, what to do if ill, Campus Police contact info, etc.
b. Day 1 of Isolation:
    a. Health Services will review the daily monitoring questionnaire and contact the patient for a telehealth visit if any changes are noted in the student's health status.
    b. Student will be requested to reply daily
    c. If unable to reach the student or receive a reply within a reasonable amount of time, Campus Police will be asked to conduct a wellness check
c. Day 2 through Isolation period ends:
    a. Residence Life person on duty will check-in with the RA on the quarantine floor or at least one student in an apartment by mobile phone or video daily
    b. If unable to reach the student or receive a reply within a reasonable amount of time, Campus Police will be asked to conduct a wellness check

Health Services will provide the student with Campus Police's number and will encourage the student to call 24/7 for supplies, questions, if not feeling well, etc. If called, Campus Police may elevate the call/response to include EMS, VPSA, RD or Administrator on Call, if necessary.

If Student Is a Close Contact of a Positive or Presumed Positive (QUARANTINE):

a. Day of Quarantine Notification (or as soon as possible):
    a. Health Center will send students a secure message
    b. Student Affairs will send quarantine email containing Meal Delivery information, what to do if ill, Campus Police contact info, etc.
b. Day 1 of Quarantine:
    a. Student Health will review the daily monitoring questionnaire and contact the patient for a telehealth visit if any changes are noted in the patient's health status.
    b. Student will be requested to reply daily
    c. If unable to reach the student or receive a reply within a reasonable amount of time, Campus Police will be asked to conduct a wellness check
c. Day 2 through Quarantine period ends:

a. Residence Life person on duty will check-in with student by email daily
b. If unable to reach the student or receive a reply within a reasonable amount of time, Campus Police will be asked to conduct a wellness check

Health Services will provide the student with Campus Police's number and will encourage the student to call 24/7 for supplies, questions, if not feeling well, etc. If called, Campus Police may elevate the call/response to include EMS, VPSA, RD or Administrator on Call, if necessary.

Exit Email

- Health Services will send students in quarantine or isolation an exit message the day before the student's isolation or quarantine period ends.
- Health Services will notify Campus Police and Residential Life when a student is released from quarantine or isolation.
- Student Health Services will schedule a telehealth visit on day 10 (or the next business) day to evaluate whether isolation can be discontinued.
- Campus Police will minimize card access control to buildings other than the one in which the isolation/quarantine room is located and then will reactivate control of other buildings once isolation/quarantine is over.

Vacating Quarantine or Isolation Room

When a student is cleared to vacate their quarantine/isolation room, the following steps should take place:

1. The Health Center will give the student clearance to return to their room based on current symptoms at the end date of their quarantine/isolation (see exit email above). (For students in isolation due to positive or presumptive case, MA DPH or WDPH may be consulted regarding clearance)
2. Director for Residential Life, or designee will update the Housing Spreadsheet
3. The Director for Residential Life will email the student instructions for returning the isolation/quarantine room key to Public Safety within 24 hours of receiving clearance to return to their room
4. Director for Residential Life, or designee will report to Housekeeping/Building Services that the isolation/quarantine room is vacant and should be cleaned 48 to 72 hours following isolated students vacating the space. Items left in the room will be discarded.
5. Housekeeping/Building Services will notify Residential Life when the room is cleaned so it can be noted properly on the Housing Spreadsheet.

Academic Accommodations for Isolation/ Quarantine Students

- Student Affairs will coordinate with Academic Affairs to ensure students' academic needs are met.
- Faculty will assist students in maintaining progress in each section or course.

On-campus Student Isolation/ Quarantine Meal/ Food Procedure

- To request a TO GO meal, in disposable packaging, students will email Sodexo Dining Services.
- Student Affairs will request that Dining Services email the student to coordinate the food delivery for each day. Dining Services will provide links to food on the day's menu as well as any "pantry" items the student would need.
- All meals will be 'To Go" - disposable utensils and packaging.

- Dining Services will deliver meals at the predetermined time and deliver them to the student's isolation apartment.
- The delivering staff will **leave the meal outside the student's isolation room** and notify the student by cell phone/email that the meal has been delivered.
- Staff will not enter the student's room or apartment nor have physical contact with the student at any time. Staff will maintain social distancing recommendations.
- Dining Services will assist the student to purchase additional snacks and drinks. Family may coordinate additional food delivery through Residential Life.

Cleaning and Disinfection Procedure for Isolation/ Quarantines Students

Cleaning and disinfecting procedures, use of personal protective equipment, and waste disposal procedures are dependent on the scope and nature of the infectious disease or outbreak. Proper procedures and guidance will be advised by Facilities/Health & Safety and Health Services in collaboration with MA DPH and CDC based on the infectious disease and outbreak on or near Assumption's campus. A student in quarantine/isolation is responsible for cleaning and maintaining their surroundings and their person:

Surroundings:

- Clean countertops, sinks, and toilets after each use with approved disinfectant (supplied by the University)
- Clean frequently touched surfaces and items (mobile phone, electronic devices, etc.)
- Properly dispose of used masks, tissues, wipes, and/or paper towels. These items may be disposed of with other routine trash in the usual way; no biohazard bags needed.
- All trash will be bagged by the student and placed outside the isolation/quarantine room for pick up by Building Service workers using gloves.
- Open windows to increase ventilation, if possible

Self:

- Keep hands away from eyes, nose and mouth
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing
- Wash hands often with soap and water for at least 20 seconds and wash hands with soap and water immediately after coughing, sneezing, or blowing one's nose. If soap and water are not readily available, use an alcohol-based hand sanitizer (Purell) that contains = or > 60 percent alcohol
- Remain in isolation/quarantine until the specified release date
- In case of a fire alarm or other evacuation from the isolation building, students should always wear a mask if required to leave the isolation/quarantine room and maintain six feet of distance from others

After a student exits a quarantine space, Residential Life will coordinate with Facilities/Health & Safety to have the space cleaned and disinfected based on guidance from MA DPH and Materials Safety Data Sheet in order to prevent future cross contamination.

Notification of a COVID-19 Positive Employee

- Health Services will contact the employee of their positive result and instruct them to vacate campus immediately and to consult their Primary Care Physician.

- Upon notification, Health Center Staff will begin an immediate investigation to determine the nature of the illness and simultaneously contact the appropriate medical personnel for assistance, if needed.
- Coordinate with Campus Police for an EMS transport of the COVID–19 positive employees to an emergency room for further care/treatment if needed.
- Student Health Services will contact Director of Human Resources who will coordinate with the person's supervisor when an employee is required to isolate or quarantine.
- Employee will be instructed to pack up belongings and begin isolation at home.
- If the employee was on campus, Health Services will promptly contact the Worcester Department of Public Health to alert the need for contact tracing and notification has begun.
- It is the responsibility of Health Center to notify the Massachusetts Department of Public Health (MA DPH) and the Worcester Department of Public Health.
- The Director of Human Resources will notify the employee's Supervisor, Director of Campus Police and back-up staff by email of the following:
    1. Employee name and cell number
    2. Isolation address
    3. Start and end date of isolation
    4. Date to shut off and turn on campus ID card (Campus Police will shut off the card at this point).
- The Director of Human Resources will notify the Director of Business Services of any campus locations that need to be closed and cleaned.
- If positive and asymptomatic employees will be required to isolate in their residence for at least 10 days from their testing date (testing date is day 0). If positive and symptomatic then employees will be required to isolate in their residence for at least 10 days from the onset of symptoms, no longer have symptoms and be fever free for at least 24 hours.
- Before employees return to campus from isolation, they must provide Human Resources a note from their Primary Care Physician.
- Infected employee no longer continues their testing protocol for 90 days since the positive test comes in.

Colleagues of infected employee:

- Close contact colleagues will be instructed to quarantine at home for 14 days. Following the 14-day quarantine, the colleague will return to campus for their baseline test, quarantine until test results are back and if negative can return to in person work. Employees who cannot work remotely during quarantine will be paid sick time.

Symptomatic Students and Employees

Any student or employee that shows any of the following must isolate for 10 days:

- 1 symptom: cough, shortness of breath, difficulty breathing, change/loss of smell, or change/loss of taste OR
- 2 symptoms: fever, chills, rigor (shakes), myalgia (muscle/body aches), headache, sore throat, nausea, vomiting, diarrhea, fatigue, congestion, runny nose

After the 10 days, the student or employee then repeats a baseline COVID test on campus and then quarantines until test results come back. The student or employee who wishes to be released from isolation because of improving or disappearing symptoms may do so only with a medical provider recommendation and note. If a medical provider releases a student or employee from isolation, the

student or employee can return to campus to get tested for a new baseline then return home to quarantine until a negative test result comes back. Residential students (commuter students and employees will be blocked from testing due to their symptom tracker) who remain in the testing protocol during isolation may be able to return to circulation following a negative COVID test and improving symptoms as approved by the Student Health Center.

Essential Travel Policy (Students)

The city of Worcester continues to report increased COVID-19 infection rates and remains a Red Zone as identified by the Commonwealth of Massachusetts. The health situation remains serious and the campus community must remain diligent in following the health protocols outlined in the University Community Promise. Given the increased infection rates, the University has updated its Essential Travel Policy with the expectation that all residential students follow these new policies:

- Residential students are only permitted to travel off campus for essential reasons. These essential reasons are limited to work, internships, medical appointments, and shopping at grocery stores and/or the pharmacy. Eating at restaurants is not permitted and students should plan to use as many delivery services (Instacart, Grub hub, etc.) as possible. Please make sure to indicate the drop off location (Drop Off Location A – in front of Taylor, B – Plourde Bus Stop or C – Worcester Side Parking Lot).
- Students must register their essential travel in the Assumption University App (Select "Wellness," then "Travel Form").
- Family members are not permitted to visit campus for any reason once a student has moved on to campus. Family members may pick up a student for a medical appointment at the front gate only.
- Any residential student that goes home or spends the night off campus will be subject to a seven day quarantine until two negative test results are reported.
- Residential students are not permitted to visit students living off campus or in other residence halls and as a reminder, attendance at an off-campus party will result in immediate suspension from housing and loss of campus privileges.
- No travel off campus after 10 p.m. is allowed by residential students. There is no reason for students to be returning to campus after 10 p.m. as most grocery stores, doctor's offices and places of employment close by that time on any given night. Students who attempt to enter campus after 10 p.m. may be subject to further questioning and quarantine.

Employee Travel Outside of the Commonwealth

Employees who travel outside of Massachusetts for any reason other than daily commuting to work, must indicate such travel in the daily symptom tracker. Travel to a high-risk state requires a seven-day quarantine, two negative COVID-19 tests and the employee will not permitted to be on campus for any reason, including Covid testing. (A list of states the Commonwealth has identified as high-risk may be found here.) Note that this policy exceeds Commonwealth guidelines to promote the health and safety of the campus community.

If the employee's duties and responsibilities can be carried out remotely during the quarantine period, he/she may do so only with the approval of their supervisor. If the employee is not approved to work from home during this time he/she may use vacation time or file a claim for unemployment benefits here. Detailed information on how to file a claim can be obtained from the Office of Human Resources.

Please note that the Massachusetts Department of Unemployment Assistance requires employees in quarantine to remain in reasonable contact with the University and be prepared to go back to work when the quarantine period has expired. Employees emerging from a quarantine must first have a baseline test and be notified of a negative result before returning to campus to work.

Housekeeping Protocols

Assumption University administration is collaborating with Buildings & Grounds – contracted with Sodexo – to carry out best practices as they pertain to housekeeping services. The housekeeping staff will adhere to CDC/EPA guidance for businesses, public spaces, workplaces, schools and home and guidance from the Commonwealth as they relate to cleaning and disinfecting. Housekeeping will clean residence halls and dining facilities seven days per week and all other buildings when in use or occupied. All housekeeping staff will wear proper personal protective equipment while cleaning common spaces and private offices. Vacuuming will be performed when the office or classroom is scheduled to be unoccupied for up to 48 hours; residence halls will be vacuumed at least once per day.

Office Cleaning

All common area high-touch surfaces and restrooms are cleaned and sanitized several times per day using approved cleaning methods provided by the Centers for Disease Control and Prevention. Employees are asked to place their wastebaskets outside their door each evening if they would like their trash emptied. To facilitate an efficient cleaning of private offices, employees must remove from their desks any personal items such as photos, coffee cups, writing implements, mobile phone chargers, etc. Cleaning of private offices will include:

- Wiping down all accessible surfaces with a disinfectant
    - Desktops, files, keyboard and mouse (if computer is off), desk, chair arms, light switch, and doorknobs.

Given the nature of this "deep clean," neither Sodexo nor the University will be responsible for personal items that may be damaged during this process.

Four times per day (upon arrival, before and after lunch, and prior to departing), staff are strongly encouraged to wipe down their work areas using a disinfectant provided by the University.

Cleaning Residence Halls

All residence halls will be cleaned twice per day beginning a 5 a.m. Cleaning will include use of a disinfectant in bathrooms, on frequently touched surfaces (doorknobs and railings), and light switches. Housekeeping will not clean students' rooms; maintaining a clean room is the responsibility of students.

Cleaning Classrooms

Students are required to wipe down desks and chairs with disinfectant upon arriving to and at the conclusion of class; faculty are required to wipe down with a disinfectant, lecterns, microphones, desks, tables, etc., prior to and at the end of class. Classrooms will be cleaned at the end of the day.

Classrooms and other facilities such as laboratories will be locked when not in use to limit access to these areas. Some classrooms will be designated for study groups upon request by students; study groups may not exceed the classroom's revised maximum occupancy and students must wear a mask.

Cleaning Conference Rooms

All conference rooms are off-line and inaccessible. Meetings take place virtually. When the Commonwealth allows for small meetings, conference rooms will be disinfected after each meeting. Faculty, staff, and students may not exceed the revised maximum occupancy of conference rooms.

Retail Operations

Barnes & Noble operates the University Bookstore on campus, located in Hagan Hall. Barnes & Noble has been directed to implement and adhere to the Safety Standards and Checklist for Retail Businesses as issued by Commonwealth of Massachusetts.

In addition to adhering to the Commonwealth's guidelines, the maximum occupancy of the bookstore shall not exceed 20 individuals and all employees and customers must wear a mask. Signage will be installed to direct traffic flow and to promote social distancing. Plexiglas been installed at each register to protect employees and staff and hand sanitizer is available. The textbook area will be closed to students; employees will retrieve books for students.

Dining Services

Directed Traffic

One-way traffic through food stations will be created by affixing directional indicators on the floor of Taylor Dining Hall, Charlie's Snack Bar, and Dunkin' Donuts to assist students in observing social distancing.

A Different Type of Dining Experience

Students living in small groups may eat together. To promote de-densification of the dining hall, students will reserve a period of time during which to enjoy a meal through AU Mobile, the University app. Students will notice that Taylor Dining Hall has been reconfigured to facilitate social distancing. For example, the maximum occupancy of Taylor Dining Hall is 500 students, which has been reduced to 130 students. Only Sodexo staff may serve food and buffets will be suspended.

Additional Dining Protocols:

- Clear barriers were erected in serving areas to protect Sodexo staff and students
- Utensils are handed out by Sodexo staff
- Condiments are be self-serve, but provided in small cups
- Tables are sanitized by Sodexo staff when students have finished eating and departed
- Bathrooms are cleaned each hour
- Students must wear a mask while in line for food; masks may be removed for eating only.
- Hand sanitizer dispensers are located throughout the dining facilities

Charlie's

Charlie's offers to students remote ordering and pick up. Adding another dining option will support efforts to de-densify Taylor Dining Hall. The dining areas of Charlie's will be restricted and not used for eating.

University De-densification: Residence Halls

According to the Commonwealth's Safety Standards and Checklist: Office Spaces, during Phase II of reopening, maximum occupancy of buildings, classrooms, and office, must not exceed 50 percent of the maximum occupancy as of March 1, 2020 in the next phase. Please see Appendix B for details entry and exits points for residence halls.

De-densification and Safety Protocols

Amid the COVID-19 pandemic, Assumption administrators have engaged in extensive planning anticipating the return of students to campus in fall 2020. Administrators focused on three goals:

- Develop principles of decision-making when discerning less than full housing occupancy
- Consider priority student populations in housing when less than full occupancy
- Develop policies, protocols, and procedures at different levels of housing occupancy in light of social distancing guidelines

Family-style communities

There are benefits to housing students according to smaller "family" units of six to 15 students. The Commonwealth's guidelines reference the benefits of cluster housing where students are housed together in ways that they would naturally travel together (i.e. classes, athletic teams, etc.). The working group assigned to examine this area recognized the ease of this approach with specific family units such as first-year students. The working group thought first-year students could be housed together according to their COMPASS courses. In this scenario, the working group believes that students can be housed in double occupancy rooms

The approach to housing allows for easier contact tracing and testing when or if needed. When in their individual rooms, students are not required to wear masks. Restroom facilities may be shared, but students should be assigned to a specific bathroom for their small group. Efforts will be made to reduce the number of students per restroom to no more than 15 in compliance with Commonwealth guidelines that recognize "the ratio of students to shared bathrooms and protocols for detecting and protecting against transmission are important factors to consider in setting out a residential strategy."

Residence Hall Common Areas

Gathering in residence hall common areas is strongly discouraged thereby permitting housekeeping staff to focus on other high-touch or risk areas of residential facilities. Students are permitted to socialize within their small group units, but may not do so in hallways. The University has made some common areas available for group study purposes.

Socializing Within Residence Halls

Per Commonwealth guidelines, traditional residence halls with double-sided corridors can have "small groups" contained within them, including several per floor or wing or building. Travel between floors or wings will need to be limited, with mask wearing and social distancing required.

Use of Masks in Residence Halls

Students are required to wear a mask in residence halls when outside of their rooms. The use of a mask is required when students depart their residence hall to travel to class, a dining facility, etc. Students living in apartment areas are required to wear masks outside of their apartments.

Residence Hall Restroom Protocols

Students will be reminded, and must understand, that residential life in a University setting amid COVID-19 is much different than residential life in the past. The University will impart upon students the importance of shared responsibility among students and the institution in keeping campus cleaning at the forefront. Students will be reminded of the following, per Commonwealth guidelines:

- Students must minimize the time they spend in shared restrooms.
- Prohibition of mobile phone usage in shared restrooms.
- Personal items may not be stored in shared bathrooms.
    - Personal items left in restrooms will be discarded by housekeeping staff.

Building & Grounds staff regularly monitor ventilation systems in bathrooms to ensure proper air flow. When possible, and only if such respects students' privacy, restroom windows should be left open for air flow.

Note, those students residing in apartments or other housing that provides a private restroom will be responsible for the daily cleaning and disinfecting of their restroom.

Welcoming Students Back to Campus

The return of students to campus welcomes more than 1,000 people to be on campus during the move-in process. As such, the Office of Residential Life developed a move-in schedule. The schedule minimizes the number of students per building and floor who are moving-in at a designated time. In addition, a maximum of one guest per student (two for first-year students) was permitted on campus to assist the student with the move-in process. All individuals must wear masks.

Packing for College Amid a Pandemic

As families and students prepare to begin their University journey or resume such, they must arrive on campus equipped with a number of non-traditional items. Students are instructed to bring to campus the following:

- Several double-layer face masks or washable face coverings (5-7 cloth masks is preferred)
- Thermometer
- Hand sanitizer (60 percent alcohol or greater)
- Tylenol (Acetaminophen)
- Cough suppressant: Mucinex DM or Delsym (or generic equivalent)
- Cough/throat lozenges
- Refillable water bottle
- Gatorade or Pedialyte
- First aid: Band-aids, topical antibiotic cream/ointment, heat pad (microwave preferred), ice packs
- Non-bleach wipes and other cleaning supplies

Other considerations for students to bring:

- Paper products, including tissues and paper towels
- Paper plates, disposable cups, silverware
- Extra laundry detergent, soap, and other hygiene products

Preparing to Quickly Depopulate Campus

If the Commonwealth initiates another stay-at-home order, or if the campus must be evacuated due to COVID-19 reasons, the University will fully comply. If the campus must be evacuated, students will be allowed one guest with a car to assist the student with the move-out process. Similar to the spring move-out, in the event of an evacuation, students will follow a schedule that will limit the number of individuals per floor and building moving out at the same time. All students and guests will be required to wear a mask during the move-out process.

Exceptions to remain on campus will be considered and possibly granted on a case-by-case basis, but limited to international students and those who live a considerable distance from Assumption. (Only international students will be permitted to store their belongings on campus.) International and distant (over 400 miles) students may be moved to suites or apartments in the event they are unable to secure travel home.

Planning for a potential campus-wide evacuation begins prior to students' return to campus. The following guidelines were shared with students as they pack to resume on-campus residence:

- Bring a minimal amount of personal items to campus
- Prohibition of large pieces of personal furniture (i.e. couches, large cooking supplies, etc.) that would make it challenging to move out
- Discouraging extensive decorating, including limiting wall postings, so they can be removed quickly in case of an emergency
- Providing a recommended "packing list" for students
    - Recommended cleaning supplies, personal protective equipment
    - Limited kitchen supplies; students will be encouraged to purchase a meal plan
    - Recommended use of plastic storage bins over cardboard boxes that can be reused to facilitate an expedient departure
- Outreach for packing for the fall 2020 semester
    - Messaging to students through multiple emails, social media campaigns, class Facebook pages, etc., before move-in day
    - FAQ on the University website
    - Assumption University App (if applicable)

Campus Visitors

Unfortunately, due to the evolving guidelines for campus re-opening plans, Assumption University is no longer able to allow visitors to campus. It is critical to promote the health and safety of the campus for our students, faculty and staff. As such, the health protocols require us to make this difficult decision not to allow any visitors onto the campus. We know this is difficult and we are grateful for everyone's understanding on this matter.

Office of Residential Life Operational Protocols

Assumption students benefit from frequent engagement with Office of Residential Life staff, which include Resident Directors (RD) and Resident Assistants (RA). The University has developed new procedures as they relate to duty rounds, location recommendations, and Resident Assistant duty switches.

Duty rounds and locations recommendations:

- RAs on duty out of their rooms or apartments, only leaving those spaces to go on rounds or respond to incidents where they are needed (make RA room numbers available via postings to students instead of staff offices).
- If RAs perform duties from staff office, all offices to be thoroughly cleaned by staff and will be provided cleaning supplies to do so.
- Professional staff on duty rounds limited to outdoor check-ins on weekends, not including responding to incidents where they are needed.

RA Duty Switches

- Duty switches to be conducted online through a Google form submission (do not enter Salisbury office or Dispatch center with paper forms).
- Submissions sent to professional staff supervisor, who will then review and communicate with RA if this switch cannot be completed.
- Professional staff on duty will email dispatch before 8 p.m. each night to inform them of any changes for that evening of duty.
- Consideration will be given to leniency with RAs and professional staff feeling ill and securing coverage for a night of duty.

In the event that Office of Residential Life staff must respond to a potential COVID-19 incident, all staff shall wear masks and gloves provided by the University and contact Campus Police and Health Services. When responding, staff must be cognizant of their surroundings and limit the presence of students and others to the fewest number possible.

Student Conduct

The University is committed to promoting the health and safety of the campus community. Given the importance of the health and safety protocols, students who violate University safety measures will be subject to loss of residency privileges. Violations include but are not limited to: hosting large gatherings, refusing to wear a mask in public spaces, repeated violations of social distancing, etc. As of August 7, 2020, outdoor gatherings are limited to only 50 individuals per the Commonwealth.

If staff must obtain from students their identification during a potential incident in which disciplinary measures will be levied, staff may not physically touch Assumption University-issued identification cards to prevent the spread of germs. Instead, staff will ask a student to simply display their identification.

Campus Police Operational Protocols

The goal of Campus Police is to maintain a high level of service and safety for the entire Assumption community. Amid a pandemic, certain protocols are required to maintain the health and safety of Campus Police officers. These include limiting the number of responders to an incident (depending upon the severity of the incident) and using judgment relative to alcohol transports given the increased demands on health care facilities.

Under normal circumstances, Campus Police offers “courtesy transports” to students throughout campus upon their request. This includes escorts for safety reasons or due to a student disability. Due to COVID-19, these courtesy transports are suspended to protect officers and adhere to social distancing mandates. For those students who require a courtesy transport for safety reasons, Campus Police will offer to follow them in a University-issued vehicle or bicycle from their point of origin to destination.

Campus Police is also transitioning many of its forms online to reduce traffic in the Dispatch Center, where many individuals visit for parking permits, appeals, etc.

Academics

Enduring Foundational Principles of an Assumption Education

An Assumption education must adhere to two foundational principles: one that is informed by its mission, and one that pursues and lives up to high academic standards for faculty and students.

During this period of continued uncertainty, the University will provide an education that is "rooted in the Catholic intellectual tradition," which "strives to form graduates known for critical intelligence, thoughtful citizenship and compassionate service." Assumption will continue to "pursue these ambitious goals through a curriculum grounded in the liberal arts and extending to the domain of professional studies." With this commitment, the University will explore ways to provide an education "enlivened by the Catholic affirmation of the harmony of faith and reason," which aims "by the pursuit of the truth, to transform the minds and hearts of students." As such, Assumption will provide an education that attends to the diversity among our students and that "ecumenically welcomes all who share its goals."

The University recognizes the importance of recruiting and retaining students during these uncertain times while maintaining its high academic standards. Faculty have adjusted their pedagogical techniques to create effective learning environments. The University's faculty, renowned for the commitment to the success of each student, are eager to embrace this opportunity.

Guiding Principles for an Assumption Education

To achieve the goals articulated by the two foundational principles of an Assumption education, it must adhere to three guiding principles:

1. An Assumption education is guided by professors who employ effective pedagogy.
2. An Assumption education is enlivened by deep, personal relationships between professors and students and characterized by compassion.
3. An Assumption education is enriched by a flourishing community amongst students.

Principles and Proposals for Promoting Meaningful Student-Teacher Relationships during Remote Learning

The presence of the instructors has heightened importance for any form of remote learning. That presence is realized through a number of means such as:

- Frequent interactions between instructors and students
- Clear scheduling procedure for office hours/Zoom meetings using the same scheduling tool
- All students will continue to be treated with equity, compassion, and charity during a remote learning environment.
- Should students request deadline extensions, requests shall balance charity with academic rigor, understanding that students and instructors may have encountered difficulties at home or lost loved ones due to the pandemic.

Principles and Proposals for Cultivating Student Community during Remote Learning

Students engaged in meaningful communities are more likely to be motivated to engage themselves in their academic classes. As such, it is critical that remote learning takes place as scheduled so that students may participate in clubs or organizations or fulfill employment requirements.

Faculty Training to Enhance Remote Learning

During the summer, the University engaged faculty in a series of trainings that provided innovative ways to enhance the remote learning experience. The guiding principles of the training were to humanize the remote-learning experience; prioritize the varying needs of students; and develop guidelines that provide pedagogy that complements the unique Assumption educational experience.

All faculty received enhanced training on the Brightspace Learning Management System that included a consistent course presentation. The training also included strategies to quickly transition to remote learning should the health situation warrant such.

Face-to-face Classes

Faculty and students are required to wear masks in all classroom spaces. All sections are accessible to both remote and face-to-face learners. Courses are planned in such a way that they can easily and quickly be converted to remote delivery should the health situation warrant. Classrooms were reconfigured to allow for social distancing. The University is also making use of non-traditional classrooms (i.e. Jeanne Y. Curtis Performance Hall, Ballrooms, etc.)

Directed Traffic Patterns in Academic Buildings

Given the volume of students and faculty traveling throughout academic facilities during a traditional day of classes, the University is exploring the possibility of directed traffic patterns, inclusive of dedicated entry and egress points, for all academic buildings.

Classroom Contacts

The Massachusetts Department of Public Health has confirmed that should a person test positive who attended a class, no one in that class needs to quarantine as long as everyone stays six feet apart with a mask on. Faculty are asked to keep copies of their seating charts in case further contact tracing is needed.

Classroom Closures

- When a student who tests positive is identified, the Office of Student Affairs will review their course schedules to determine what classrooms the person may have visited in the previous one to three days. The classrooms that need to be closed will be emailed by Student Affairs to Chief Carl, Sgt. Hough, Sgt. Gagne, Todd Derderian, Dan McCarthy, Heather Pecoraro, Mary Malone and Greg Weiner.
- Campus Police will go to the classroom, secure the room, them affix a sign to the door indicating closure.
- Campus Police will then email the group to let them know that the room is closed.
- The Registrar's Office will then email all the faculty scheduled to be in that room for the remainder of the day indicating that their classes will need to be remote. The faculty will notify their students. The room is expected to be cleared for use by the next morning.

- Housekeeping staff will sanitize and clean the classroom that evening, after hours. They will also remove the signage and unlock the door when completed. Todd or Dan will notify the group that the classroom is open. The housekeeping staff will return the signs to Campus Police.

Classroom Safety Protocols

- To assist with contact tracing and quarantine procedures, seats should be assigned and seating charts with attendance maintained for each in-person class period.
- No food or drink is permitted to be consumed in classrooms.
- Masks (2 layer) should always be worn by students and faculty in the classroom.
- Students should wipe down their desks and chairs before and after each use.
- Faculty should wipe down their workstation, computer workstation and any instruments used in the classroom.
- Should a known COVID-19 positive case be identified in a classroom, the classroom will be closed off for the rest of the day for cleaning.
- The VPSA or Director of HR will notify the Director of Business Services to alert the need for cleaning, for the room to be locked and for a sign to be put up that says: Closed for cleaning and all subsequent classes scheduled for the room will be remote. Check your e-mail and Brightspace for a message from your professor.
- The VPSA or Director of HR will notify the Registrar that the room is offline and for what period of time.
- The Registrar will notify the faculty scheduled in that classroom that classes that day will be held remotely. Faculty will email students in their classes of the remote plan for the day.
- Contact tracers will be in contact with faculty and/or students who need to quarantine as a result of a close contact with a COVID-19 positive person in the class. Generally, students sitting on each side, front and behind a COVID-19 positive student will need to quarantine for 14 days if all protocols have been followed (wearing masks, stayed in their seats six feet apart, etc.).

Lab Protocols

Protocols with regard to lab and research safety have been developed for use by students and faculty. A separate document highlights the guidelines and can be obtained from the Dean of the College of Liberal Arts and Sciences.

Cross-Registration at Consortium-member Institutions

The Higher Education Consortium of Central Massachusetts (HECCMA) member institutions have mutually agreed to suspend cross-registration for face-to-face courses during the fall 2020 semester. Students at HECCMA-member intuitions may enroll in the courses if they are offered remotely, but students may not travel to another institution for academic purposes.

Ensuring Accessibility

In developing remote learning options, accessibility is an important consideration of University leadership. University leadership is working closely with Student Accessibility to ensure that students may begin or continue their degree program.

Internships and Practicums

Internships and practicums are an essential element of an Assumption University education. The various departments at Assumption involved in offering these important experiences recognize such. The internship/practicum experience will retain its status as a value-added educational component. Some students may have to delay internships or practicums until the health situation improves, depending upon their year of study.

No one, contingent policy will fit the multitude of internship and practicum opportunities for majors such as business, education, and nursing. These experiences, however, do fall into four categories:

1. Required for certification by an external licensing authority
2. Required by the major or minor with no existing alternative
3. Required by the major or minor but with an existing alternative
4. Elective experience

Rome Campus & Study Abroad

The suspension of academic activity at the Rome Campus remains in effect through the summer 2021 semester. The University has also suspended all study abroad for the spring 2021 semester. While study abroad programs have been suspended, the University understands the significant value for student participation in study abroad and is hopeful to resume global programs in the fall 2021 semester. A number of criteria will be considered when making a decision to resume the Rome and other study abroad programs. They include:

- The global health situation
- The health situation in Italy and other countries where students endeavor to study abroad
- Status of the CDC Travel Health Advisory for Italy and other countries where students endeavor to study abroad
- U.S. Department of State Travel Warnings and Advisories
- Advice from the U.S. Embassy in Rome, if available

Rome Campus Compliance with Italian Guidelines

The University will adhere to all guidelines as promulgated by the Italian government with regard to academic institutions and residential facilities to resume operations. The University is in contact with individuals in Italy so that it may develop a specific plan for the Rome Campus, if such is required. The University is hopeful that the Rome Campus may open for the fall 2021 semester.

Third-party Study Abroad Providers

Prior to approving a study abroad request from a student through a third-party provider, the provider must provide to the University detailed safety plans for their program as well as relevant situational information from the U.S. State Department for a particular country.

Academic Affairs Operations

Academic buildings and offices on the University campus comprise those areas that are highly densified with several individuals in clusters of offices. Given the total potential population of these buildings, and the need to provide faculty access to their offices for the purpose of scholarship and planning for the spring 2021 semester, a process has been developed to provide faculty such access.

Faculty Offices

The administrative assistants for each Dean will administer online signup sheets by building. Dean Paula Fitzpatrick, Ph.D., will oversee Founders Hall; Dean Kimberly Schandel, Ph.D., will oversee Kennedy Memorial Hall; Dean Joseph Foley will oversee the Tsotsis Family Academic Center; and Dean Caitlin Stover, Ph.D., RN, will oversee Switzer.. Faculty will request access to their offices from the Dean. If too many faculty request access to too small a space (such as several next door to each other on one hallway), the appropriate Dean will resolve the issue.

Common areas such as kitchenettes and copier spaces will be limited to one person at a time. Faculty will work in their offices with their doors closed and observe social distancing of at least six feet any time they leave them.

Similar to staff, faculty must hold meetings, be they with colleagues or students, virtual, rather than in-person.

Co-Curricular Activities & Student Services

Campus life is centered upon academics, but co-curricular activities complement classroom instruction for the development of the whole person. To provide students these co-curricular options, the University has:

- Developed strategies of student engagement and connection throughout the pandemic
- Developed guidelines for co-curricular, extra-curricular and recreational activities with the health and safety of all in mind
- Developed leadership development programs in hybrid formats
- Considered safe home issues when considering programming (i.e. mental health issues)

On-Campus Events

Any on-campus gatherings will be held in compliance with guidelines as issued by the Commonwealth. The University will also implement the following with regard to events taking place on campus amid COVID-19 without a vaccine if the Commonwealth permits such gatherings:

- Ticketing of all events – attendance according to last name/class year
- Internal community members only at events for the fall (no outside guests are permitted at any time)
- Simulcast whenever possible
- Run multiple timeslots with at least 30 minutes in between shows (i.e. 6 p.m. and 8 p.m., 75 to 90-minute programs)
- Reduce capacity in all rooms to 50 percent of maximum occupancy
- Require use of masks by all participants and staff
- Provide hand sanitizer
- Take temperature of students prior to entry
- Serve only packaged food and drinks
- Spread seating six feet apart
- Provide six feet between rows
- Provide six feet from the stage
- Affix tape to floors identifying six feet apart in entry and exit lines
- Open doors for a longer period of time to encourage staggered entry
- Continuous cleaning of high-touch surfaces before, during and after events.

Availability of Counseling Services

The Counseling Center has continued to provide services to students. Since Counseling Services was housed within the same facility of Health Services, the University relocated Counseling Services across campus to the Fuller Building. The relocation provides more space to meet with students, including face-to-face, using face shields for the protection of student and counselor. Appointments are made online, thereby eliminating potential congestion in a waiting area.

To enhance the availability of counseling services for students, the University has transitioned a part-time counselor to full-time to respond to an anticipated increase in student demand for services.

Plourde Recreation Center

Campus Recreation recognizes that those living on campus will require use of recreational facilities. Such is not only important for physical health, but also students' mental health.

Access to the Plourde is limited to students permitted to be on campus who must present University-issued identification. Plourde access may be extended to faculty and staff approved to be on campus - but not those working remotely - at a later date. The Director of Campus Recreation and student work-study staff monitors facility usage and the number of individuals in the facility at a given time to ensure compliance with de-densification endeavors. Several hand sanitizer dispensers are strategically located throughout the facility.

Upon departure from the facility, students must indicate which machines they have used by number so that the machine can be disinfected; equipment used in the weight room is placed in a designated area so that it may be cleaned. Campus Recreation staff limits the number of machines that can be used each day to streamline cleaning and are responsible for regular cleaning of equipment.

High-touch surfaces (doorknobs, railings, etc.) are be cleaned throughout the day.

All students must use the IM Leagues system to make a reservation to use fitness equipment. The IM Leagues system may be accessed in the AU Reserve module of the AU Mobile app. Spaces that may be reserved include cardio machines, multi-purpose room, aerobics room, pool, track, basketball courts, racquetball courts, ping-pong, shuffleboard and the billiards table.

While in the Plourde, students must wear masks at all times; the University recommends that students bring with them two masks so that one can be changed after a workout. Students should also bring a water bottle with them. Locker rooms are closed, therefore students should arrive at the Plourde dressed and ready for their workout. Students must follow all social distancing guidelines.

The University will post the following message throughout the facility:
By choosing to utilize this opportunity to use the Plourde, patrons are agreeing that they understand that the Campus Recreation Pro-Staff and Assumption University do not make any guarantee that the Plourde is free of COVID-19. The staff has put into to place the very best cleaning and safety practices based on recommendations form healthcare professionals, the CDC, NIRSA and other similar institutions. Patrons using this facility are accepting the possible risks as well as accepting their role in supporting these polices and guidelines in order to maintain the safety of the Plourde and those who will be using it.

Hours of Operation

The Plourde will be open on the following days and times:

- Monday-Thursday 8am-11pm
- Friday 8am-9pm
- Saturday 9am-6pm
- Sunday 12pm-10pm

Intramurals, Club Sports and Athletic Practices

Clubs Sports are not be permitted to gather, practice or compete on campus this fall due to space limitations, gathering size limitations, travel restrictions and restrictions on guests to campus. It is the hope of Campus Recreation that Intramural opportunities will be able to exist. When these are scheduled, census counts for the Plourde will need to be adjusted

Campus Ministry

Faith, prayer, and worship are central to the life of a student studying at a Catholic higher education institution, in particular during times in which one's faith is tested. While social-distancing guidelines have impacted the way in which this ministry is carried out, the University is adapting existing programs so that it may continue to nourish students' souls.

The University has developed the following protocols to ensure that the community may participate in Mass in accordance with guidelines from the Commonwealth for places of worship and the Roman Catholic Diocese of Worcester.

All Masses, as well as other liturgies and forms of communal prayer (Morning Prayer, Evening Prayer, Exposition of the Blessed Sacrament) on any day of the week, are open only to students permitted to be on campus, the Assumptionist Community, faculty and staff.

Reserving a Seat at Mass

To comply with the maximum capacity of 55 individuals in the Chapel during Mass, those who wish to attend Sunday Mass are required to sign-up in advance using the AU Mobile app. Students are provided first priority for attending Sunday Masses; if students reserve all available seats, non-student participants are limited to the presider, the deacon and the director of liturgical music.

Physical Distancing and Social Distancing in the Chapel of the Holy Spirit

Based on the number and length of pews, the maximum total capacity in the Chapel is 55 individuals (including clergy and liturgical/music ministers). The diagrams in Appendix C, which exhibit how the congregants will be seated in the Chapel, are designed with such in mind.

All congregants are required to sit six-feet apart from one another unless they are from the same household. Every other pew is cordoned off and markers are placed on the floor of the center aisle to indicate six-foot intervals for those who present themselves for Holy Communion. Each Sunday Mass will include a presider and a deacon who will be seated in the sanctuary observing the six-foot social distancing requirements. An instrumentalist and cantor will be positioned in the transept for each Sunday Mass also observing six-foot social distancing.

Directed Traffic in the Chapel

While other areas of the University campus present logistical challenges relative to directed traffic and designated entrances and exits, the Chapel of the Holy Spirit, with many points of ingress and egress provides the ability to direct traffic flow. All entrances and exits are marked with University-branded signage. Congregants enter the Chapel through the door at the rear of the nave and exit through the door adjacent to the Blessed Sacrament which is locked from the outside. Understanding that congregants will require direction relative to the new the ingress and egress process, a greeter is positioned by the entry door at the rear of the nave to welcome congregants.

Promoting a Healthy Worship Space

All congregants, including the greeter, must wear a mask at all times while in the Chapel except for the reception of Holy Communion, which will be served under only one species. (Communion vessels are purified and then washed with soap and hot water after Mass.) The mask requirement also includes the presider, concelebrating priests, deacon, server, lector and cantor except when speaking or singing.

The greeter positioned by the entrance will ask congregants to use hand sanitizer, which is distributed by an automatic dispenser located inside the Chapel. The usher will also direct congregants to seating. A poster is displayed at the rear of the nave, near the entrance, with information about the seating plan, the use of hand sanitizer, masks, and other guidelines.

Cleaning the Chapel

Housekeeping shall clean and disinfect the Chapel after Mass on Sunday or prior to the 8 a.m. Morning Prayer/Mass on Monday. Building & Grounds cleans and sanitizes the Chapel Monday through Saturday after 8 a.m. Morning Prayer/Mass and before the 5 p.m./5:35 p.m. Evening Prayer.

Liturgical Adaptations amid COVID-10

The Office of Campus Ministry has implemented a number of changes to the Mass to comply with safety guidelines issued by the Diocese of Worcester. These changes shall be in effect until advised by the Diocese that such is no longer necessary.

- Hymnals have been removed from the pews, and Liturgy guides will not be distributed.
- Music, announcements, and any other printed materials needed by the assembly are projected on a screen in the sanctuary.
- The greeter, clergy, and other ministers avoid handshakes or other forms of physical contact when greeting members of the assembly before or after Mass.
- A basket for financial offerings is placed next to the poster with information about safety guidelines at the rear of the nave.
- Singing by the assembly is limited to the acclamations (Gospel Acclamation, Sanctus, Memorial Acclamation, Great Amen, Agnus Dei). Any other sung music is done by the cantor alone.
- The entrance and recessional processions are between the north transept door and the sanctuary, as at weekday Masses. There are no processions down the center aisle.
- The bread and wine are brought from the credence table to the altar by a server or the deacon. There is no procession with the bread, wine or basket of financial offerings down the center aisle.
- The sign of peace is exchanged without any physical contact, except for members of the same household. Congregants are encouraged to exchange the sign of peace with a bow or a wave to the people nearby.

- Before and after distributing Communion, the priest and any others who distribute Communion shall wash their hands with hand sanitizer.
- Communion from the cup is suspended, except for the clergy. If concelebrants and/or a deacon are present, they shall use a second Communion cup. The presider consumes all of the Precious Blood in the main chalice. Concelebrants receive the Precious Blood by intinction from the second Communion cup. The deacon consumes all the remaining Precious Blood in the second Communion cup.
- The greeter shall dispense hand sanitizer into the hands of each person in the procession to receive Holy Communion.
- Social gatherings after Mass are suspended.

Sunday Mass Times

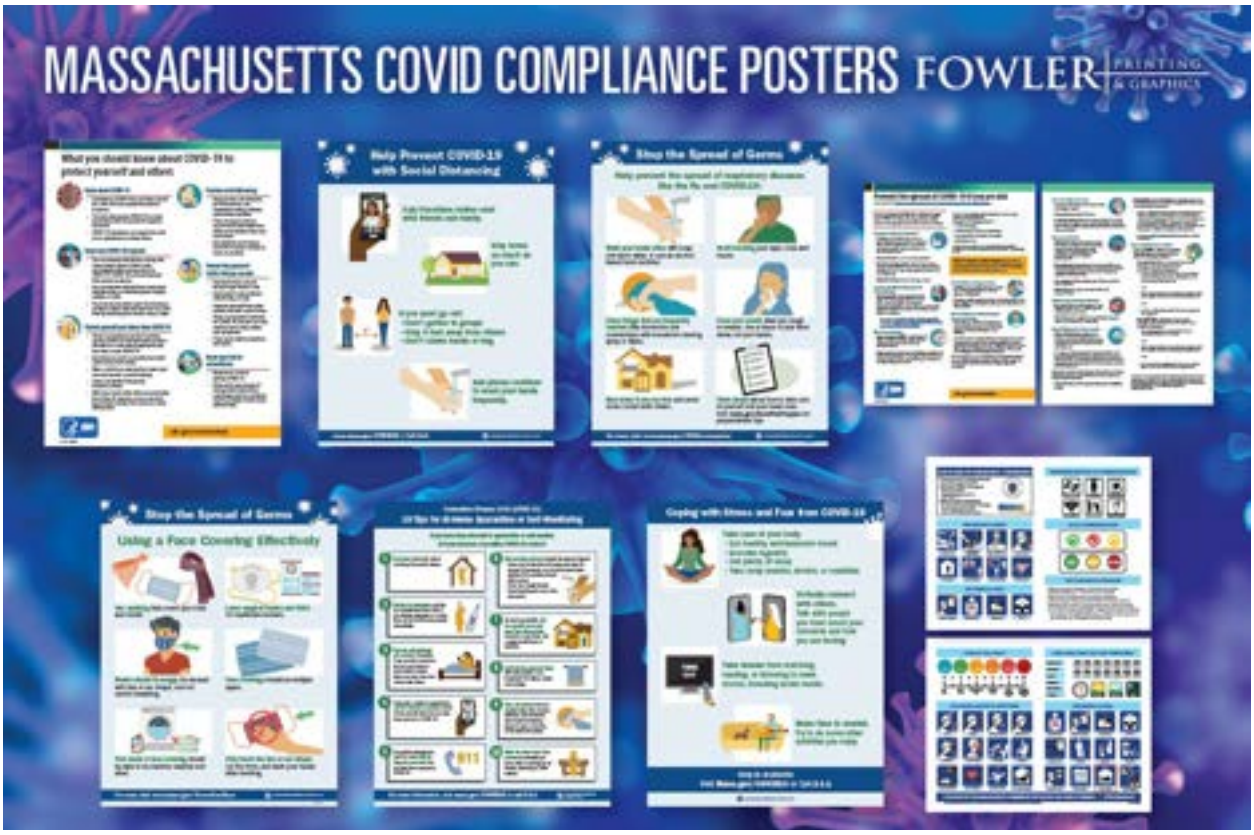
The Sunday 7 p.m. Mass is the primary Sunday Mass for Assumption students. As such, it is the primary focus of the University's liturgical ministry during the academic year. The University understands that all students may not attend Mass due to reduced occupancy or if they are unable to travel to campus. The University will also continue to offer a 10 a.m. Mass on Sunday morning.

Athletics

The Northeast-10 Council of Presidents unanimously voted to cancel fall and winter sports. A decision is pending on spring sports. Despite this suspension that is necessary to promote the health and safety of the community, the Department of Athletics is developing a comprehensive training regimen for our student-athletes and is exploring the possibility of scheduling non-Conference competition with other Worcester colleges and universities. The Department of Athletics has issued a separate set of safety protocols that may be reviewed here. See Appendix D for information on training scenarios.

Appendix A

In support of a campus-wide education and awareness campaign, posters will be displayed in key areas throughout campus to educate faculty, staff, and students on how to discourage the spread of COVID-19. Some of these are mandated by the Commonwealth prior to businesses reopening. Once the University has complied, the forms will be completed and displayed, as required.


MASSACHUSETTS COVID COMPLIANCE POSTERS
FOWLER
PRINTING & GRAPHICS
What you should know about COVID-19 to protect yourself and others
Help Prevent COVID-19 with Social Distancing
Stop the Spread of Germs
Stop the Spread of Germs
Using a Face Covering Effectively
Coping with Stress and Fear from COVID-19

TEMPLATE (I/II)

COVID-19 Control plan

All businesses in the state of MA must develop a written control plan outlining how its workplace will comply with the mandatory safety standards for operation in the COVID-19 reopening period. This template may be filled out to meet that requirement. Control plans do not need to be submitted for approval but must be kept on premise and made available in the case of an inspection or outbreak.

All individually listed businesses must complete a control plan, even if the business is part of a larger corporation or entity.

BUSINESS INFORMATION | please provide the following information

Business name: _____ ☐ Check if part of a larger corporation

Address: _____

Contact information (Owner/Manager): _____

Contact information (HR representative), if applicable: _____

Number of workers on-site: _____

SOCIAL DISTANCING | check the boxes to certify that you have:

- ☐ Ensured that all persons, including employees, customers, and vendors remain at least six feet apart to the greatest extent possible, both inside and outside workplaces
- ☐ Established protocols to ensure that employees can practice adequate social distancing
- ☐ Posted signage for safe social distancing
- ☐ Required face coverings or masks for all employees
- ☐ Implemented additional procedures. Please describe them here: _____

HYGIENE PROTOCOLS | check the boxes to certify that you have:

- ☐ Provided hand washing capabilities throughout the workplace
- ☐ Ensured frequent hand washing by employees and provided adequate supplies to do so
- ☐ Provided regular sanitization of high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout work site
- ☐ Implemented additional procedures. Please describe them here: _____

TEMPLATE (II/II)

COVID-19 Control plan

All businesses in the state of MA must develop a written control plan outlining how its workplace will comply with the mandatory safety standards for operation in the COVID-19 reopening period. This template may be filled out to meet that requirement. Control plans **do not** need to be submitted for approval but must be kept on premise and made available in the case of an inspection or outbreak.

All individually listed businesses must complete a control plan, even if the business is part of a larger corporation or entity.

STAFFING & OPERATIONS

check the boxes to certify that you have:

- ☐ Provided training for employees regarding the social distancing and hygiene protocols
- ☐ Ensured employees who are displaying COVID-19-like symptoms do not report to work
- ☐ Established a plan for employees getting ill from COVID-19 at work, and a return-to-work plan
- ☐ Implemented additional procedures. Please describe them here: _____

CLEANING & DISINFECTING

check the boxes to certify that you have:

- ☐ Established and maintained cleaning protocols specific to the business
- ☐ Ensured that when an active employee is diagnosed with COVID-19, cleaning and disinfecting is performed
- ☐ Prepared to disinfect all common surfaces at intervals appropriate to said workplace
- ☐ Implemented additional procedures. Please describe them here: _____

Important

In order to reopen your business, please complete and sign the following checklist once you have completed your COVID-19 Control Plan template

---

The following poster should be displayed in an area within the business premises that is visible to employees and visitors. Thank you for your efforts to get back to business while keeping Massachusetts safe

Welcome

Please know that we take our responsibility to keep Massachusetts safe very seriously. Be assured we have taken the following steps to comply with state mandatory safety standards for workplaces:

- ☐ Workers are wearing face coverings and we've put social distancing measures in place



- ☐ We provide hand washing capabilities and we are regularly sanitizing high-touch areas



- ☐ Our staff has received training regarding social distancing and hygiene protocols



- ☐ We have established thorough cleaning and disinfecting protocols



We ask you to do your part as well by wearing your face mask and maintaining social distance. Thanks—and we hope to see you again soon.

Signature

TEMPLATE (I/IV)

COVID-19 Higher Education Control Plan

As Massachusetts Higher Education Institutions continue to bring staff, faculty, students, and other members of the public back to their campuses, completion of this plan will demonstrate alignment with the considerations of the Massachusetts Higher Education COVID-19 Working Group. The plan will also demonstrate a self-certification that institutions have adopted the COVID-19 workplace safety rules and requirements instituted under the Governor's Reopening Orders for Phase II and Phase III.

Control plans do not need to be submitted for approval, but it is recommended that they be posted on the institution's website and must be immediately available for review in the case of an inspection or outbreak. If a plan is identical across all or multiple campuses, only one plan need be completed. If campuses require different approaches due to the nature of activities, building types, or other reasons, a separate plan should be completed for that campus or campuses. Plans should be disseminated to all applicable campuses.

HIGHER ED INSTITUTION INFORMATION | please provide the following information

Institution name: _____

Campus name(s)/description(s): _____

_____

Plan applies to:

☐ Single Campus

☐ Multiple Campuses

Campus address(es): _____

Primary point(s) of contact for campus(es) (President or designee): _____

_____

SOCIAL DISTANCING | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

☐ Adopted measures to provide that all persons, including faculty, staff and students, remain six feet apart to the greatest extent possible, both inside and outside campus buildings

☐ Established protocols to ensure that faculty, staff and students can practice adequate social distancing

☐ Posted signage for safe social distancing in all places where faculty, staff and students are likely to gather

☐ Required face coverings or masks for all faculty, staff and students (except where unsafe due to medical condition or disability) while inside and if social distancing of at least 6 feet cannot be reliably maintained while outdoors

☐ Implemented additional procedures. Please describe them here: _____

_____

HYGIENE PROTOCOLS | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

☐ Provided hand washing capabilities throughout the campus

☐ Taken measures to encourage frequent hand washing or sanitizing by faculty, staff and students and provided adequate supplies to do so

☐ Provided for regular sanitization of high touch areas, such as desks, equipment, screens, doorknobs, and restrooms throughout the campus

☐ Implemented additional procedures. Please describe them here: _____

_____

TEMPLATE (II/IV)

COVID-19 Higher Education Control Plan

As Massachusetts Higher Education Institutions continue to bring staff, faculty, students, and other members of the public back to their campuses, completion of this plan will demonstrate alignment with the considerations of the Massachusetts Higher Education COVID-19 Working Group. The plan will also demonstrate a self-certification that institutions have adopted the COVID-19 workplace safety rules and requirements instituted under the Governor's Reopening Orders for Phase II and Phase III.

Control plans do not need to be submitted for approval, but it is recommended that they be posted on the institution's website and must be immediately available for review in the case of an inspection or outbreak. If a plan is identical across all or multiple campuses, only one plan need be completed. If campuses require different approaches due to the nature of activities, building types, or other reasons, a separate plan should be completed for that campus or campuses. Plans should be disseminated to all applicable campuses.

GENERAL OPERATIONS | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

- ☐ Provided training for faculty, staff and students regarding the importance of social distancing, face covering, hand-washing, symptom monitoring, testing, isolation, quarantine, and all other detection and response protocols, and regularly share information through multiple channels to reinforce the message
- ☐ Encouraged faculty, staff and students who are feeling ill or displaying COVID19-like symptoms to stay home or in their residence hall
- ☐ Established a plan to accommodate the needs of students, staff and faculty who are at higher risk if they are exposed to COVID-19, or who care for household members who are at higher risk
- ☐ Ensured that no gatherings will occur on campus that exceed the limits in the latest Commonwealth advisory, except for the purposes of instruction, provided that six feet distancing can always be maintained
- ☐ Ensured that campus amenities and services will adhere to all sector-specific safety protocols, available on the Commonwealth's Reopening Plan website, applicable to the amenity or service. Examples include:
  - ☐ Office spaces: Must follow latest office space guidance
  - ☐ Dining Services: Must follow the latest restaurant guidance
  - ☐ Athletic Centers, gyms and fitness centers: Must follow the latest fitness center and health club guidance
  - ☐ Campus shops and bookstores: Must follow the latest retail guidance
  - ☐ Performance venues: Must follow the latest performance venue guidance
  - ☐ Events: Must follow the latest indoor and outdoor events guidance
- ☐ Implemented additional procedures. Please describe them here: _____

_____

CLEANING & DISINFECTING | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

- ☐ Established and maintained cleaning protocols specific to the campus
- ☐ Taken measures to ensure that when an individual on campus is diagnosed with COVID-19, cleaning and disinfecting is performed

TEMPLATE (III/IV)

COVID-19 Higher Education Control Plan

As Massachusetts Higher Education Institutions continue to bring staff, faculty, students, and other members of the public back to their campuses, completion of this plan will demonstrate alignment with the considerations of the Massachusetts Higher Education COVID-19 Working Group. The plan will also demonstrate a self-certification that institutions have adopted the COVID-19 workplace safety rules and requirements instituted under the Governor's Reopening Orders for Phase II and Phase III.

Control plans do not need to be submitted for approval, but it is recommended that they be posted on the institution's website and must be immediately available for review in the case of an inspection or outbreak. If a plan is identical across all or multiple campuses, only one plan need be completed. If campuses require different approaches due to the nature of activities, building types, or other reasons, a separate plan should be completed for that campus or campuses. Plans should be disseminated to all applicable campuses.

CLEANING & DISINFECTING | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

- ☐ Prepared to disinfect all common and high touch surfaces at appropriate intervals
- ☐ Implemented additional procedures. Please describe them here: _____

_____

COMMUNICATION & SUPPORT | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

- ☐ Established consistent communication to all students, staff, faculty, and the surrounding community regarding Phase III plans
- ☐ Installed signage and other visual indicators throughout all campus buildings and outdoor areas to improve awareness of and compliance with Phase III requirements
- ☐ Established a plan for when and how to adjust operations in response to an outbreak on campus or other public health concerns, including communicating the need to pause or discontinue in-person programming and activities to all students, staff and faculty
- ☐ Established clear communication and escalation points with the Local Board of Health, Massachusetts Department of Public Health, and other state and local agencies as needed
- ☐ Developed protocols for delivery of emotional and mental health services, including both individual and group counseling
- ☐ Implemented additional procedures. Please describe them here: _____

_____

DETECTION & RESPONSE | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

- ☐ Established a comprehensive plan, in coordination with public health officials, for facilitating testing of symptomatic individuals and monitoring students, staff, and faculty for the presence of COVID-19, including robust testing protocols for: (1) incoming or returning students, especially those who will be living on campus; and (2) on-going periodic testing strategies for students, staff and faculty throughout the school year, especially for individuals in frequent contact with residential students and other individuals who have pre-existing medical risk factors. Such plans should be regularly updated to ensure compliance with current CDC and DPH requirements and guidelines and to reflect evolving testing technologies and methods

TEMPLATE (IV/IV)

COVID-19 Higher Education Control Plan

As Massachusetts Higher Education Institutions continue to bring staff, faculty, students, and other members of the public back to their campuses, completion of this plan will demonstrate alignment with the considerations of the Massachusetts Higher Education COVID-19 Working Group. The plan will also demonstrate a self-certification that institutions have adopted the COVID-19 workplace safety rules and requirements instituted under the Governor's Reopening Orders for Phase II and Phase III.

Control plans do not need to be submitted for approval, but it is recommended that they be posted on the institution's website and must be immediately available for review in the case of an inspection or outbreak. If a plan is identical across all or multiple campuses, only one plan need be completed. If campuses require different approaches due to the nature of activities, building types, or other reasons, a separate plan should be completed for that campus or campuses. Plans should be disseminated to all applicable campuses.

DETECTION & RESPONSE | check the applicable boxes (or indicate "N/A" if not applicable) to certify that you have:

- ☐ Established a plan for ensuring that students, staff and faculty who arrive on campus from another country or a state not designated as a lower-risk state by the Department of Public Health provide documentation of a negative COVID test result on a sample taken no more than 72 hours prior to their arrival, and are informed of campus policies and the latest Commonwealth travel order regarding travel restrictions, testing, and self-quarantine requirements
- ☐ Designated residential facilities space for residential students to immediately quarantine if they arrive on campus from another country or a state not designated as a lower-risk state by DPH and do not have documentation of a negative COVID test result on a sample taken no more than 72 hours prior to their arrival
- ☐ Developed a plan to ensure that results and full demographic data (name, date of birth, full address, gender, race, ethnicity, primary language, occupation and disability status) on students, staff and faculty tested by the institution for COVID-19 are reported electronically to the MA Department of Public Heath as required. (If testing is conducted by a healthcare facility or laboratory, results will be reported electronically to DPH by the facility or laboratory.)
- ☐ Developed a plan for coordinating with students, staff and faculty who are diagnosed with COVID-19, or have been in close contact with someone who has, to ensure that they have adequate space and support to isolate or quarantine
- ☐ Developed a plan to work with DPH-designated contact tracers following the identification of any case or close contact. (DPH-designated contact tracers conduct contact tracing in Massachusetts, and include local Boards of Health, both in the municipality where the campus is based and the municipality where the case or close contacts reside, if different than where the campus is may be involved, as well as the Community Tracing Collaborative. Local Board of Health officials will decide whether to conduct contact tracing or assign to the Community Tracing Collaborative.)
- ☐ Designated residential facilities space to immediately isolate students who reside on campus and test positive for COVID-19, and to separately quarantine students who have had close contact with them
- ☐ Established protocols to ensure that students in isolation or quarantine have appropriate support and services
- ☐ Implemented additional procedures. Please describe them here: _____

_____

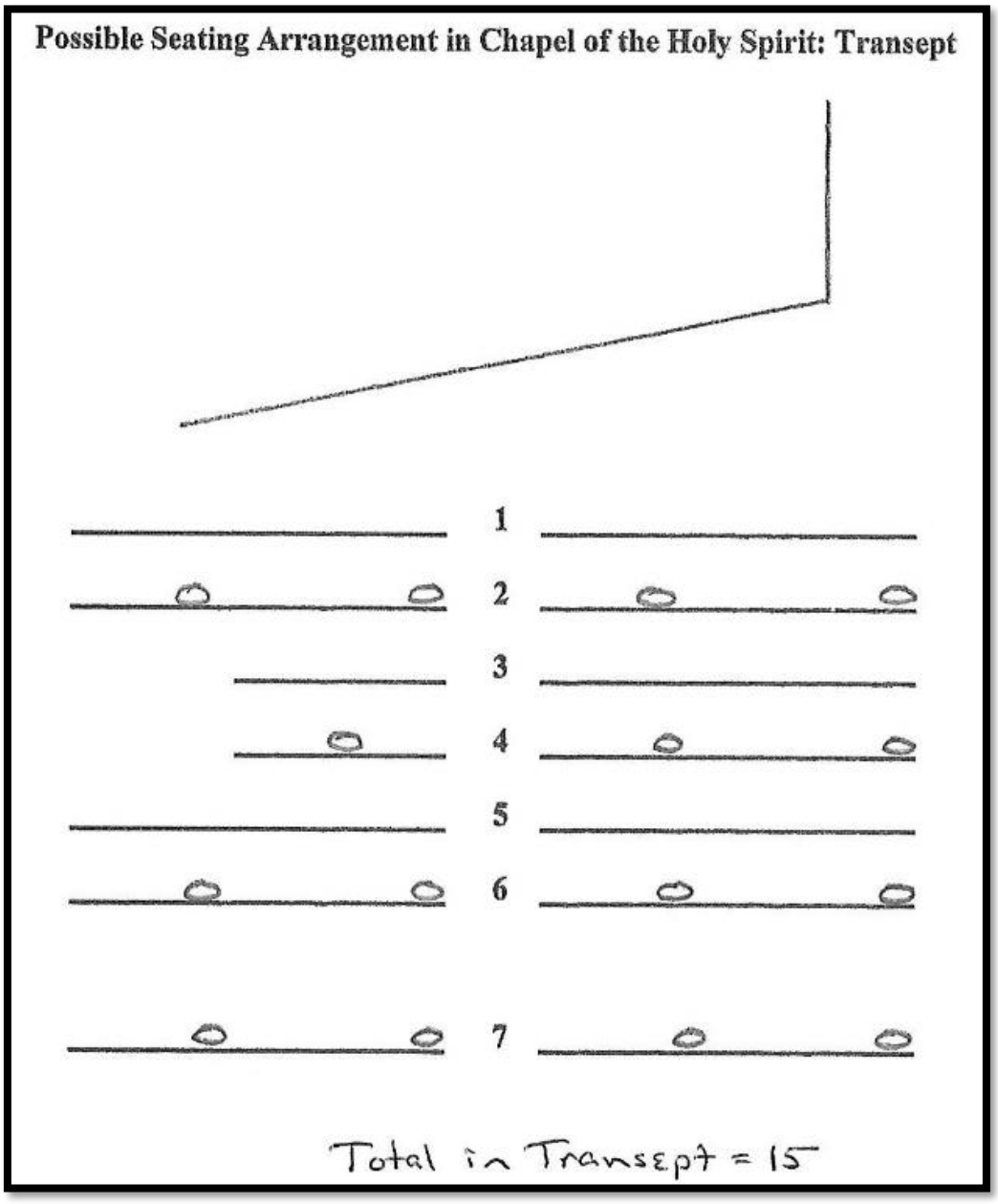
Appendix B

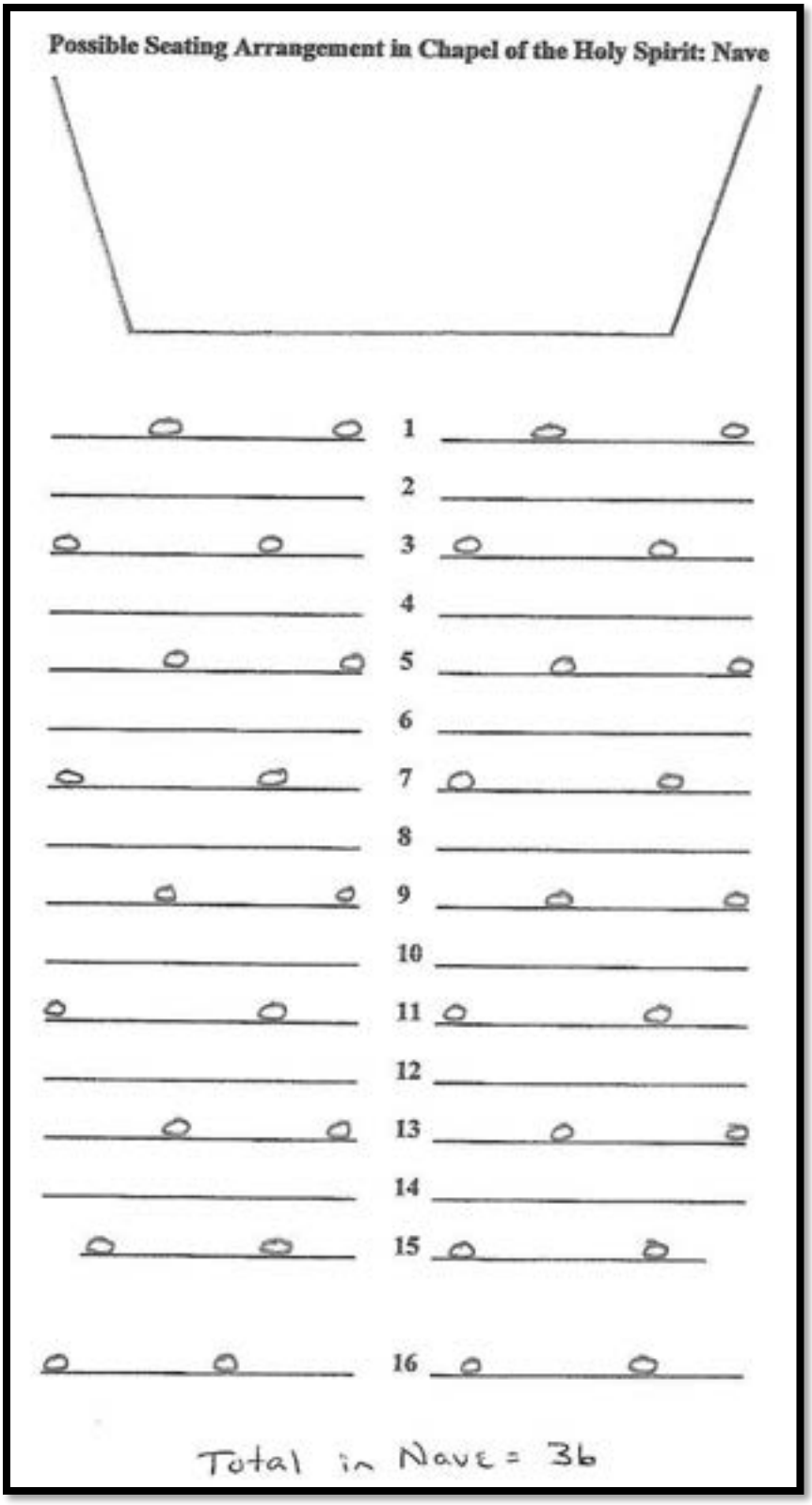
Below are entry and exit points for University residence halls.

Hall	Entrance	Exit	Traffic Flow Notes
Alumni	Doorway near Finance Office	Near CDIC/ Taylor exit	Staircase near Finance goes up, other staircase down
Desautel	Breezeway	Near Student Accounts or Founders side	Staircase close to breezeway goes up, other staircases down
LLC	Main door entrance	Door by dumpster or small side lot	Elevator to go up only, main staircase up, side staircases down
Wachusett	Main door entrance	Door facing LLC deck	Enter building and take right, up right stairwell and down left stairwell
Salisbury	Door by RA staff office	Doors closest to Pro Staff apartment	Middle staircase up, side stairwells to go down
Worcester	Door by RA staff office	Doors closest to Pro Staff apartment	Middle staircase up, side stairwells to go down
Dion	Each apartment	Each apartment	N/A
Moquin	Each apartment	Each apartment	Up right stairwell, down left stairwell
Authier/Dufault	Each apartment	Each apartment	Up front tower facing courtyard, down back tower facing woods
Bissonnette	Each apartment	Each apartment	N/A
Aubuchon	Main door entrance	Back door of apartments	May change during winter weather months
Nault	Main door entrance	Side door closest to Hanrahan	Use main stairwell to go up, left stairwell down
Hanrahan	Main door entrance	Main door entrance	One way traffic to the right, down the left stairwell
Young	Main door entrance	Main door entrance	One way traffic to the right, down the left stairwell
Plough	Main door entrance	Both back doors towards parking lot	Elevator to go up only, unless accessibility needs
South	Main door entrance	Door near generator	Elevator to go up only, left staircase up, right staircase down
West	Main door entrance	Main door entrance	Elevator to go up only, left staircase up, right staircase down

Appendix C

Below are schematics for the Chapel and information to be posted in the Chapel.





(text of poster to be displayed at rear of nave by Chapel entrance…also to be printed on sheets and distributed to worshippers as they enter the Chapel)

WELCOME TO THE CHAPEL OF THE HOLY SPIRIT!

Please help to minimize the spread of Covid-19 by observing the following:

Enter the Chapel at the rear of the nave.

Entrance to the Chapel is limited to the door at the rear of the nave (the larger seating area). The side door by the Blessed Sacrament Chapel is available for exiting the Chapel.

Wear a face mask while in the Chapel.

If you do not have one, face masks are available in a basket by the entrance. Please wear the mask throughout Mass, except when you place the Body of Christ in your mouth at Communion.

Use hand sanitizer upon entering the Chapel.

A dispenser of hand sanitizer is located by the entrance.

Avoid physical contact and maintain physical distancing when greeting others.

By all means, greet your friends and those you may not know before and after Mass.

Just avoid physical contact and maintain a distance of six feet from the other person.

The holy water fonts have been drained and cleaned.

We look forward to restoring this important symbol of our Baptism after the pandemic.

Place your financial offerings in the basket before Mass.

The basket next to this poster is for your financial offerings. Please place your financial offerings in the basket as you enter the Chapel. We will not pass the basket during Mass.

Maintain a six foot distance in the pews.

If you are here with members of your household, you are welcome to sit in the same pew.

Otherwise, please sit six feet away from the next person.

Two people per pew.

If you are here with several members of your household, you are welcome to sit in the same pew.

Otherwise, please limit each pew to two people.

Every other pew will not be used.

To help maintain physical distancing, every other pew is blocked off with tape.

We won't be singing as much.

Our communal singing will be limited to the Mass acclamations. Hymns will be sung by the cantor alone. Hymnals have been removed from the pews.

No physical contact during the Sign of Peace.

Other than members of the same household, we will bow or wave to those around us in place of a handshake or embrace.

Maintain a six-foot distance in the Communion procession.

Note the tape on the floor in the center aisles to maintain a six foot distance from the person in front of you as you process to receive Communion.

Communion in the hand is encouraged.

We respect the right of each person to receive the Body of Christ in the hand or on the tongue, but during this time, Communion in the hand is encouraged to avoid contact with the tongue.

Communion from the cup is temporarily suspended.

We look forward to restoring this important way of participating in the Eucharist after the pandemic.

No social gatherings after Mass.

We look forward to resuming social gatherings after Mass after the pandemic.

Appendix D

Training Scenarios for Fall 2020

Training Scenarios for Fall 2020

The following information is meant as a guide to help provide clarity around the situations that would allow, or not allow, a student-athlete to train this fall. **If a student-athlete declares that they are a remote learner, they will not be permitted to train with the team.**

Scenario	Can they train?
Class of 2021 & 2024 living on-campus, attending classes on campus	YES
Class of 2021 & 2024 living on-campus, taking remote courses	There are no remote courses for students living on-campus. If a student is living on campus, they will be in the classroom several days a week. If they are living on campus they can train.
Class of 2021 & 2024 commuting, attending classes on campus	YES
Class of 2021 & 2024 commuting, taking remote courses	NO. Remote refers to a student who opts to take courses remotely. Such a student is not considered a commuter and is not permitted to be on campus.
Class of 2022 & 2023 living on-campus, attending classes on campus	YES
Class of 2022 & 2023 living on-campus, taking remote courses	There are no remote courses for students living on-campus. If a student is living on campus, they will be in the classroom several days a week. If they are living on campus they can train.
Class of 2022 & 2023 commuting, attending classes on campus	NO. Sophomore and Juniors not living on campus are not permitted on campus during Term 1.
Class of 2022 & 2023 commuting, taking remote courses	NO. Students who opted to take classes remotely are not permitted on campus during the term(s) they declared to learn remotely.
Graduate students - living on-campus, attending classes on campus	YES
Graduate students - living on-campus, taking remote courses	YES. If the student is living on campus, they can train.
Graduate students - commuting, attending classes on campus	Since most graduate courses are being taught online, if a commuter has only online courses they are not permitted to come to campus and therefore unable to train. If, on the other hand the course is being taught on campus, then the student can come to campus and can train.
Graduate students - commuting, taking remote courses	NO

Appendix C

Student Conduct Process

HEALTH SERVICES - WELLNESS CENTER

Health Services (HS), located in The Wellness Center (Armanet House), provides holistic, high-quality, confidential, episodic and urgent care, as well as health education for full-time undergraduate students currently enrolled at Assumption University. Our highly qualified staff encourages and educates students to make healthy lifestyle choices and become advocates for their own healthcare. Clinic services are provided by Nurse Practitioners who work in collaboration with a consulting Physician. Health Education for the campus community is provided by a Certified Health Promotion Specialist and PAWS (a student peer health education program). Nutrition counseling is provided in collaboration with dining services. Services offered by HS are covered by tuition and the Student Health Services fee. There are no office fees or co-pays for visits to HS and the school health insurance plan does not need to be purchased in order to receive care at HS. However, health insurance is mandatory and a low cost student health insurance plan is available through the Finance Office. A student's insurance plan may incur charges for additional medical services, including (but not limited to) lab tests, radiology tests, prescription medications, and ambulance transportation. Clinic services are available Monday-Friday, 8:30AM–4:30PM when classes are in session.

ALCOHOL AND DRUG EDUCATION

Assumption University provides appropriate support and response to alcohol and other drug-related concerns of students by providing education, consultation, assessment, and referral to other constituents when necessary. Through educational workshops and programs, the University facilitates campus-wide awareness of alcohol and other drug related issues. All first-year and transfer students are required to complete AlcoholEdu, a two-part online educational program. Additionally, our student peer education group PAWS (Peers Advocating Wellness for Students), provide wellness programs for students that address alcohol/drug concerns as well as a myriad of other health and wellness topics. One example of such is a bystander assistance program called Code Red, where students learn how to identify the signs and symptoms of someone who may be in need of help due to intoxication. Other initiatives include but are not limited to weekly Alcoholics Anonymous meetings held on Friday evenings at 8:00 in La Maison..

COUNSELING SERVICES - WELLNESS CENTER

Assumption University Counseling services, located in The Wellness Center (Armanet House), offers a broad range of services to assist students with their personal, social, and mental health concerns. These services are available on both an individual and group basis. Counseling can be helpful in addressing many mental health concerns such as anxiety, depression, alcohol and drug issues, and eating disorders. Counseling can also be helpful for personal growth, issues of development and adjustment, as well as relationship concerns for students at all stages of their University years. Services (included in tuition and the Health Services fee) are available to all fulltime undergraduate students. Based on Massachusetts law and our professional code of ethics, information shared in counseling is kept confidential. Counseling Services staff are also available to provide consultation, psychiatric medication evaluation, as well as psychoeducational programming on topics related to mental health and wellness.

SUBSTANCE-FREE HOUSING

The University offers substance-free housing in Nault Hall. Residents who choose to live in this hall also choose to live a substance free life, and not to use or possess alcohol, tobacco or illegal drugs, and ensure that their guests abide by these same guidelines.

CAMPUS POLICIES

In any academic community, policies are necessary to maintain order and an atmosphere conducive to academic and co-curricular success. They are based on the premise of responsible freedom, a principle that helps to shape the mature citizen of tomorrow. Assumption University expects the members of this voluntary community to conduct themselves in a manner that reflects the values that are the foundation of our Catholic institution. Written policies serve as guidelines toward reasoned action. These policies are recorded and described in detail in the Student Handbook and supplemental bulletins. Attendance at Assumption University represents acceptance of these policies and a commitment to abide by them. The Vice President for Student Affairs is responsible for most areas of student life outside of the classroom. Various advisory boards, which include student representatives, serve to recommend, formulate, and update policy.

OFFICE OF STUDENT CONDUCT

The Office of Student Conduct enforces the University Conduct Code and administers the student conduct process. The overall goal of the department is to establish a safe educational environment that fosters individual responsibility, integrity, and respect. The Office of Student Conduct strives to attain that goal by promoting responsible decision-making, educating students about University policies, holding students accountable for their actions, and helping them learn from their mistakes. The conduct process is designed to be transparent, fair, expedient, and respectful of students' rights.

THE CONDUCT CODE

Assumption University roots its philosophy of conduct in the firm belief that self-direction and personal integrity are fundamental characteristics of the truly mature and liberated individual. It presumes an understanding of self-discipline and respect for the rights and privileges of others by those who are involved in our community and the educative process.

If scholars are to dwell together in peace, they will have to live under laws and rules. These laws should be considered positively as a rule of reason for the common good.

Laws and rules as a positive force are possible both within the civil society and within the University, which, though a part of the civil society, is different from it in several ways. Above all, since the society of a private university is voluntary, a greater proportion of the citizens of this society should comply with the laws and rules for the good of their society. The scope of laws and rules of the two societies is also different. The law of the larger society can touch individual behavior only as this behavior affects the public order; the rules of the voluntary society can touch the life of the individual in and for itself.

In a voluntary society, members should possess a bond of loyalty and commitment that cannot be taken for granted within the civil society. A student would challenge an offensive student more conscientiously than the average citizen would challenge a criminal. Another expectation in a voluntary society is that offenders will be treated patiently and personally, more to help, correct, and educate than to punish. That is not to suggest that consequences will not accompany misbehavior. On the contrary, mature and gracious submission to such penalties is a proper first-step in the educational process.

The rules, policies, and regulations of the University, collectively known as the Conduct Code, as ordinances of reason for the common good, help to foster a community that is worthy of our calling. Assumption University is aware of its responsibility to the larger Worcester community in which it is located. Students are expected to observe all local laws and to conduct themselves off-campus in a way that reflects well on their association with the University community. Students involved in off-campus incidents may be subject to University disciplinary procedures.

The University reserves the right to deny the privilege of enrollment or continued enrollment to any student whose conduct or attitude is believed to be detrimental to the welfare of the University. The Office of Student Affairs has responsibility for student discipline to the benefit and welfare of the University community, as well as the individual student. The University reserves the right to dismiss a student at any time without any definite public charge. Acting through the Office of Student Affairs, the University exercises that right.

Good conduct, civility, and honor are important pillars of a Catholic university like Assumption University where students, faculty, administration and staff join together voluntarily as a community of scholars in a residential setting. Behavior of students in and out of the classroom is expected to reflect the Christian value of respect for the rights of others, including the right to study, to sleep and to personal safety. Students who infringe on the rights of others may be asked to leave our residential community. The University views the education of students to be a partnership with students and their parents/guardians and ask that all understand and agree to the following as a supplemental statement to the student handbook, athletic handbook, and Assumption University catalog.

Concisely stated, students are expected to respect and abide by all University policies, local, Commonwealth and federal laws. Failure to do so may result in a range of points, statuses and/or disciplinary sanctions.

RIGHTS AND RESPONSIBILITIES STATEMENT

Assumption University is founded on the high ideals of the Catholic faith and reason brought by a liberal arts education in promotion of Christian living. Assumption University is dedicated to the pursuit of knowledge and truth by focusing on all facets of human life: moral, cultural, professional, and religious. The University holds all of its community members accountable to this lifestyle. The following Rights and Responsibilities of Assumption University Students are to forward the mission of the University and to provide an institution for the betterment of all its members.

Rights of Assumption University Students

1) Right to a respectful, educational, and safe community that fosters intellectual growth in keeping with the mission of the University.
2) Right to an academic environment that is intellectually engaging and challenging. Students have the right to class work that stimulates their minds, provided by professors who take great care and pride in the service they provide to their students. Professors will make themselves available to their students to support the successful academic careers of each student.
3) Right to pursue knowledge and the resources and staff necessary to expand that knowledge and understanding. Students have the right to a supportive and knowledgeable staff and faculty to aid them in pursuing academic and personal success.
4) Right to equality. Right not to be discriminated against based on race, color, religion, national origin, age, sex, sexual orientation, disability, experience, or any other unique attribute of any individual.
5) The right to live without the fear of intimidation, force, threats, or emotional, verbal, or physical abuse of any kind.
6) Right to free expression. Community members have the right to express their ideas freely, without fear of censure or retribution.
7) Right to a healthy environment. Community members have the right to programs and services that promote and support a healthy lifestyle including the right to well-maintained facilities as well as a healthy food selection.
8) Right to privacy, including the right and protection from unwarranted or unauthorized searches of person, personal spaces, and property in accordance with University policy.
9) Right to appeal. Students have the right to a fair and equitable process in conduct and academic matters.

Responsibilities of Assumption University Students

1) All Assumption University students are considered adults and therefore bear full and ultimate responsibility for their actions.
2) Responsibility to comply with federal, state, and local laws.
3) Responsibility to know and abide by all Assumption University policies.
4) Responsibility to respect the rights of the other members of the Assumption University community.
5) Responsibility to follow proper institutional protocols when exercising the right to free expression.
6) Responsibility to respect and honor the Mission of the University.
7) Responsibility to cooperate with University officials.
8) Responsibility for the actions of their guests.
9) Responsibility to respect the environment, specifically the buildings and grounds of the University.
10) Responsibility to carry University identification card at all times, and produce such identification if asked by a University official for any reason.
11) Responsibility to check their Assumption University email, voicemail, and post office box.

VIOLATIONS OF STUDENT CONDUCT

The following behavior is prohibited. Students engaging, attempting to engage, or assisting in the following are subject to disciplinary action:

1) **Alcohol**
   - Consumption, possession, or purchase of alcoholic beverages by anyone less than twenty-one (21) years of age.
   - Provision, distribution, sale, or transportation of alcoholic beverages to/for anyone under twenty-one (21) years of age.
   - Possession or consumption of alcoholic beverages in restricted areas. Possession of open containers of alcohol or empty alcohol containers in any restricted area.
   - Possession or use of drinking paraphernalia. Hosting or participating in drinking games.
   - Intoxication.
   - Possession of kegs (including mini), beerballs, spiked punch and/or other common sources of alcohol.
   - Possession/consumption of alcohol in the presence of minors
   - Being a minor in the presence of alcohol.
   - Operating under the influence.
2) **Drugs**
   - Possession or use of any controlled drug, substance, or drug paraphernalia.
   - Sale, distribution, or manufacture of any controlled drug, substance, or drug paraphernalia.
   - Operating under the influence.
3) **Property/Facilities**
   - Damage to University property or another person's property.
   - Theft or possession, sale, or distribution of stolen property.
   - Misuse or unauthorized use of University property or services, or another person's property.
   - Littering, graffiti, or vandalism.
   - Unauthorized entry into or use of University premises including personal property or residences; bathrooms, unauthorized possession or use of keys or ID cards.
4) **Violent or Endangering Behavior**
   - Conduct that threatens or endangers the health or safety of any person.
   - Violent behavior including but not limited to fighting, verbal or physical abuse, or contributing to the violence of others.
   - Sexual assault, sexual exploitation, or sexual harassment.
   - Relationship violence
   - Stalking of any sort (electronic, physical, by proxy, or other)
5) **Verbal Abuse and Harassment**
   - Verbal abuse or willful damage, whether direct or indirect, to the reputation or psychological wellbeing of another, regardless of intent.
   - Harassment of another in any manner including written correspondence, electronic mail/media, phone, or by proxy.
   - Expression that is lewd, indecent, obscene, or degrading or demeaning to others, including, but not limited to, on the basis of gender, race, religion, cultural background, ability, or sexual orientation.
6) **University Civility Policy**
   - Conduct unbecoming of an Assumption University student.
   - Disorderly or disruptive conduct.
   - Failure to comply with the directions of University officials or individuals working in conjunction with the University who are acting in performance of their duties.

- Use of devices, electronic or other, to violate the privacy of another person.
- Failure to adhere to, or complete any disciplinary sanction imposed in accordance with the Conduct Code.

7) **University Honor Code**
   - Any form of dishonesty, including but not limited to theft, falsification of information, fraud, willful deception, falsification of identification, improper use or disclosure of information.
8) **Hazing**
9) **Smoking (including JUULs, vaporizers, etc.) in any building or prohibited area**
10) **Weapons**
   - Possessing explosives, dangerous chemicals, and/or weapons including, but not limited to, firearms, sprays designed to incapacitate, bows and arrows, sling-shots, hunting and other knives, blowguns, BB guns, pellet guns, air-soft guns, etc.
11) **Gambling**
12) **Violations of the Guest Policy**
13) **Violations of Residential Life policies**
14) **Violations of the Health, Fire, and Safety Policy**
15) **Violations of other University policies**
16) **Violations of any federal, state or local law**

A person is always responsible for their behavior. Being under the influence of any drug does not excuse behavior. Any behavior which is disruptive, harmful to self or others, and/or which leads to the destruction of property is prohibited and may result in disciplinary action.

All students present at the time of the violation may be held responsible for the infraction. In addition, all residents of a room or apartment in which such violations occur may be subject to the full range of disciplinary sanctions, even if they were not present at the time of the incident. Resident students are particularly advised to give careful attention to anyone who has access to their room or apartment. Any student who feels jeopardized by the actions of their roommate(s) should seek assistance from the Residential Life staff.

Detailed explanations of policies and sanctions can be found in this handbook, as well as other University publications.

STUDENT CONDUCT PROCESS

When University policy is not observed, the University reserves the right to take disciplinary action through the conduct process. The Division of Student Affairs and Office of Student Conduct oversee and administer this process.

The conduct process is initiated when an alleged incident of misconduct is reported. The Director of Student Conduct or their designee will review any reports submitted to determine appropriate follow-up including, but not limited to issuing:

- a notice letter
- a notice/decision letter
- a letter requiring their presence and participation in a meeting to obtain additional information regarding the incident. (investigatory meeting)
- a letter requiring their presence and participation in a meeting to discuss the incident, lessons learned, and future actions (educational meeting)
- a letter assessing an interim measure(s) to remain in place until final resolution of the case.

The University may impose interim measures. These measures are implemented prior to a hearing and remain in effect until a decision is rendered in the conduct process and the alleged student has been formally notified of a change in their status. Interim sanctions may include but are not limited to; a "no contact" order, suspension from residence, and/or suspension from the University.

A hearing, Administrative or Board, may take place to determine a student's role in an alleged violation of the Conduct Code.

- Administrative hearings take place between a hearing officer and the student(s) charged. In cases involving multiple students, the hearing officer decides whether to meet with students one at a time or in groups. Board Hearings may be convened at the discretion of the Dean of Students, Director of Student Conduct or their designee. Boards consist of members of the University community and are advised by the Dean of Students, Director of Student Conduct or their designee, who may also serve as a board member.

Students found in violation of University policy will be subject to disciplinary sanctions. In general, hearing decisions will be in writing and a copy can be accessed on a secure website by the student charged from an email sent to their Assumption University e-mail account. Appropriate parties, such as parents, coaches and complainants, may also be informed of the outcome of the hearing.

ALTERNATIVE RESOLUTION

Some situations, including roommate conflicts and certain types of harassment or disputes may be best resolved in a manner other than the aforementioned process. The Dean of Students or designee has discretion to identify such cases and establish procedures to address them.

ADDITIONAL STUDENT RIGHTS AND OTHER IMPORTANT INFORMATION

- Students are presumed not in violation of the Conduct Code until determined otherwise. However, the University may impose interim measures, to remain in place until final resolution of the case, depending on the nature and/or severity of the incident or in situations that may impact the safety of the University community
- Students have up to three (3) business days from the date of their charge letter to schedule their hearing, if it hasn't already been scheduled for them. The University may conduct a hearing in the absence of students charged if the students charged do not attend the hearing or fail to schedule a hearing within the required timeframe.
- Students have the right to a hearing in which they may present information and bring witnesses. However, the names and relevance of each witness a student plans to bring must be submitted to the hearing officer no less than three business days prior to the hearing for approval.
- Students may request an individual hearing but must do so in writing at least 24 hours prior to their scheduled hearing. Student wishing to pursue this option should email conduct@assumption.edu. The hearing officer (or chair of the hearing board as it may be) will consider the request and communicate the decision to the student prior to the hearing.
- Students who do not attend their hearing forfeit the right to appeal.
- Students may be held responsible for Conduct Code violations that are revealed during a hearing.
- Students have the right to receive written notification regarding findings related to them reached in any hearing.
- The conduct process uses preponderance of evidence to determine students' responsibility. Hearing officers and boards will examine whether it is more likely than not that a violation occurred and make a decision accordingly.
- Hearings will be closed to the public unless the Dean of Students or designee determines otherwise.
- Students may bring another member of the University community into a conduct hearing as an advisor. Advisors may not participate directly in the hearing, but may lend personal support to students.

- In Title IX proceedings, students may be accompanied by an advisor of their choice. This advisor may be any person, including an attorney, who is not otherwise a party or witness to the reported conduct.

- Students may not be represented at a hearing by legal counsel.
- Any recordings of the hearing are the sole property of Assumption University.
- In the absence of a formally specified procedure or policy, the directives of the Dean of Students will have the full force of procedure/policy.
- The University reserves the right to assign responsibility for violations on one or more individuals or groups (room, pod, floor, townhouse, residence hall, or residential area) in situations where:
  - It is difficult to accurately determine degrees of responsibility.
  - Responsible parties cannot be identified.
  - A student, while not actively involved in the incident, possesses knowledge of violation(s).

  **Students should encourage roommates and/or other community members to abide by the policies of the University. Students are encouraged to contact Residential Life and/or Counseling Services for assistance in working with roommates and/or other community members regarding strategies for addressing the behavior of others that may impact them negatively.*

APPEALS

Students who participate in their hearing may appeal the outcome of their case. Appeals are considered by the Dean of Students, their designee, or an Appeal Board. Appeal Boards consist of members of the University community and are advised by the Dean of Students or designee.

Students have five (5) business days from the date of their decision letter to submit a formal letter of appeal to the Office of Student Affairs, unless the safety of the University requires greater expediency. Appeal letters should state the grounds for appeal and provide a rationale to support the stated grounds.

The following are the only grounds upon which appeals may be sought:

- a material procedural error that substantially impacted the outcome,
- previously unavailable relevant evidence that would affect the outcome; and/or
- the sanction being substantially disproportionate to the violation.

The appeal officer or board will:

- Uphold the decision and sanction of the hearing officer or board.
- Reverse the decision of the hearing officer or board and remove all sanctions.
- Modify the decision of the hearing officer or board and/or modify the sanctions given.

The appeal officer or board may choose to meet with the student submitting the appeal to discuss the matter in person. The appeals process is intended to foster checks and balances in the conduct process rather than rehear the case. The decision of the appeal officer or board is final.

SANCTIONS

Points System - When students are found responsible for violating University policy, they are assigned points depending on the nature and severity of the violation(s). Points are cumulative over a student's tenure at the University.

Students who violate multiple policies in one incident may be assigned points for all violations. For example, a student who drinks underage and curses at a resident assistant may receive points for alcohol and incivility.

There is a point removal process in place for students who accrue 7 or more points. Information about point removal can be found on the Student Conduct portal page.

Upon reaching a total of 10 points or more, sanctions including Suspension or Expulsion from Residence, or Suspension or Expulsion from the University will be considered.

When appropriate, students may be suspended from campus on weekends regardless of the number of points they may be assessed for a particular incident.

The following are considered in determining sanctions:

- Total number of points the student has
- Nature and severity of student's violations
- Timeframe over which violations occur
- Demeanor/behavior throughout the initial documentation and conduct process

The points system allows for flexibility when assigning points. The number of points a student receives has a direct correlation to the violations/behavior.

Then following is a list of violations of policy and point ranges for each. Please note this is not a complete listing and points may be assessed for any violation of University policy. Further, at times, a hearing officer or board may deem it appropriate to assess a number of points outside of the range stated below.

VIOLATION	POINTS
Alcohol [1] Each year, the overwhelming majority of Assumption students transported to the hospital for intoxication were drinking hard alcohol. In light of this, any underage student found responsible for possession of hard alcohol no matter the amount (including a mixed drink) can expect to receive AT LEAST 3 points. [2] The range of points an underage student can expect to receive for possession of alcohol (2-4) is dependent upon the amount and type of alcohol present. Although other factors can have an impact on the amount of points one may receive for the violation(s), typically, more alcohol = more points. [3] When students use the Call for Help Policy, no one gets points for any alcohol or drug violation. [4] Playing drinking games or having drinking paraphernalia results in 2-4 points for students of any age. These points are ADDED to those for underage possession/consumption of alcohol.	
Empty alcohol containers in dry room	1-2
Alcohol in the presence of individuals under 21	1-2
21+ w/open container	1-2
Under 21 in the presence of alcohol *(being present where there is alcohol)*	1-2
Underage student possessing or consuming alcohol [1, 2]	2-4
Assessment or Transport for alcohol *(No Call for Help)* [3]	2-4
Playing/Hosting drinking games or possessing drinking paraphernalia *(beer/water pong, funnels, etc.)* [4]	1-4
Distribution, sale, or transportation of alcohol to/for underage individuals	6-10
Possession of bulk alcohol containers *(kegs of all sizes, common source/spiked punch, etc.)*	6-10
Driving under the influence of alcohol or drugs	10

Drugs

The following are all considered to be evidence of drug policy violations and sufficient grounds for full disciplinary actions: the presence of a controlled substance/illegal drug (including marijuana in any form); the presence of any drug paraphernalia; the presence of smoke or odors, as in the case of marijuana.

All students present at the time of the violation may be held responsible for the violation.

Possession or use of marijuana and/or drug paraphernalia in any form	6-10
Possession or use of other drugs *(including illegal possession or use of prescription medications)*	6-10
Drug sale, manufacture, or distribution *(including prescription medications)*	10
Driving under the influence of alcohol or drugs	10

Sexual Violence/Title IX (Complete information is available at assumption.edu/kNOwMore)

Sexual Misconduct is antithetical to the mission and values of the University and will not be tolerated. The University prohibits forms of Sexual Misconduct and will take prompt action to eliminate such conduct, prevent its recurrence, and remedy its effects. In all cases, the College's first priority is to provide the victim of Sexual Misconduct with support and guidance in taking steps to address their safety and their physical and emotional health.

Assumption University is committed to maintaining a safe and respectful learning, living, and working environment for all members of the University community free from gender-based discrimination and violence, including, but not limited to: Harassment, Sexual Assault, Sexual Exploitation, Relationship Violence, and Stalking (collectively referred to as "Sexual Misconduct").

A Student, Employee or Third Party determined by the University to have violated this policy will be subject to sanctions, up to and including the termination of their relationship with the University and/or the privilege of being on University withdrawn.

Sexual Assault – Non-Consensual Sexual Touching	6-10
Sexual Assault – Non-Consensual Sexual Intercourse	10
Sexual Exploitation (Any conduct in which a student takes advantage of another without their consent for their own advantage or benefit or to benefit or advantage anyone other than the person being exploited)	6-10
Sexual Harassment	4-10
Relationship Violence (including altercations between roommates)	6-10
Stalking	4-10

Civility/Honor Code

The University recognizes the essential contribution of a diverse community of students, faculty and staff. Accordingly, Assumption University commits itself to maintaining a welcoming environment for all people and to complying with all state federal laws prohibiting discrimination in employment and its educational programs on the basis of race, color, national origin, sex, religion, disability, age, marital or parental status, sexual orientation, genetic information or family medical history, military status, or other legally protected status.

Assumption University rejects and condemns all forms of harassment, wrongful discrimination, and disrespect.
It is expected that students will conduct their affairs with the utmost civility toward other students, University employees, and members of the extended Assumption University community (i.e., neighbors, visitors, etc.).
Any student who treats another unfairly, unkindly, disrespectfully or abusively will be subject to adjudication under the University Civility Policy.

Guest policy violation* *(Failure to register an external guest and/or possess or present a valid internal guest pass)* *Additional points may be assessed to hosts in response to the policy violation(s) of their external guest(s)	1-2*
Quiet/consideration hours violation *(fine of $50 per person during 24 quiet hours/exam periods)*	1-2

Disrespect towards staff or non-compliance *(including but not limited to dishonesty, incivility, lack of cooperation, and/or failure to comply with directions of any University Official)*	1-4
Presence in bathroom of opposite sex	1-2
Failure to be in possession of (or present) your AC Student ID	1-4
Possession or use of a fake, altered, or someone else's ID	4-6
Uncivil and/or disorderly conduct *(including but not limited to conduct unbecoming of an Assumption University student, public urination, and behavior that creates a disturbance/disruption to the community)*	4-10
Harassment, verbal abuse, and/or inappropriate expression	4-10
Hazing	4-10
Theft or vandalism	4-10

Fire Safety **Students are advised to expect severe penalties for disciplinary infractions that pose a danger to the community.**	
Gathering Policy Violation (over-occupancy and/or alcohol in the present of individuals under 21)	1-4
Failure to vacate residence during alarm	4-6
Possessing an unlit candle or incense in a residence hall *(including items that can melt wax indirectly)*	2-6
Tampering with fire safety equipment *(extinguishers, exit signs, smoke detectors, etc.)*	4-10
Burning a candle or incense in a residence hall	6-10
Smoking in any building *(including e-cigarettes, vaporizers, etc.)*	10

Violence/Weapons The University abhors all manner of violent behavior; the University may pursue disciplinary action against students who violence in any form from verbal or physical abuse, harassment, and rape/acquaintance rape, to physically abusive relationships, damage to property, and fighting, even in mutually instigated cases. **Students are advised to expect severe penalties for disciplinary infractions that involve violent behavior.**	
Conduct that threatens or endangers the health or safety of any person	2-10
Possessing or use of fireworks or explosives	2-10
Possessing a weapon *(including but not limited to: firearms, sprays designed to incapacitate, bows and arrows, sling-shots, hunting and other knives, blowguns, BB guns, pellet guns, air-soft guns, etc.)*	2-10
Violent behavior/Physical Violence *(pushing, punching, fighting, abuse, etc.)*	4-10

Students who withdraw or are required to withdraw from the University may be trespassed from the campus.

Notifications for Violations of the Alcohol and/or Drug Policy - Generally, the University notifies students' parents/guardians when an alcohol and/or drug violation occurs. The Family Educational Rights and Privacy Act (FERPA) allows the University to do so when students are under 21 years of age or are considered financial dependents. FERPA prohibits notifying a student's parents/guardians if these criteria do not apply.

The Athletic Department may assign additional sanctions in cases involving student athletes. These sanctions are outlined in detail in the *Student Athletes Handbook*. Student athletes should consult with their coaches or the Athletic Director for details.

The following is a list* of sanctions/statuses that may be assessed to students who are found in violation of University policy:

Conditional Housing – Notification that any further Conduct Code violations during a specified period of time may result in suspension from residence halls, suspension from the University, or other severe sanctions. Alleged misconduct may result in interim sanctions pending the outcome of the conduct process.
Weekend Suspension[1] - Suspension from campus residence and/or from the entire campus grounds for one or more weekends.
Suspension from Residence Halls[1,2,3] – Students are not allowed to enter any residential area for a specified period of time. Violating this suspension may result in more severe sanctions and/or the student's arrest for trespassing.
Expulsion from Residence[1] - Students are not allowed to enter any residential area for the remainder of their University career. Violating this sanction may result in more severe sanctions and/or the student's arrest for trespassing.
Conditional Enrollment – Notification that any further Conduct Code violations during a specified period of time may result in suspension from the University or other severe sanctions.
Alleged misconduct may result in interim measures pending the outcome of the conduct process.
Suspension from the College[1,2,3] – Students are not permitted to be enrolled at the University or enter the University grounds for a specified period of time. Violating this sanction may result in more severe sanctions and/or arrest for trespassing.
Expulsion from the College[1] – Students are permanently barred from enrollment at the University and banned from entering the campus grounds. To be found on campus may result in one's arrest for trespassing.
Delayed Conferral of Degree – The issuance of a student's degree/diploma is delayed for a specified time. **Area Ban** – Students are not allowed to visit certain buildings or areas on campus.
Change of Residency – Students are assigned to a different residential room or area.
Educational Sanction – Students are assigned to complete projects, papers, programs or other experiences to aid in their personal development.
Fine – Students must submit a payment in the designated amount to the Finance Office by the required deadline. In general, checks should be made payable to *Assumption University*.
Loss of Privileges - Specific privileges are revoked from students (e.g. visitation to a certain part of campus, guest privileges, Senior Week, etc.).
Cease and Desist Order – Lower level directive issued by a University administrator or Campus Police
No Contact Order- Formal order that a student must avoid any contact with specified individual(s) by telephone, mail, e-mail, text, social networking sites, proxy, or other media. Order may include restrictions from buildings and/or areas on campus.
Community Restitution – Students are required to perform a designated amount of service hours within the Assumption or Worcester community
Restitution – Students must pay designated amount for cost of repairs, replacements, and reimbursements.

*Please note this is not a complete listing of sanctions and the University reserves the right to administer other sanctions if deemed necessary and/or appropriate.

Students who fail to complete sanctions by assigned deadlines may face administrative consequences or be held accountable through the conduct process.

[1]*Students who are suspended or expelled from the University and/or suspended or expelled from on-campus residence are not eligible for a refund on their tuition, room, or board.*

[2]*In certain cases where a student is suspended from residence or the University, the student may be required to submit to a substance use assessment and agree to follow any and all recommendations in order to be eligible to live on campus or return to the University.*

[3]*Should a student reapply for housing and/or seek readmission to the University, a statement of physical and emotional fitness, acceptable to the Office of Student Affairs, by a physician, psychologist, or treatment facility as appropriate may be required.*

STUDENT CONDUCT PROTOCOL AND PROCEDURES

Off-Campus Violations - The University reserves the right to take disciplinary action against Assumption University students who are involved in any off-campus incidents of criminal activity or otherwise non-criminal behavior that the University deems inappropriate, particularly when such incidents have implications for campus safety and/or an effect on the reputation or operation of the University.

Criminal Charges - When the University is aware that criminal charges have been brought against an Assumption University student by local, Commonwealth, or federal authorities, the University reserves the right to suspend/expel that student from the University, and/or from residence, and/or take any other action which is deemed appropriate, pending the outcome of the conduct process.

Double Jeopardy - The University may adjudicate matters that are being dealt with in a court of law; this does not constitute double jeopardy. University officials may, at their discretion, consider the actions taken by civil authorities.

Search and Seizure - One of the basic student rights is the right to privacy. The right to be secured and protected against unreasonable searches and seizures is part of this right to privacy.

Cursory Search - When University authorities have reason to suspect that a violation of University policy is occurring or has occurred, they reserve the right to investigate the situation and confiscate evidence of such violations. In addition, they may make a cursory search of the student's room, motor vehicle, and person, including refrigerators, closets, wardrobes, desks, and large bags or boxes. Material evidence such as alcoholic beverages and containers, drug paraphernalia, suspicious odors, disruptive behavior or behavior which is suspect, will generally be considered the basis for such a search.

Routine Entry and Inspection of Premises - University authorities reserve the right to enter all campus premises on a regular basis to examine them or to make such repairs, additions, or alterations, as they deem necessary. In addition, the University reserves the right to enter the premises in order to take those precautions that might be found necessary to protect the health and safety of the occupants, other persons therein, or others in the residence hall/building. The University may take disciplinary action against any violators of University policy, even if the violation is observed as part of a routine operation.

Search - When University authorities have reasonable suspicion that serious violations of federal, State, local laws, or University policy are occurring or have occurred, they may, with the approval from either the President of the University, the Vice President for Student Affairs or their designee, or a lawfully issued search warrant, thoroughly search a student's person, room, common living space, motor vehicle, and belongings. Evidence obtained will be confiscated and used in criminal and/or University disciplinary procedures.

Federal, State, and Local Authority - It should be noted that federal, State, and local officials may exercise their legitimate authority in conducting search and seizure procedures without the consent of the University.

Bystander Information - Students, faculty or staff who witness or have knowledge of verbal or physical harassment, conflicts that may escalate into assault or battery potential volatile situations, or are concerned about the immediate health or well-being of another should contact Campus Police at 508-767-7225. If the situation requires immediate intervention, contact the Campus Police emergency number at extension 7777.

All members of the Assumption University community are also encouraged to download the RAVE Guardian app, as this is an additional resource to report any possible issue/concern.

Students, faculty or staff who have information about students in need of assistance should contact the Dean of Students at 508-767-7325 or submit a CARE Team reporting form.

Designated campus authorities will keep the bystander's name confidential when possible. Since a suspected person's rights are a fundamental and legitimate concern, campus authorities will act in a way that takes bystander reports seriously, while respecting a suspected person's free speech, presumption of innocence, search-and-seizure and privacy rights. All persons' behaviors are bound by the Conduct Code and the laws of the Commonwealth of Massachusetts.

STUDENT CONDUCT POLICY DETAILS AND RATIONALE

Alcohol Policy

Possession and/or consumption of alcohol under the age of 21 is prohibited.

Possession of Drinking Paraphernalia and/or possession or participation in drinking games - Recognizing the serious health risks posed by excessive drinking, the University prohibits drinking paraphernalia, including but not limited to, funnels, ice luges, shot sticks/skis, and all manner of "drinking games."

Kegs, Beerballs, Spiked Punch, and/or other Common Sources of Alcohol - Kegs and beerballs of all sizes, whether empty or full, tapped or untapped are prohibited. Such sources will be confiscated by the University on sight. Possession of a tap will be regarded as evidence of a violation of the common source policy. Spiked punch presents an additional concern since the actual contents of the punch is impossible for an individual to know. Should a keg, beerball, spiked punch, and/or other common sources of alcohol be found in a room or apartment, all residents of that room or apartment will be subject to disciplinary action, even if they were not present at the time of the incident.

Open Containers - An open container is a source or container of alcohol that may or may not be labeled as such. Solo cups, Nalgene bottles and other similar containers containing alcohol of any type qualify. The word open is applicable to any container where the original factory seal has been broken. The University reserves the right to confront students with squeeze bottles, cups and other such containers. Should it appear that the container in question contains alcohol, the student will be asked to dispose of the contents and the situation will be documented. To prevent interactions of this nature, students are strongly discouraged from carrying squeeze bottles, cups and other containers in areas restricted from alcohol possession, particularly outside.

Under 21 in the Presence of Alcohol – Students under (21) twenty-one years of age are not allowed to be in the presence of alcohol at non-authorized events. Underage students determined to be in the presence of alcohol may be documented and addressed through the conduct process.

Alcohol in the Presence of Individual(s) Under 21 - Students of age (21 years or older) are allowed to have alcohol in designated areas, however, possessing/consuming alcohol in the presence of minors is prohibited. It is the hosts' responsibility to ensure that all guests are of age when alcohol is present. Students found hosting minors when alcohol is present will be documented under the gathering and alcohol policies.

Drug Policy

The use, possession, sale, distribution, or manufacturing of any illegal drug (including illegal possession or use of prescription medications) is prohibited.

- **Marijuana - Possession and/or use of marijuana in any form is prohibited. This includes but is not limited to edibles, concentrates, synthetics, etc.**

While the Commonwealth of Massachusetts has legalized the use of medical and recreational marijuana, Federal law, including the Drug Free Schools Act, continues to prohibit marijuana. Thus marijuana use is prohibited on campus or at Assumption University sponsored events. Any such use or possession is a violation of the Student Conduct Code.

Information about marijuana laws in Massachusetts can be found in MGL c94 and Acts 2012, Chapter 369, section 7D.

- **Drug Paraphernalia -** Possession or use of drug-related paraphernalia is prohibited. This includes but is not limited to pipes, bongs, grinders, and syringes.

In determining if an object is drug-related paraphernalia relevant factors will be considered including, but not limited to, evidence of the object's use, the object's primarily intended use, the object's designed use, the existence of residue of controlled substances on the object, descriptive materials related to the object and the proximity of the object to behavior in violation of the drug policy.

- **Any student who sells, distributes, or manufactures illegal drugs and/or drugs prohibited by the University may be expelled from the University.**

- **Evidence of Drug Policy Violations -** The following are all considered to be evidence of drug policy violations and sufficient grounds for full disciplinary actions:
  - the actual presence of a controlled substance/illegal drug (including marijuana in any form)
  - the misuse of legal substances
  - the presence of any drug paraphernalia
  - the presence of smoke or odors

- **Misuse of legal substances** - use of general products as intoxicants or "means to get high"; and inhaling or ingesting a substance (including but not limited to bath salts, nitrous oxide, glue, paint, gasoline, solvent, etc.) other than in connection with its intended purpose is also prohibited on Assumption University property and at Assumption University sponsored events.

The Call for Help Policy

1) Students who seek medical assistance on behalf of themselves or others during an alcohol or other drug related emergency will not be held accountable through the College's conduct process for possession or use of alcohol or other drugs. **Students may be held accountable for violations regarding behavior or assault.** This policy also applies to student organizations and their members.
2) The recipient of medical attention will not be held accountable through the College's conduct process, but will be required to complete an assessment with a representative from Counseling Services and follow all recommendations made, which may include participation in educational programs, counseling, and/or in or out-patient treatment plans.
3) The Call for Help Policy **does not** apply to individuals experiencing an alcohol or drug-related medical emergency **found** by University officials.

The University strongly encourages students to seek help by reaching out to University officials (Resident Assistants, Resident Directors, Campus Police Officers) when medical assistance may be necessary. This protocol is not intended to address possible violations of criminal laws or their consequences outside the University.

In any emergency involving alcohol or other drugs, call Campus Police at 508-767-7777, at extension 7777, or 508-767-7225 immediately for medical assistance.

Policy for Areas Restricted to Alcohol Possession – Alcoholic beverages are never permitted in Alumni, Desautels, Hanrahan, Nault, Salisbury, or Worcester Halls, or in the outside areas, public areas (hallways, lounges, etc.), athletic fields, or other campus buildings unless specifically designated (this includes alcohol containers used for decorative purposes). In addition, guests and residents of Nault Hall (Substance-Free Housing) are strictly prohibited from possessing or being under the influence of alcohol and/or or other controlled substances while in the residence. Alcoholic beverages are permitted only in designated upper-class residential areas including

Aubuchon, Authier, Bissonnette, Dion, Dufault, Living/Learning Center, Moquin, Plough, South, Young, Wachusett, and West Halls and then, only by those twenty-one years (21) years of age or older.

Violence - The University abhors all manner of violent behavior; the University may pursue disciplinary action against students who engage in violence in any form from verbal or physical abuse, harassment, and rape/acquaintance rape, to physically abusive relationships, damage to property, and fighting, even in mutually instigated cases. Students are advised to expect severe penalties for disciplinary infractions that involve violent behavior.

POLICY REGARDING STUDENTS WITH SUBSTANCE ABUSE OR ADDICTION PROBLEMS

Abuse of and/or addiction to various substances such as alcohol and other drugs is becoming increasingly common in our society. Assumption University realizes this issue exists and is committed to take the steps necessary to address the problem on the campus when possible. Our concern focuses on the welfare of the affected individual and of the entire University community. When a student indicates by their behavior that abuse and/or addiction is possible, professional assessment will be requested by the Office of Student Affairs. Upon recommendation from qualified professionals, the Office of Student Affairs will take the following measures:

- determine whether a student is capable of continuing studies, and under which conditions;
- determine whether a student should live on campus, and under which conditions;
- when appropriate, the Office of Student Affairs will notify certain or all individuals associated with the affected student, including Resident Directors, Resident Assistants, roommates, the Department of Public Safety/Campus Police, and/or parents, of any problems and restrictions that may exist. This is done in an effort to provide the affected individual with the necessary support in managing the abuse or addiction.
- require out-patient counseling and in-patient treatment if recommended.

Students with substance and/or addiction problems will not be exempt from disciplinary action whether or not they are participating in out-patient counseling or special programs. Students who fail to cooperate with University authorities in these matters may be subject to actions leading to their dismissal from the University.

Parents will be notified of this policy and, if advisable, will be apprised of individual cases.

WHERE TO GET HELP, INFORMATION, AND INVOLVED!

ON-CAMPUS

Academic Questions:	Dean of Studies and First Year Dean	508-767-7486
	Academic Support Center	508-767-7071
	Student Accessibility Services	508-767-7500
	Registrar	508-767-7355
Campus Activities Board (CAB):		508-767-7058
Career Development & Internship Center		508-767-7248
Counseling/Substance Abuse: Counseling Services		508-767-7329
Health Information and Services: Health Services		508-767-7329
Emergencies: Campus Police:		508-767-7777
Financial Aid:		508-767-7158
International Student Issues:		508-767-7325
AC Allies - Campus Ministry:		508-767-7419
Cross Cultural Center/ALANA Concerns/Involvement:		508-767-7100

Campus Ministry:		508-767-7419
Pregnancy Counseling:	Counseling Services…	508-767-7329
	Campus Ministry	508-767-7419
Campus Police (Non-Emergency)		508-767-7225
Facilities/Maintenance Concerns		508-767-7391
Residential Life:		508-767-7505
Sexual Violence:	Title IX Coordinator	508-767-7172
	Campus Advocate (Confidential) …	508-767-7641
Sexual Harassment Contact Person: Director of Human Resources		508-767-7318
Student Activities:		508-767-7403
Student Affairs		508-767-7325
Student Success		508-767-7401
Student Government Association:		508-767-7396
Volunteer Opportunities:	Campus Ministry/Reach Out Center	508-767-7142

OFF-CAMPUS

Alcohol Concerns:	Alcoholics Anonymous (Worcester)	508-752-9000
	AdCare Hospital (24 hour help and referral line)	1-800-252-6465
Ambulance:		911
Relationship Violence:	Daybreak (Worcester)	508-755-9030
Child Abuse:	Mass. Society for Prevention of Cruelty to Children	1-800-442-3035
	Parental Stress Line	1-800-632-8188
Crisis Pregnancy:	Clearway Clinic	508-438-0144
	Problem Pregnancy of Worcester	508-856-0700
	Pernet Family Health Center	508-755-1228
Fire:		911
Gambling:	Gamblers Anonymous (Eastern Massachusetts)	617-899-7943
	Massachusetts Council on Compulsive Gambling	1-800-426-1234
Healing from Abortion (for women and men):	Project Rachel	508-791-HOPE
	Clearway Clinic	508-438-0144
Personal Crisis:	Emergency Mental Health Services, UMass Memorial	508-856-3562
	First Call (information/referral)	508-755-1233
Poison:	Massachusetts Poison Information Center	1-800-682-9211
Police:		911
Rape/Sexual Violence:	Pathways for Change (Rape Crisis Center) 24/7	1-800-870-5905
		508-852-7600
Suicide:	Samaritans (Framingham)	508-875-4500
	Samaritans (National Hotline)	800-273-8255

AWARENESS ASSUMPTION

Alcohol and/or other drugs can contribute to negative outcomes in many situations that concern University students. To assist you in addressing these and other concerns, your University offers the following services:

- Educational workshops for faculty, staff and students.
- Confidential discussion and referral for those concerned about their own alcohol or other drug use or someone else's use.
- Confidential discussion, education, and support for those students who have been found in violation of the College's alcohol and/or drug policy.
- Information about on-site and off-site community resources.
- Support services for students from alcohol or drug involved or affected families, recovering students and for non-users.

HEALTH RISKS

There are a variety of health risks associated with alcohol and other drug use*. Below is a general description of some of these risks:

TOBACCO/NICOTINE: Cigarettes, E-Cigarettes/Vaporizers (JUUL), Smokeless Tobacco, etc.
All types of tobacco contains nicotine, an addictive drug that acts as both a central nervous system stimulant and depressant. Smoking causes cancer, heart disease, stroke, lung diseases, and COPD.

E-cigarettes have not been systematically reviewed by the FDA and much is to be determined about the lasting consequences of these products. New reports make clear however that using e-cigarettes causes health risks. They contain and emit a number of toxic substances and increase risk for coughing, wheezing, and asthma exacerbations. The primary ingredients propylene glycol and vegetable glycerin are toxic to cells. In 2016, the Surgeon General concluded that emissions can contain nicotine, ultrafine particles, benzene (car exhaust), heavy metals, and flavorings that are linked to serious lung disease.

DEPRESSANTS

Alcohol – (Beer, wine, liquor) – Addiction, accidents as a result of impaired ability and judgment, overdose potential when mixed with other depressants or by itself, heart, liver and brain damage, birth defects if used during pregnancy. Death can occur as a result of accidents, overdose, or the effects of long-term abuse.
Opioids – (Heroin, junk, dope, black tar, china white, Demerol, Dilaudid, Morphine, Codeine) – Addiction, lethargy, weight loss, infection or disease from use of unsterile needles (Hepatitis, HIV), accidental overdose, contamination of supply with other drugs like fentanyl.
Barbituates – (sedatives, tranquilizers) – Possible overdose, especially in combination with alcohol, muscle rigidity, addiction, withdrawal, and overdose require medical treatment, increased level of anxiety after drug wears off. Death can result from overdose.
Inhalents – (Gas, aerosols, glue, nitrites, Rush) – Unconsciousness, suffocation, nausea and vomiting, damage to brain and central nervous system, sudden death.

STIMULANTS
Cocaine – (Coke, rock, crack, base) – Addiction, heart attack, seizures, lung damage, severe depression, paranoia, restlessness, and irritability. Infection from shared use of smoking paraphernalia. Death from heart failure can occur even for first time users. Supply can be contaminated with fentanyl (opioid) which can lead to an overdose.
Amphetamines – (Speed, uppers, Adderall, crank, bam, black beauties, crystal, dexies) – Fatigue leading to exhaustion, addiction, paranoia, depression, confusion, possible hallucinations, weight loss high blood pressure, cardiomyopathy.

HALLUCINOGENS
LSD – (psilocybin, mushrooms, peyote) – Unpredictable behavior, emotional instability, altered perception of time and place, vomiting, nausea, flashbacks, violent behavior (PCP), "bad trips", psychotic reaction. Continuous hallucinations and/or delusional thinking even when not using the substance.
Marijuana- (Pot, dope, grass, weed, herb, hash, joint) – Panic reaction, impaired short term memory, addiction, lung disease, interference with body's immune response to various infections and diseases, distorts perception, hampers judgment, diminishes motor skills, possible birth defects if used while pregnant, loss of ambition and diminished ability to carry out long-term goals.
Ecstasy- (MDMA, XTC) – Anxiety, depression, dehydration, heart failure, liver damage, memory problems, hallucinations, vomiting, convulsions.

PREDATORY DRUGS – (Rohypnol, GHB, ketamine) – Inability to remember events, "drunken-like" state of confusion, convulsions, seizures, depression, long-term memory problems, death.
*All of the above, if used during pregnancy, can cause serious birth defects. Alcohol use during pregnancy causes fetal alcohol spectrum disorders which cause physical, behavioral, and learning problems.

LEGAL SANCTIONS COVERING ALCOHOL AND DRUG ABUSE

Local, state, and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines, and assigned community service. Courts do not lift prison sentences in order for convicted persons to attend University or continue their jobs. A felony conviction for such an offense can prevent you from entering many fields of employment or professions.

Cities and towns in Massachusetts, specifically Worcester, prohibit public consumption of alcohol and impose fines for violation. The Metropolitan District Commission also prohibits public consumption of alcohol in its parks.

Massachusetts's laws prohibit sale or delivery of alcoholic beverages to persons under 21 with a fine of up to $2000 and 6 months imprisonment or both. Misrepresenting one's age or falsifying an identification to obtain alcoholic beverages is punishable by a fine of $300. The legal alcohol limit for driving for a person of age in Massachusetts is .08. For those under 21 it is .02. A conviction for either can include fines, prison sentences, mandatory alcohol rehabilitation, and revocation of license. For people under 21, there is an automatic 210 day loss of license.

Massachusetts has criminal penalties for use of controlled substances, or drugs with penalties varying with the type of drug. In general, narcotic, addictive and drugs with a high potential for abuse have heavier penalties.

Possession of drugs is illegal without valid authorization. While penalties for possession are generally not as great as for manufacture and distribution of drugs, possession of a relatively large quantity may be considered distribution. Under both state and federal laws penalties for possession, manufacture and distribution are much greater for second and subsequent convictions. Violation of the controlled substance laws are arrestable, and many laws dictate mandatory prison terms and full minimum terms must be served.

Massachusetts makes it illegal to be in a place where heroin is kept and to be "in company" of a person known to possess heroin. Anyone in the presence of heroin at a private party or dormitory suite risks a serious drug conviction. Sale and possession of "drug paraphernalia" is also illegal in Massachusetts.

Persons convicted of drug possession under state or federal law are *ineligible for federal student grants and loans* for up to one year after the first conviction and five years after the second. The penalty for distributing drugs is loss of benefits for five years after the first, 10 years after the second, permanently after the third conviction.

Under federal law, distribution of drugs to persons under 21 is punishable by twice the normal penalty with a mandatory one year in prison; a third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs in or within 1,000 feet of a University or school. Federal law sets greatly heightened prison sentences for manufacture and distribution of drugs, if death or serious injury results from use of the substance.

Statutes M.G.L. 94C and U.S. Title 21 are available at the office of the Worcester Consortium for Higher Education, 37 Fruit Street, Worcester, MA 01609 508-754-6829.

For more information on possible legal consequences concerning marijuana, please click here.

For more information on possible legal consequences concerning federal trafficking, please click here.

HEALTH, FIRE, AND SAFETY POLICIES

Health, Fire, and Safety Inspection/Right of Entry - The Residential Life staff will conduct monthly Health, Fire, and Safety Inspections of all students' rooms. The professional and paraprofessional staff members of Residential Life have the right to enter the premises at a reasonable hour in the day or evening, to conduct inspection and identify/follow-up on violations, repairs, etc. as deemed necessary. Notification of inspection time and date need not be posted. Students can expect to be notified of any violation(s) via email. In addition, a hardcopy Health, Fire, & Safety form will be left in the room/apartment.

The University reserves the right to inspect any room when the University deems such necessary. In addition, the professional staff members of Residential Life and other University officials have the right to enter the premises at any time for any reasonable cause. The primary purpose of entering is to take those precautions which University officials find necessary to protect the health, safety, and general welfare of the occupants and/or of other persons therein and to enforce University policy.

Members of the Building and Grounds staff routinely enter rooms in the performance of their duties. Such entry is not considered an inspection, however, blatant violations, especially those that could affect student safety, will be reported to the Office of Residential Life.

Fire and Safety Regulations - Use of fire alarms or firefighting equipment for any purpose, except that for which intended, is prohibited according to State law. Impairment of this system could cause loss of life and a great deal of damage to personal belongings and to University property. Students who participate in such activity will be subject to disciplinary action. For the safety of all residents, evacuation drills are held at least once per semester. It is important for residents to familiarize themselves with the procedures to avoid panic in case of emergency. Participation in drills is mandatory. Violation of any aspect of these regulations will result in disciplinary action.

Fire Emergency/Fire Drill Procedures - In case of an alarm, students should touch their doors to feel if it is hot, and look under their doors for any smoke seeping in. If it is safe to evacuate, students must leave immediately by way of the nearest exit. Students should not use elevators during a fire alarm. Residents should assemble outside in the designated area evacuation site, located at least 50 feet away from the building, not in the fire lanes, since these must be kept clear for fire equipment. Residents should not re-enter the building until Campus Police allows them to do so.

To the extent that personal safety permits, Residential Life staff assists students with evacuation; however, it is the sole responsibility of the student to evacuate whenever an alarm sounds. Students should NOT wait for a Residential Life staff member to tell them to evacuate. Any student who does not leave a building when an alarm sounds will be subject to disciplinary action.

False Alarms - A false alarm is extremely dangerous. Repeated false alarms could cause students to treat an actual fire lightly. Anyone found to have intentionally set off a false alarm will be evicted from Assumption housing and may also be subject to suspension or expulsion from the University and prosecution to the fullest extent of the law.

Fire Safety Equipment - Due to the risk posed to the safety of the community by tampering with fire safety systems and equipment, the University will impose serious sanctions that may include suspension/expulsion from residence and/or the University on students for the following behaviors, regardless of whether it was "accidental" or not:

- Disabling, removing or tampering with exit signs or emergency lighting.
- Disabling, misuse, removing or tampering with fire alarm systems and/or other building safety equipment.
- Tampering or discharge of fire extinguishers.
- Tampering with, covering, or damaging smoke detectors, sprinklers, or stand pipes.
- Causing or contributing to a fire or flood.

For students' safety and the safety of others in the community, the following are PROHIBITED from all residence halls. Please note, this is not an exhaustive list. Additional items may be identified and addressed as necessary. Prohibited items found may be confiscated by Residential Life and/or Campus Police and not returned.

- Smoking and/or vaping is not permitted inside of or within 100 feet of any building on campus.
- Vaporizers of any type (JUULs, mods, "dab pens", etc.) are banned from campus.
- Candles, devices that are designed to indirectly melt wax, potpourri burners, and incense(whether burning or not) are prohibited.
- Combustible/Flammable items including, but not limited to:
  - Kerosene lamps, tiki torches, and similar items, even as a decoration
  - Combustible trash receptacles.
  - Paint cans without lids.
  - Butane and/or items that contain or utilize butane (i.e. torch lighters)
  - Fireworks (i.e. firecrackers, caps, roman candles, sparklers, etc.).
  - Propane tank of any style or size.
  - Liquid/gas fueled camp stoves.
- Hookahs.
- Items suspended from ceilings, sprinkler heads and or pipes (flags, nets, tapestries, lights, etc.).
- Any object that blocks the exit from a room or apartment.
- Temporary partitions or dividers.
- Furniture that is stacked, such as desks.
- Cinder blocks.
- Unauthorized locks on any door.
- Obstruction of sprinkler heads or fire and safety equipment.
- Dismounting or removing a fire extinguisher. Extinguishers must remain fully charged and mounted in designated areas. Apartments and townhouses must have a fire extinguisher in view.
- Unauthorized electrical appliances such as hot plates, hot pots, rice cookers, coffee makers (unless equipped with an automatic shut-off switch), "George Foreman" type grills, space heaters, toaster ovens, sun lamps, fog machines, smoke machines, oversized refrigerators (over 1.5 cubic feet), oversized microwaves (over 500 watts), and halogen lamps. We also recommend that irons be equipped with an automatic shut off switch for safety reasons. Students in apartments should consult Residential Life for a list of approved appliances.
- Appliance cords with broken insulation or broken plug ends. Electrical octopi (multiple extension cords). Power strips must be used when connecting more than two items to a single wall outlet (which contains room for two plugs).
- Outside antennas or aerials.
- Rooms kept in unsanitary condition, uncovered food containers, excessive beverage containers, exposed food or disposal of trash other than in an appropriate trash receptacle.
- Removal of screens, windows, and/or security screen tabs.
- Neon lighted, city and/or street signs.

Note: Bed Leg Lifters purchased from a retail store may be used for beds that are not bunked, however, great care must be taken and this is done at the risk of the student.

ADDITIONAL INFORMATION AND POLICIES

Air Conditioners – Air conditioners (including portable air conditioners) are not allowed without approval of the Housing Accommodations Committee.

Bicycles - Students should not leave bikes in hallways or stairways because they represent a safety hazard. It is against the law to obstruct fire exits in any way. Bike storage is permitted within the student's room, as long as it does not restrict the exit or disturb roommates.

*Please note: For students who reside in the Living and Learning Center, Plough, or South Hall, there is a bike storage room. In order to obtain a key, students should speak with their Resident Director.

Dart Boards - Due to the damage that can occur to people and property, dartboards are prohibited.

Hall Sports - Due to the damage that can occur to people and property, hall sports are prohibited.

Painting and Furnishings - Residents are prohibited from painting, altering or adding to the permanent furnishings of their residence. This includes graffiti, wall murals and other forms of defacement. Violations will result in billing occupants of the room. Costs incurred by the University to repair such damage will be added to a resident's damage bill. Additional disciplinary action may result.

Pets - For health and maintenance reasons, pets are not permitted in the residence halls or apartments. The only exception to this rule are assistance animals approved through the Housing Accommodations process and fish in aquariums.

Pools/Slip and Slides/Inflatables – Students are not permitted to set up recreational pools, slip and slides, inflatables or other outdoor equipment in any residential area.

Outdoor Flags/Banners – Students are not permitted to hang flags, banners etc. outside of windows or on the exterior of buildings.

Policy for Outdoor Cooking Grills

The following regulations pertain to the individual use of outdoor cooking grills on campus:

1) Only grills that are run with propane tanks are allowed on campus.
2) **No grills that utilize lighter fluid and/or charcoal may be used at any time.**
3) Grills in the areas of Alumni, Desautels, Hanrahan, Living/Learning Center, Nault, Plough, Salisbury, South, Wachusett, West, Worcester, and Young Halls must be located at least twenty-five (25) feet from the building and/or wooded areas. Grills are to be placed on hard (paved) surfaces.
4) Grills in the area of Aubuchon, Bissonnette, Dion, and Moquin Halls are to be used only on the hard (concrete) surfaces to the front or rear of these apartments.
5) Grills in the area of Authier, Dufault and Moquin Halls are to be operated only on the paved surfaces in front of the ground level apartments. *At no time should a grill be used in the stairwells (towers, balcony or decks) of these apartments.*
6) Propane tanks of any size may NOT be stored inside any room/apartment/ townhouse or in any stairwell.
7) Propane tanks are to be removed from campus at the end of the academic year. Students of that particular apartment or area of campus (depending on the circumstances) can expect to be charged for any tank(s) remaining.
8) Grills must be attended to at all times while in use.

Personal Safety - Similar to life on any urban campus, Assumption University experiences its share of crimes and disturbances. Students should not be lulled into a false sense of security and should observe all safety tips, including the following:

1) Always walk in well-lit areas. If the lights are broken or not operating, report them to Campus Police at 508-767-7225.
2) When walking at night, remember the buddy system and walk with a friend or group, or call Campus Police at 508-767-7225 and request an escort.
3) Keep your room locked at all times.

4) Keep drapes/shades drawn in the evening and at other appropriate times.
5) Be aware of the emergency telephone numbers on campus and keep them readily accessible. We suggest programming the Campus Police phone number in your cell phone: 508-767-7225. For emergency situations on campus, Campus Police can be reached 508-767-7777 or at extension 7777.
6) There are **EMERGENCY BLUE LIGHT PHONES** located throughout campus in parking lots and entrances to all traditional dorms.
7) The **RAVE GUARDIAN** is a free smartphone app (that can be downloaded from your phone's app store) that gives you immediate access to the Campus Police Dispatcher.
8) **Never prop exterior doors:** Un-prop any doors that are open and do not allow others to prop them. These efforts keep intruders out and secure the building for everyone else. Also please use keys to open them rather than trying to force the lock.

Appendix D

RAVE Guardian App

The RAVE Guardian APP can be a valuable personal safety tool while on campus

Assumption University



Call Directory:
Contact information, hours of operation, addresses, Etc.

Inbox:
Receive timely campus notification and updates

Safety Timers:
Set a Safety timer whenever you are alone or in an unfamiliar place

Anonymous Tip:
Two- way communication with campus police

Call 9-1-1:
Call Assumption Campus Police Emergency Line for help or if you see something suspicious

Call Campus Police:
Call Campus Police Non-Emergency Line

SCAN ME

Download the RAVE APP

POLICE
ASSUMPTION UNIVERSITY
WORCESTER MA 1904
A.D. 1904

SCAN ME

For more information about the RAVE Guardian APP

ASSUMPTION UNIVERSITY EMERGENCY MANAGEMENT - ACADEMIC EVACUATION DRILLS

Academic evacuation drills began in the fall of 2015. Their purpose is to train occupants to see an alternate exit from the building during an unspecified emergency. These drills are conducted by blocking a stairwell or exit with caution tape and signage advising the exit has been compromised. The data is compiled to identify trends/patterns and identify improvement or decline in performance during these drills.
There are Campus Police personnel on site to assist occupants with the evacuation and make observations for areas of improvement. During these drills, Campus Police have noticed the students are cooperative.
After action reports are completed for each drill.

Below are the results of the testing over the last few years. Due to the COVID19 pandemic and campus closure, academic building evacuation drills were not held in 2020.

Admissions House			
Date	**Start Time**	**Building Clear**	**Drill Complete**
4/15/2016	0930	0932	0933
10/6/2018	1038		1050
10/22/2019	0902	0905	0907

Founders Hall			
Date	**Start Time**	**Building Clear**	**Drill Complete**
10/14/2015	1000	1006	1007
4/7/2016	1046	1051	1052
12/1/2016	1014	1017	1018
11/2/2017	1006	1009	1012
4/10/2018	1003	1008	1011
10/1/2018	0948	0951	0952
10/21/2019	0852	0856	0858

Fuller / IT			
Date	**Start Time**	**Building Clear**	**Drill Complete**
10/21/2015	1403	1406	1408
4/11/2016	0840	0843	0846
10/17/2016	1102	1106	1108
10/31/2017	1031	1034	1036
4/12/2018	1010	1014	1015
10/4/2018	1029	1033	1034
10/24/2019	Cancelled Due to Weather		

Kennedy Hall			
Date	**Start Time**	**Building Clear**	**Drill Complete**
10/19/2015	1059	1105	1108
4/13/2016	1439	1443	1445
10/6/2016	1008	1011	1019
11/6/2017	1009	1011	1013
4/9/2018	1009	1013	1015
10/22/2019	0840	0843	0845

LaMaison			
Date	**Start Time**	**Building Clear**	**Drill Complete**
10/22/2015	1002	1005	1010
11/30/2016	1242	1250	1252
11/2/2017	1020	1023	1025
4/10/2018	0939	0942	0945
10/22/2019	0849	0853	0855

Appendix E

Assumption Emergency Management

Laska Gym / Annex			
Date	**Start Time**	**Building Clear**	**Drill Complete**
10/28/2015	1004	1008	1010
11/30/2016	1320	1324	1327
11/7/2017	1012	1015	1017
4/11/2018	1008	1012	1014
10/5/2018	0940	0942	0945

Library			
Date	**Start Time**	**Building Clear**	**Drill Complete**
10/27/2015	1134	1136	1140
4/14/2016	1134	1138	1142
4/16/2016	1832	1837	1839
10/17/2016	1738	1743	1745
12/1/2016	1027	1029	1031
11/7/2017	1027	1030	1031
11/7/2017	1449	1452	1456
10/1/2018	1002	1005	1008

Testa Science Center			
Date	**Start Time**	**Building Clear**	**Drill Complete**
10/15/2015	1301	1307	1308
4/12/2016	1439	1444	1445
10/17/2016	1038	1044	1048
11/6/2017	1020	1023	1025
4/9/2018	1021	1025	1026
10/1/2018	0937	0939	0941
10/21/2019	0842	0845	0847

Tsotsis Family Academic Center			
Date	**Start Time**	**Building Clear**	**Drill Complete**
10/31/2017	1012	1016	1019
4/12/2018	0940	0944	0946
10/4/2018	1011	1014	1017

ALICE TRAINING

ALICE training provides instruction to students, faculty and staff on how to respond and react if faced with an active shooter threat. The training is based on five key principles:

- **A**lert
- **L**ockdown
- **I**nform
- **C**ounter
- **E**vacuate