

American Academy McAllister Institute

Annual Security Report

2025

Introduction

AAMI is an urban, not-for-profit, private, single-purpose academic institution that offers both a campus and online associate degree program option dedicated to the educational needs of the funeral industry. AAMI provides educational leadership through learning opportunities that anticipate, prepare for, and meet the challenges of educating a socially and economically diverse population. AAMI provides opportunities for students, faculty and staff to study, research and observe the culture, customs and changing dynamics of the funeral profession.

The mission of American Academy McAllister Institute of Funeral Service is to educate students so that they may reach their full potential and achieve their goal to enter the funeral service profession. AAMI is committed to creating a learning environment that supports educational excellence, endorses academic integrity, and promotes steadfastness and ethical behavior in the funeral profession. As a leader in funeral service education for over 90 years, AAMI provides for and supports the educational needs of the funeral industry.

General Security Information

1. Crime Reporting and Campus Security Authorities

The function of the Campus Security Authority is not to determine whether a crime took place, that is the function of the law enforcement professionals working within the justice system, but with respect to these regulations to report to the appropriate law enforcement personnel (i.e. the President of the Institute and the local police department) those allegations of campus crimes the administration of the Institute conclude are made in good faith. These administrators would, of course, be free to seek advice from legal counsel before reporting any allegations. In addition, there is no penalty for reporting allegations of campus crime to the appropriate law enforcement personnel, if those allegations turn out to be baseless. If the law enforcement personnel, upon further investigation, conclude that the allegations reported are not substantiated by the facts or the law, no campus crime need be disclosed as a statistic.

Campus Security Authorities at AAMI are those who have security-related responsibilities and school officials who have significant responsibilities for student and campus activities. Those individuals are:

- Norman R. Provost, Director of Admissions

The individual named above will be responsible for the following:

- Receiving reports by students, faculty members, or employees about criminal offenses taking place on campus.
- Being certain that the victim's right to seek confidential counseling and preserve their anonymity to the extent practicable and permitted by law.
- Monitoring both on and off-campus crime.
- Ensuring the timely reporting of crime data to the campus community.

All members of the campus community are urged to report criminal incidents, emergencies, and suspicious activity. AAMI encourages every member of the campus community to report a crime promptly to Donald Cymbor. The college's emergency number is 212-757-1190 or 201-779-2045 and this should be used for all fire, medical and police emergencies. All reports are classified, logged, and responded to appropriately.

For employees and students off campus, crimes and emergencies should be reported by calling 911.

2. The Advisory Committee on Campus Safety

In accordance with section 6431 of Article 129-A of the New York State Education Law, American Academy McAllister Institute has appointed an Advisory Committee on Campus Safety composed of faculty, administrators and staff.

The purpose of this Committee is to review current campus security policies and procedures and make recommendations for their improvement where applicable. Specifically, the committee will be asked to review the following policies regarding:

1. The education of the campus community about sexual assault, including security personnel and anyone else directly responsible for the supervision or advisement of students.
2. Educating the campus community about personal safety and crime prevention.
3. The reporting of sexual assaults on-campus and the proper care and handling of victims during the investigative process.
4. The referral of complaints to proper authorities.
5. Counseling services for victims.
6. The proper handling of inquiries from concerned parties.

This Committee will be required to report its findings and recommendations to the President of the Institute, in writing, during the spring semester of each year. A copy of this report will be kept on file in the Institute's administrative offices and will be available for review upon request.

Confidential, Voluntary Crime Reporting Options

Individuals may report a crime on a voluntary, confidential basis to Fr. John Fraser on campus who will report the crime to Don Cymbor without disclosing any personally identifying information, for the purpose of compiling statistics pursuant to the Clery Act.

It is the intention of American Academy McAllister Institute to insure and protect the right to confidentiality and anonymity of a victim or witness reporting a crime or of a student who wishes to file an administrative grievance against an employee or faculty member of the Institute.

When reporting a crime to the Campus Security Officer or to any campus administrator (i.e., the President, Registrar, etc.), the Institute is only obligated to statistically report the crime to the campus community, not to give personally identifiable accounts of the incident. The Institute will respect and protect the victim's right to anonymity to the extent allowed by local law.

Campus Safety, Emergency Notification, Timely Warnings, Evacuation Plan

1. Bomb/Terrorist Threats

The false reporting of a bomb or terrorist threat is a serious criminal offense. Students found to be involved in this type of activity will be dismissed from the Institute.

Any bomb or terrorist threat must be taken with the utmost urgency. In the event of a threat, a report must be made to local law enforcement agencies as soon as the threat is known. Additionally, the Institute will follow the same procedural processes as in the event of a fire evacuation emergency. The evacuation procedure for a fire emergency is described in Appendix B of this manual.

2. Emergency Evacuation Plan

Whenever the alarm bells sound, all persons (students, faculty members, employees, guests, and administrators) will promptly evacuate the building. The only exception to this rule is if there was previous notification from the Institute's administration that the alarm system was either being tested, is malfunctioning, or is under repair.

The Institute will place, whenever possible, fire control officer (see Appendix C) in various areas of the building to assist others in finding the closest and safest exit. The fire control officers are also responsible for aiding in the evacuation of any people with physical disabilities, as well.

It is the responsibility of all faculty members to make sure that their students leave the classroom immediately, in an orderly fashion, and without any pushing or shoving. It is also the responsibility of all faculty members to make themselves aware of the location of the building exit nearest to their classroom, and to point that location out to each of their students.

Upon exiting the building, all faculty members should gather their classes at least one hundred [100] feet from the building and remain there until instructed to return to the building by the Institute's administrative staff.

Any of the Institute's faculty members and administration who are not assigned to serve as fire control officers, will be required to notify the fire department of the existence of an emergency, search throughout the building looking for people who have not yet exited the building, direct fire department officials to any people in need of evacuation, determining the location of the fire/emergency, and informing fire officials of the fire/emergency's location

3. Internal Organization for Fire Alarm and Emergency and Evacuation Assignments

- Fire Safety Director: William A. Blair
- Deputy Fire Safety Director: Gerson Jarvis
- Fire Warden: Jaway Tso
- Deputy Fire Wardens: Meg Dunn & Kerrian Williams
- Searchers: Jaway Tso (Male Searcher) & Catherine Arreola (Female Searcher)
- Alarm Transmission: Any person who discovers fire, smoke, or any other type of fire emergency should, without hesitation, cause the transmission of a fire alarm by any of the following available methods:
 - Building Fire Alarms: Alarm boxes are located at the front and rear of each floor of the school building.
 - Telephone: You may report a fire emergency by dialing any of the following telephone numbers: 212-999-2222, 212-628-2900, or 911.

Note: After an alarm has been transmitted, please also notify either the Fire Warden (Norman R. Provost) or one of the Deputy Fire Wardens (Meg Dunn or Kerrian Williams) of the situation.

Other Pertinent Information:

- Nearest Hospital: St. Luke's-Roosevelt Hospital, 428 West 59th Street Telephone Number: 212-523-6800
- Police Contact Information: 911 or 212-826-3211

4. Timely Warning to the Campus Community

Timely reports and warnings to the campus community will be given on a "need to know" basis. Factors such as the nature of the crime and the continuing danger to the campus community will be taken into consideration when making the determination of whether or not information related to the incident should be released.

An annual report of crime statistics is given to all prospective students and is available to all current students, faculty members, and employees, as well.

This report will be available on or about October 1st of each year.

Educational Programs and Campaigns

At American Academy McAllister Institute, every effort is made to inform and educate all students, faculty, and employees and make them aware of rape, acquaintance rape, and all other forms of sexual offenses, both forcible and non-forcible.

All employees are legally required to receive annual Sexual Harassment Prevention Training. Each year, employees will be notified of training dates and provided a deadline by which they must complete the training. Employees who do not complete the mandatory training will not be allowed to work until the training is completed and will be subject to disciplinary action, up to and including termination. Each new employee must complete the training within 90 days of hire and is required to submit proof of completion. AAMI will maintain records of all trainings provided, including signed employee acknowledgements, for at least three years. If any instructors' training deadlines occur during a semester in which they are scheduled to teach, they must complete the training before the beginning of that semester. Instructors who have not completed the training by the annual deadline will be replaced, with no guarantee that they will be reinstated for the next semester. If an employee attended a sexual harassment prevention training session with another employer within the current year, the AAMI training might not be required. A copy of the employee's Certificate of Completion must be delivered to AAMI's Title IX Coordinator no later than one week prior to the AAMI training to allow for verification:

Attn. Title IX Coordinator
American McAllister Institute of Funeral Service, Inc.
1501 Broadway, 11th Floor, Suite 1102
(518) 727-1190
TitleIXCoordinator@aam.edu

AAMI implements a student onboarding and ongoing education plan through its Student Orientation Program to educate the campus community about sexual misconduct, sexual assault, domestic violence, dating violence and stalking. This plan among other things, educates students about general awareness of sexual misconduct, sexual assault, domestic violence, dating violence and stalking, consequences of violations of the institution's policies, the role of the institution in preventing and investigating such incidents, and the importance of bystander intervention. It is the responsibility of the Director of Admissions to include this education a part of Student Orientation.

In addition to the Student Orientation training, AAMI provides training to all students, including, but not limited to, first-year, transfer, international, online, and distance education students, leaders and officers of student organizations recognized or seeking recognition from the

institution. It is the responsibility of the Admissions Team to provide and make this training available.

Specifically, the training will address:

- That AAMI prohibits sexual and interpersonal violence and will offer resources to any victims and survivors of such violence while taking administrative and conduct action regarding any accused individual within the jurisdiction of AAMI;
- Relevant definitions including, but not limited to, the definitions of sexual assault, domestic violence, dating violence, stalking, confidentiality, privacy, and consent;
- That policies apply equally to all students regardless of sexual orientation, gender identity, or gender expression;
- The role of the Title IX Coordinator, campus security or the equivalent AAMI professional, and other relevant offices that address domestic violence, dating violence, stalking, and sexual assault prevention and response;
- Awareness of violence, its impact on victims and survivors and their friends and family, and its long-term impact;
- Bystander intervention and the importance of taking action to prevent violence when one can safely do so;
- Risk assessment and reduction including, but not limited to, steps that potential victims, perpetrators, and bystanders can take to lower the incidence of violations, which may contain information about the dangers of drug and alcohol use, including underage drinking and binge drinking, involuntary consumption of incapacitating drugs and the danger of mislabeled drugs and alcohol, the importance of communication with trusted friends and family whether on campus or off campus, and the availability of institution officials who can answer general or specific questions about risk reduction; and
- Consequences and sanctions for individuals who commit these crimes and code of conduct violations.

Further, AAMI shall provide educational programs to promote the awareness of sexual assault, domestic violence, and stalking offenses. These educational and informational programs should include, but not be limited to, the following subjects:

- Applicable laws, ordinances, and regulations regarding sexual assault, domestic violence, and stalking offenses.
- Penalties under applicable law for commission of sexual assault, domestic violence, and stalking offenses as well as on-campus disciplinary sanctions for the same;
- Procedures in effect at AAMI for dealing with sexual assault, domestic violence and stalking offenses;

- Availability of counseling and other support services for the victims of sexual assault, domestic violence, and stalking offenses on campus and off-campus;
- The nature of and common circumstances relating to sexual assault, domestic violence, and stalking offenses on college campuses; and
- The methods AAMI employs to advise and to update students about safety and security procedures.

The Student Handbook includes topics of sexually based crimes and specific ways for the campus community to protect themselves against sexually based crimes.

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| • Planned Parenthood | 212-541-7800 |
| • NYPD Special Victims Liaison Unit | 646-610-RAPE |
| • Rape, Abuse, and Incest National Network | 1-800-656-HOPE |
| • Safe Horizon Rape and Sexual Assault Hotline | 212-227-3000 |
| • Victim Information and Notification Everyday | 1-888-VINE-4NY |

Unless otherwise required by law, the privacy of the charging party will be respected to the fullest extent possible. The procedure for reporting a sexual offense is outlined in the Student Handbook as well.

Violation of the Institute's sexual assault policies may include, but are not limited to, suspension or permanent expulsion. It should also be noted that any person within the campus community who encourages, aids, assists, or otherwise participates in the sexual assault of another will also be considered to be in violation of the Institute's sexual assault policies and will be prosecuted accordingly.

Title IX Policy

1. Introduction

All members of the AAMI community have a legal right to an educational and employment environment free from unlawful sexual misconduct. They can enforce this right by filing a complaint internally with AAMI, with a government agency (including law enforcement), or in court under federal, state, or local anti-discrimination laws.

This policy applies to all students, employees, applicants for employment, interns (paid or unpaid), contractors, and persons conducting business with AAMI.

Any employee or student covered by this policy who engages in sexual misconduct or retaliation will be subject to remedial or disciplinary action, up to and including termination or expulsion.

Retaliation is strictly prohibited. Individuals covered by this policy shall not be subject to adverse action because they report an incident of unlawful sexual misconduct, provide information or otherwise assist in any investigation of a complaint involving unlawful sexual misconduct.

Sexual misconduct is offensive, violates AAMI's policies as well as the law, and subjects AAMI to harm to the targets of the behavior. Harassers may also be individually subject to liability. All students are encouraged to report any sexual misconduct or behaviors that violate this policy. Employees at every level who engage in sexual misconduct will be penalized for such conduct. Managers and supervisors who knowingly allow such behavior to continue will also be penalized for their failure to act.

AAMI will conduct a prompt, thorough and confidential investigation whenever management receives a complaint about or otherwise knows of possible sexual misconduct occurring. The investigation will ensure due process for all parties, and effective corrective action will be taken whenever sexual misconduct is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual misconduct.

Faculty members are required to report to the AAMI Title IX Coordinator any complaint of sexual misconduct that they receive, and any sexual misconduct they observe.

Given the Court injunction invalidating the Title IX regulations promulgated in 2024, the Title IX Regulations promulgated in May 2020 and effective August 14, 2020, are back in effect. AAMI will have two processes for addressing sexual misconduct. The Title IX regulations provide a more restrictive definition of "sexual harassment" and a more restrictive geographic scope that AAMI must investigate and adjudicate pursuant to the requirements of Title IX. The Title IX reporting, investigation and adjudication process reflected in this policy will apply only to allegations that meet the Regulations' definitions ("Title IX Category Violations").

AAMI will also address any allegations of violations of its policies, including those that do not meet the strict definitions of the Regulations. Those allegations ("College Category Violations") will be addressed through separate processes in the Student Handbook (Student Conduct Policy) and Employee Handbook, as applicable to the accused individual.

The text of this policy relates to Title IX. AAMI is committed to addressing all of this misconduct, whether it is subject to the Title IX policy or not. Misconduct not covered by Title IX is addressed further down in the policy.

2. Policy and Procedure Summary

This Policy prohibits all forms of sex and gender related misconduct, referred to here as “Sexual misconduct.” A person who has experienced Sexual misconduct has several options:

- **A report to a Confidential Resource.** A confidential resource provides emotional and/or medical services and maintains confidentiality. A report to a confidential resource does not result in a college investigation or any other action to respond to the incident.
- **A report to a Responsible Employee.** All employees of the college have the responsibility to receive reports of sexual misconduct and to act based on those reports. A responsible employee will forward the information about the incident to the Title IX Coordinator. The Title IX Coordinator will discuss options with the reporting person. The assistance the Title IX Coordinator can facilitate includes the following:
 - **Supportive Measures.** Supportive measures are intended to support the individual who experienced sexual misconduct to continue in their involvement in the college’s program and activities. Supportive measures include no contact orders; academic accommodations; or other academic or work accommodations.
 - **Informal Resolution.** An informal resolution is a resolution that the parties (i.e., the person making the allegations and the accused person) agree upon to address the situation. Not all incidents are appropriate for informal resolution, and no party may be forced to accept an informal resolution. This is a voluntary process.
 - **Investigation and Hearing Process.** The outcome of the investigation and hearing process is that the person accused of Sexual Misconduct is found either responsible or not responsible for having committed a violation of this Policy. A violation results in appropriate sanctions and other remedies to address the violation.

Additionally, the person who experienced a crime has the option to pursue criminal charges:

- **A report to Law Enforcement.** If an incident involves criminal conduct, the victim may make a complaint to law enforcement.

The options for reporting above are not mutually exclusive, and an individual may pursue one option but not the other. An individual may obtain the services of a confidential resource and decide at that time or a later time to report to the college. An individual may report to the college and also make a report to law enforcement or may make a report to only the college or only to law enforcement. A person seeking to understand their options pursuant to this Policy should reach out to:

Martin Goldstein, Title IX Coordinator
Administrative Office
1501 Broadway, 11th Floor, Suite 705
New York, New York 10036

Phone: 212-757-1190
titleixcoordinator@aami.edu

3. Definitions, General

- **Advisor of Choice.** An advisor of choice is a person selected by the Complainant or Respondent to advise and accompany the Complainant or Respondent throughout the investigation and adjudication process. An advisor of choice may be any person, including an attorney. The institution does not appoint or pay for an advisor of choice. An advisor of choice's role is limited to the functions further described in this policy.
- **Affirmative Consent.** Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of affirmative consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.
- **Coercion.** Coercion is a threat, undue pressure, or intimidation to engage in sexual activity. Coercion is more than an effort to persuade, seduce, entice, or attract another person to engage in sexual activity. A person's words or conduct are sufficient to constitute coercion if they deprive another individual of the ability to freely choose whether or not to engage in sexual activity.
- **Complainant.** The term Complainant refers to the person who allegedly experienced the sexual misconduct in violation of the policy whether or not a formal complaint is filed. In some cases, the Title IX Coordinator may file a formal complaint and thereby initiate an investigation and adjudication process pursuant to this policy. In that instance, the Title IX Coordinator is not the "Complainant;" the complainant remains the person who allegedly experienced the sexual misconduct.
- **Consent.** As used in this policy, term "consent" always refers to "affirmative consent" (defined above).
 - By way of further explanation, consent is free and informed permission. Consent given verbally is evidenced by affirmative agreement to engage in specific sexual activity. Consent through action is active participation in the specific sexual activity. Past consent to sexual activity cannot be presumed to be consent to engage in the same sexual activity in the future. Consent can be withdrawn at any time, and, if so, the sexual activity must cease. Consent to some sexual activity (e.g., kissing, fondling) cannot be presumed consent for other sexual activity (e.g., intercourse). Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.
 - Certain conditions prevent a person from being able to consent. Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the

ability to knowingly choose to participate in sexual activity. A person cannot consent if they are unaware of the who, what, when and how of a sexual interaction. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol or drugs or other intoxicants may be incapacitated and therefore unable to consent.

- A person who has been drinking or using drugs is still responsible for ensuring that the person has the other person's affirmative consent and/or appreciating the other person's incapacity to consent. This means that, even if the accused was drunk or high and, as a result, did not realize that the other person was not consenting to or was unable to consent to sexual activity, the person who committed the non-consensual act is still responsible for having violated this policy.
- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- **Formal Complaint.** A formal complaint refers to a written complaint filed in accordance with the grievance process below. A formal complaint is necessary to initiate an investigation and adjudication process.
- **Institution Advisor.** A Complainant or Respondent who does not opt to be accompanied by an advisor of choice at a hearing is entitled to be appointed an advisor by the college at no charge to the party. This advisor is referred to an "institution advisor" who may be but need not be an attorney. An institution advisor's role is limited to asking cross-examination questions of the other party during a hearing. An institution advisor does not represent a party in any legal sense. The party is responsible for formulating the cross-examination questions the institution advisor will pose during the hearing.
- **Party.** A Complainant or Respondent may be referred to as a Party, or collectively, the Parties.
- **Reporting Party.** The term Reporting Party refers to the person who made the report. This may or may not be the same as the Complainant, a witness, or a bystander.
- **Respondent.** The term Respondent refers to the person alleged to have committed a violation of this policy.
- **Sexual Misconduct.** Sexual misconduct is an umbrella term used in this policy to more conveniently refer to any form of conduct prohibited by this policy.

4. Definitions, Conduct Violations

This policy sets forth conduct expectations for our community and provides a process for the reporting, investigation, and adjudication of alleged violations. This policy applies to alleged conduct in violation of Title IX of the Education Amendments of 1972 (i.e., "Title IX Category")

violations) and also applies to a broader range of contexts and behaviors inconsistent with the college's commitment to equal opportunity (i.e., "College Category" violations).

The designation of conduct or allegations as either "Title IX Category" or "College Category" is not a function of the seriousness of the alleged conduct but rather a function of the scope and coverage of Title IX versus the college's broader jurisdiction to prohibit and discipline a larger scope of inappropriate behavior.

College Category Violations

The college prohibits the following behavior. For purpose of College Category violations, the below conduct is prohibited even if the conduct occurs off-campus, outside the United States, the Complainant is not participating or seeking to participate in the college's education program or activity, or otherwise in circumstances over which the college does not have influence or control, including but not limited to during college academic breaks. The college retains discretion to not respond to, investigate or adjudicate circumstances in which no college interest is implicated.

- **Sexual harassment.** "Sexual harassment" means unwelcome, offensive conduct that occurs on the basis of sex, sexual orientation, self-identified or perceived sex, gender, gender expression, gender identity, gender-stereotyping or the status of being transgender, but that does not constitute sexual harassment as a Title IX Category Violation as defined above. Sexual harassment can be verbal, written, visual, electronic, or physical. The fact that a person was personally offended by a statement or incident does not alone constitute a violation. Instead, the determination is based on a "reasonable person" standard and takes into account the totality of the circumstances. The college considers the context of a communication or incident, the relationship of the individuals involved in the communication or incident, whether an incident was an isolated incident or part of a broader pattern or course of offensive conduct, the seriousness of the incident, the intent of the individual who engaged in the allegedly offensive conduct, and its effect or impact on the individual and the learning or working community.
- **Sexual assault.** "Sexual assault" includes any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving affirmative consent, but that does not constitute sexual assault as a Title IX Category Violation as defined above because of the context in which it occurs (for example because the complainant was not in the United States at the time of the alleged conduct, because the complainant was not participating in or seeking to participate in the college's education program or activity at the time of the complaint, or because the conduct did not occur in the context of the college's education program or activity). Sexual assault consists of the following specific acts:

- Rape. The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the affirmative consent of the victim.
 - Fondling. The touching of the private body parts² of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving affirmative consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
 - Incest. Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - Statutory Rape. Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Dating violence.** “Dating violence” means violence committed by a person: (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (2) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship;
 - The type of relationship; and
 - the frequency of interaction between the persons involved in the relationship; but that does not constitute dating violence as a Title IX Category Violation as defined above because of the context in which it occurs (for example, because the complainant was not in the United States at the time of the alleged conduct, because the complainant was not participating in or seeking to participate in the college’s education program or activity at the time of the complaint, or because the conduct did not occur in the context of the college’s education program or activity).
- **Domestic violence.** “Domestic violence” means violence committed by a former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction where the college is located, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction, if the conduct does not constitute domestic violence as a Title IX Category Violation as defined above because of the context in which it occurs (for example because the complainant was not in the United States at the time of the alleged conduct, because the complainant was not participating in or seeking to participate in the college’s education program or activity at the time of the complaint, or because the conduct did not occur in the context of the college’s education program or activity).
- **Stalking.** “Stalking” is engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for his or her safety or the safety of others; or

(2) suffer substantial emotional distress, but that does not constitute stalking as a Title IX Category Violation as defined above because of basis on which it occurs or the context in which it occurs (for example because the complainant was not in the United States at the time of the alleged conduct, because the complainant was not participating in or seeking to participate in the college's education program or activity at the time of the complaint, or because the conduct did not occur in the context of the college's education program or activity).

- **Sexual exploitation.** Sexual exploitation occurs when, without affirmative consent, a person takes sexual advantage of another in a manner that does not constitute another violation under this Policy. Examples of sexual exploitation include, but are not limited to: prostitution, acts of incest, observing or recording (whether by video, still photo or audio tape) of a sexual or other private activity (such as consensual sexual activity, undressing or showering) without the affirmative consent of all involved; taking intimate pictures of another, but then distributing the pictures to others without the photographed person's affirmative consent; engaging in voyeurism, engaging in consensual sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) without informing the other person of such infection; or exposing one's genitals in non-consensual circumstances.
- **Retaliation.** Retaliation is an adverse act perpetrated to "get back" at a person because the person reported sexual misconduct, filed a complaint, or participated in an investigation or proceeding conducted pursuant to this policy by the college or by an external agency. An act of retaliation may be anything that would tend to discourage an individual from reporting sexual misconduct, pursuing an informal or formal complaint, or from participating in an investigation or adjudication as a party or a witness. A person who acts in good-faith is protected from retaliation. The fact that a statement is not determined to be proven or established following investigation and adjudication does not mean that the statement lacked good-faith; a person may provide inaccurate information believing it is accurate, which is still good-faith. If a person who makes a statement knowing that it is false, the person has acted without good-faith.

5. Confidential Resources and Responsible Employees

The college encourages any person who has experienced sexual assault or other forms of sexual misconduct to talk to someone about what happened, so she or he can get the support needed. There are confidential resources available to members of the college community.

A confidential resource does not reveal the information shared with him/her/them without the disclosing person's consent. (There may be instances where a confidential resource must disclose information in a criminal or civil court proceeding, but those are very limited circumstances.) A list of confidential resources is provided below.

A Responsible Employee is a person who shares information with the Title IX Coordinator, or others with a need to know. All college employees are Responsible Employees, and will disclose to as few individuals as possible, but they do not have the ability to promise that they will not tell others within the college about the information that has been shared with them.

The following Confidential Resources are available to members of the college community free of charge:

- **Mount Sinai Sexual Assault and Violence Intervention (SAVI) | 212-423-2140**
 - Free counseling, emergency department advocacy, training and support to survivors and co-survivors.
- **Mount Sinai Adolescent Health Center | 212-423-3000**
 - Wellness care, medical treatment, counseling, etc. (ages 10-22)

AAMI provides a counseling referral service for individuals who have experienced sexual misconduct. Contact the Director of Student Services for further information.

AAMI will provide Reporting Individuals with access to mental and physical health resources and information, including information on intervention, mental health counseling, and medical services, which shall include information on whether such resources are available at no cost or for a fee. AAMI will also provide information on sexually transmitted infections, sexual assault forensic examinations, and resources available through the New York State Office of Victim Services.

6. Reporting and Formal Complaint Process

The following is the office on campus available to receive a report of sexual misconduct:

Martin Goldstein, Title IX Coordinator
Administrative Office
1501 Broadway, 11th Floor, Suite 705
New York, New York 10036
Phone: 212-757-1190
titleixcoordinator@aami.edu

We strongly encourage all individuals who wish to report an incident to AAMI and have AAMI take action under this policy to the individual above.

7. Supportive Measures

Once a report is made under this Policy, the complainant will be contacted by the Title IX Coordinator and offered individualized support as more fully described below. A report that triggers supportive measures need not be a formal complaint, and it may be made by a third party (i.e., someone other than the complainant himself/herself). Once the respondent is informed of a report or a formal complaint, the respondent will be contacted by the Title IX Coordinator and offered individualized support as more fully described below. Supportive measures are intended to restore or preserve, to the extent practicable, equal access to the college's educational programs and activities and protect the safety of all parties without unreasonably burdening the other party or parties. As required by federal regulation, these supportive measures must be non-disciplinary and non-punitive to the parties.

Supportive measures could include, but are not limited to:

- Changes or adjustment in academics such as the extension of deadlines or other course related adjustments or allowing a withdrawal from a course without penalty;
- Changes to campus working situations if those changes are requested by a party and reasonably available;
- Mutual "No Contact" orders and, possibly, in rare cases, such as when legal restraining orders or orders of protection have been issued, one-way no contact orders.
- Access to campus escorts or other reasonable security or monitoring measures;
- Counseling services; and
- Interim removal of a student from the college will only be done pursuant to the Emergency Removal protocol, discussed below.

The Title IX Coordinator is responsible for coordinating the implementation of supportive measures, including coordinating with the various college departments and offices that may be involved. Supportive measures will be offered free of charge.

If a party's request for a supportive measure is denied, the party will be afforded an opportunity to have the denial promptly reviewed to assess whether the supportive measure is reasonable under the circumstances. In addition, each party will, upon request, be afforded the opportunity for a prompt review of the need for supportive measures that have been implemented, including the potential modification of these measures, to the extent that the party is affected by the measure(s) being reviewed. Each party will be allowed to submit evidence in support of, or in opposition to, the request to the extent the supportive measures under review affects that party. Information about how to request a review will be included in a written communication that will outline the supportive measures offered and any that were requested by the party but denied.

8. Emergency Removal

In some cases the college may undertake an emergency removal of a student respondent in order to protect the safety of the college community, which may include contacting local law enforcement to address imminent safety concerns.

Emergency removal is not a substitute for reaching a determination as to a respondent's responsibility for the sexual harassment allegations; rather, emergency removal is for the purpose of addressing imminent threats posed to any person's physical health or safety, which may arise out of the sexual harassment allegations.

Prior to removing a student respondent through the emergency removal process, the college will undertake an individualized safety and risk analysis. If the individualized safety and risk analysis determines that an immediate threat to the physical health or safety of any student, including the student respondent, or other individual justifies removal, then a student respondent will be removed. This is the case regardless of the severity of the allegations and regardless of whether a formal complaint was filed.

After determining a student respondent is an immediate threat to the physical health or safety of an individual, the Title IX Coordinator will provide written notice of the emergency removal to both the complainant and respondent. This notice will contain: (1) the date the removal is set to begin, (2) the reason for the emergency removal, (3) the consequences of non-compliance, and (4) how to appeal the decision.

If a student respondent disagrees with the decision to be removed from campus, the respondent may appeal the decision. The respondent must provide written notice of the intent to appeal, which shall include the substance of the appeal, to the Dean of Academic and Student Services within 10 days of receiving the notice of removal. The burden of proof is on the student respondent to show that the removal decision was incorrect.

This section applies only to student respondents. Employee respondents are not subject to this section and may be placed on administrative leave pursuant to the college's policies during the pendency of a Title IX grievance process.

9. Disability Accommodation

A Complainant or Respondent with a disability who requires accommodation in the complaint, investigation, hearing, or any other phase of the process is responsible for disclosing the need for accommodation to the Title IX Coordinator. The Title IX Coordinator may consult with the Director of Enrollment and Disability Officer to decide whether to grant a disability accommodation request:

Fr. John Fraser
Disability Officer
Administrative Building
1501 Broadway, 11th Floor, Suite 705
New York, New York 10036
Phone: 212-757-1190
jfraser@aami.edu

10. Amnesty

The health and safety of every student at the college is of utmost importance. The college recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The college strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to college officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to the college's officials or law enforcement will not be subject to the college's code of conduct action (including but not limited to action under this policy) for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

11. Options for Bystanders

As mentioned in *Educational Programs and Campaigns*, AAMI implements a student onboarding and ongoing education plan through its Student Orientation Program to educate the campus community about sexual misconduct, sexual assault, domestic violence, dating violence and stalking. This plan among other things, educates students about general awareness of sexual misconduct, sexual assault, domestic violence, dating violence and stalking, consequences of violations of the institution's policies, the role of the institution in preventing and investigating such incidents, and the importance of bystander intervention. It is the responsibility of the Director of Admissions to include this education a part of Student Orientation.

In addition to the Student Orientation training, AAMI provides training to all students, including, but not limited to, first-year, transfer, international, online, and distance education students, leaders and officers of student organizations recognized or seeking recognition from the institution, and student-athletes. It is the responsibility of the Director of Admissions to provide and make this training available.

Specifically, the training will address bystander intervention and importance of taking action to prevent violence when one can safely do so.

12. Initiation of the Complaint and Adjudication Process

Filing a Formal Complaint

A formal complaint is necessary to initiate the college's complaint and adjudication process. A formal complaint must be in written form and must be signed by the complainant (or the Title IX Coordinator, see below). A third-party or anyone other than the victim of the misconduct may not file a formal complaint. However, a formal complaint may be filed by a parent or guardian of a minor person. A formal complaint is a document filed by a complainant or signed by the college's Title IX Coordinator alleging sexual harassment against a respondent and requesting that the college investigate the allegation. The respondent may be either a student or an employee or a visitor, independent contractor, intern, or volunteer of the college. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail to:

Martin Goldstein, Title IX Coordinator
Administrative Office
1501 Broadway, 11th Floor, Suite 705
New York, New York 10036
Phone: 212-757-1190
titleixcoordinator@aami.edu

In order to qualify as a formal complaint, the document must contain the complainant's physical or electronic signature, or otherwise indicate that the complainant is the person filing the formal complaint.

If a complainant declines to sign a formal complaint or does not wish to participate in the complaint and adjudication process, or the complainant's identity is unknown, and the Title IX Coordinator determines there is sufficient cause to file a formal complaint, the Title IX Coordinator may file a formal complaint. In such cases, the Title IX Coordinator is not considered to be a complainant or other party under this Policy.

The Title IX Coordinator will consider the wishes of the complainant not to proceed with the investigation and adjudication process. However, the Title IX Coordinator may file a formal complaint if the Title IX Coordinator determines that the allegations are such that it would be unreasonable not to proceed despite the wishes of the complainant.

In making this determination, the Title IX Coordinator will consider, among other factors:

- the risk that the alleged perpetrator will commit additional acts of sexual misconduct or other violence, which may be assessed by evaluating:
- whether there have been other complaints about the same alleged perpetrator;
- whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
- whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
- whether the sexual violence was committed by multiple perpetrators whether the sexual violence was perpetrated with a weapon;
- whether the victim is a minor;
- whether the college possesses other means to obtain relevant evidence of the prohibited conduct (e.g., security cameras or personnel, physical evidence);
- whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

Additionally, where the respondent is not enrolled at the college and is not employed by the college, the college may decline to process the complaint through the Grievance Process. The college may take the steps it deems appropriate under the circumstances.

Mandatory Dismissal of Title IX Category Changes

The Title IX Coordinator will review a formal complaint filed by a Complainant. In order to comply with Title IX regulations, the Title IX Coordinator must “dismiss” the Title IX Category violation(s) if it is apparent that the allegations are not within the scope of Title IX, including that the conduct alleged:

- would not constitute sexual harassment as defined in this Policy, even if proved,
- did not occur in the college's education program or activity, or
- did not occur against a person in the United States.

Notice of dismissal of the Title IX Category violation(s) will be in writing and issued to both the Complainant and Respondent. The Title IX Coordinator may determine at any point in the process that facts have emerged that require the dismissal of a Title IX Category violation. A decision to dismiss a Title IX Category violation is immediately appealable by the complainant, pursuant to this Policy.

Even if Title IX Category violations are subject to dismissal, the college may continue to process the allegations as College Category violations, assuming that the allegations, if true, would constitute College Category violations.

Discretionary Dismissal of Title IX Category Charges

The Title IX Coordinator may, but is not required to, dismiss formal complaints in the following circumstances:

- When the complainant withdraws a formal complaint;
- When the respondent is no longer enrolled in or employed by the college; and
- Where specific circumstances prevent the college from gathering evidence (such as where a complainant refuses to cooperate but does not withdraw a formal complaint).

The decision to dismiss or not to dismiss a charge under these circumstances will depend on the totality of the situation.

13. Informal Resolution Policy

Informal Resolution Process

An Informal Resolution Process is a voluntary process in which a trained and unbiased facilitator, who may be an employee of or external to the college, assists the parties in resolving the allegations made by a complainant. An Informal Resolution prioritizes educational and conciliatory approaches over more adversarial contestation of the facts. One objective of the Informal Resolution is to provide to the parties an opportunity to hear each other's concerns and address them as collaboratively and usefully for the parties as possible, with the assistance of the facilitator.

The intent of an Informal Resolution Process is for the parties to undertake a facilitated discussion regarding the matters at issue related to the allegations to see if they can reach agreement on a resolution that leaves both parties feeling satisfied with that resolution.

The Informal Resolution Process is not available if the respondent in a sexual misconduct complaint is a faculty or staff member of college and the complainant is a student. The Informal Resolution Process is also not available in a complaint involving more than two parties unless (1) all parties consent to use the Informal Resolution Process, (2) there is an understanding among all parties about what happens when the right of any party to stop the Informal Resolution process and return or proceed to the formal grievance and hearing process is invoked, and (3) there is an understanding among all parties about whether some parties, but not all, can agree to a resolution.

Supportive measures as described in this Policy are available to both parties in the same manner as they would be if the formal complaint were proceeding under the formal complaint and adjudication process.

Steps Prior to the Informal Resolution Process

The Title IX Coordinator will offer the Informal Resolution Process to the parties after a formal complaint is filed by a complainant. Both parties must consent to use the Informal Resolution process. Either party in an Informal Resolution process may terminate it at any time and the complaint will proceed to the formal grievance and hearing process. In some instances, as detailed below, the facilitator in the Informal Resolution process may terminate the process as well.

A written notice will be given to both parties before entering an Informal Resolution Process, and both parties must consent to the process in writing. No party should feel intimidated, coerced or threatened to participate in an Informal Resolution Process, or to withdraw from an Informal Resolution Process.

If both parties consent to participate in the Informal Resolution process, the college will name a facilitator (see this Policy) who will act in an independent, impartial manner to facilitate a resolution between the parties. The facilitator will be trained on how to perform the role. The facilitator will also be screened to ensure that such person is free from conflicts of interest and bias.

14. Investigation Procedures

Appointment of Investigator

Where a formal complaint has been filed, and in the absence of an informal resolution, the college will appoint an investigator to conduct an investigation into the allegations in the formal complaint.

The college may appoint any qualified investigator, who may be a person internal or external to the college. The college also may appoint more than one investigator in the college's sole discretion. The investigation is an impartial fact-finding process.

Temporary Delay Due to Concurrent Law Enforcement Investigation

The college's investigation may be temporarily delayed where there is a concurrent law enforcement investigation if necessary to avoid interference with the law enforcement investigation. Any such delay shall not exceed ten (10) days unless the law enforcement agency requests and justifies a longer delay.

Notice of Investigation

The Complainant and Respondent shall receive a notice of investigation referencing the violation(s) of this policy alleged to have been committed and the range of possible disciplinary sanctions and remedies following any determination of responsibility. The notice of investigation will include, to the extent known:

- the identities of the involved parties;
- the date, time, location, and factual allegations concerning the alleged violation;
- the policy provisions allegedly violated;
- a description of the investigation and adjudication process;
- potential sanctions;
- the right to an advisor of their choice, who may be, but is not required to be, an attorney;
- their right to inspect and review evidence in accordance with this policy;
- notice that knowingly making false statements or knowingly submitting false information is prohibited under this Policy; and
- that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the process

If, in the course of the investigation, the college decides to investigate allegations that are not included in the notice initially provided to the parties, the Title IX Coordinator or designee will provide notice of the additional allegations to the parties.

15. Notice of and Opportunity to Object to Investigator

The Complainant and Respondent will be provided with notice of the name of the appointed investigator and an opportunity of not more than three (3) days after the notice to raise an objection to the investigator based on any alleged conflict of interest known to the party. If an objection is raised, the Title IX Coordinator will determine whether a conflict of interest in fact exists and necessitates the replacement of the investigator.

16. Meetings and Interview to Gather Information

The Complainant and Respondent will be provided with advance written notice of the date, time, location, participants, and purpose of any meeting or interview in which they are invited to or expected to participate. The Complainant and Respondent have a right to be accompanied by an advisor of their choice, who may be an attorney. The college does not appoint an advisor for a party during the investigation phase of the process.

The Complainant and the Respondent will be given an equal opportunity to present information. This includes the opportunity to present fact or expert witnesses and other evidence that the party believes tends to prove or disprove the allegations. However, at all times, the burden of gathering

evidence remains with the college. The investigator may decline to interview any witness or to gather information the investigator finds to be not relevant or otherwise excludable (e.g., sexual history of the complainant with a person other than the respondent, materials subject to a recognized privilege, medical records in the absence of a release by the subject of the records, etc.). The investigator will determine the order and method of investigation.

No unauthorized audio or video recording of any kind is permitted during investigation meetings or interviews. If the investigator elects to audio and/or video record interviews, all involved parties involved in the meeting or interview will be made aware that audio and/or video recording is occurring.

17. Opportunity for Inspection and Review of Evidence

The Complainant and Respondent will be provided an equal opportunity to inspect and review any evidence obtained in the investigation directly related to the allegations gathered in the investigation and regardless of whether the information will be relied on in reaching a determination. Prior to the conclusion of the investigative report, the Complainant and Respondent, and each party's advisor of choice, if any, will be provided a copy (which may be sent in hard copy or electronic format or made available through an electronic file sharing platform) of the evidence, subject to redaction permitted and/or required by law. The Complainant and Respondent will be provided with at least ten (10) days to submit a written response, which the investigator will consider prior to completion of the investigative report. The investigator will determine if additional investigation is necessary and, if so, will complete any additional investigative steps.

18. Investigative Report

At the conclusion of the investigation, the investigator will complete a written investigative report that fairly summarizes the relevant evidence. The investigator need not include information in the investigative report that the investigator determines not relevant or otherwise excludable. The investigator will submit the investigative report to the Title IX Coordinator.

At least ten (10) days prior to a hearing to determine whether there is responsibility for the allegations, the Complainant and Respondent, and each party's advisor, if any, will be provided a copy of the investigative report (which may be sent in hard copy or electronic format or made available through an electronic file sharing platform) for review and written response, subject to redaction permitted and/or required by law.

19. Consolidation of Cases

The Title IX Coordinator may determine that cases where the allegations arise out the same set of facts should be consolidated for purpose of the investigation and/or adjudication. Instances where consolidation of complaints may occur include but are not limited to cross-complaints filed by the parties against each other, multiple complaints by a single complainant against a respondent, or multiple complaints by a single complainant against multiple respondents.

20. Investigation Timeline

The college will endeavor to complete an investigation within thirty (30) days. An investigation may be extended for good cause, such as witness unavailability, breaks in the academic schedule, or other similar circumstances.

21. Hearing Procedures

General

A hearing before an impartial Hearing Officer designated by the Title IX Coordinator will be convened not less than ten days after the parties have been provided access to the final investigative report, for the purpose of determining whether the Respondent is responsible or not responsible for the charge(s). The Hearing Officer may be a member of the campus community or may be external to the college.

The Title IX Coordinator will notify the parties in writing of the date, time, and location of the hearing, the name of the Hearing Officer, and how to challenge participation by the Hearing Officer for bias or conflict of interest. Bias or conflict of interest will be judged by an objective standard (whether a reasonable person would conclude the decision maker is biased).

Participants in the hearing will include the Hearing Officer, the Complainant and the Respondent their respective advisors, the investigator(s) who conducted the investigation, and witnesses (solely during their own testimony). Hearings are private. Observers or additional support personnel, other than the parties' advisors, are not allowed unless deemed necessary by the Title IX Coordinator for purposes such as accommodation of a disability. Cell phones and recording devices may not be used by the parties or their advisors in the hearing room(s).

Hearings may be conducted with all parties physically present in the same location or, at the Title IX Coordinator's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling the Hearing Officer and the parties to simultaneously see and hear any party or witness providing information or answering questions. If either party so requests, the hearing will be conducted with the parties located in separate rooms using technology as described in the preceding sentence.

The Title IX Coordinator may postpone the hearing for good cause as determined by the Title IX Coordinator. Good cause may include, without limitation, unavailability of one or more participants due to unanticipated events or circumstances, the timing of academic breaks or holidays, or other extenuating circumstances.

Procedural Matters

The Hearing Officer is in charge of organizing the presentation of information to be considered at the hearing.

Formal rules of evidence will not apply. Except as otherwise expressly prohibited by this Policy, any information that the Hearing Officer determines is relevant may be considered, including hearsay, history and information indicating a pattern of behavior, and character evidence. All evidence previously made available to the parties for inspection and review prior to completion of the investigative report as described in this Policy will be made available at the hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of questioning. Absent extraordinary circumstances as determined by the Hearing Officer, no party may seek to introduce at the hearing any evidence not previously made available in accordance with the preceding sentence, other than the investigative report itself and any responses to the investigative report submitted by the parties pursuant to this Policy.

The Hearing Officer will address any concerns regarding the consideration of information prior to and/or during the hearing and may exclude irrelevant information. Subject to the terms of this Policy, the Hearing Officer will have discretionary authority to determine all questions of procedure, to determine whether particular questions, evidence or information will be accepted or considered, to call breaks or temporary adjournments of the hearing, to set the order of the proceedings, and/or to recall parties or witnesses for additional questions as the Hearing Officer deems necessary or appropriate. The Hearing Officer may impose additional ground rules as he/she deems necessary or appropriate for the orderly and efficient conduct of the hearing, which will apply equally to both parties.

Advisors

The Complainant and the Respondent may each have present with them during the hearing an advisor of their choice (at the party's expense if the advisor is a paid advisor). If a party does not have an advisor present at the hearing, the college will provide, without fee or charge to that party, an advisor of the college's choice for the limited purpose of conducting questioning on behalf of that party as provided in this Policy.

Except with respect to questioning as described below, the advisor's role is limited to consulting with their advisee, and the advisor may not present evidence, address the Hearing Officer during the hearing, object to any aspect of the proceeding, or disrupt the hearing in any way, and any consultation with the advisee while the hearing is in progress must be done in a quiet nondisruptive manner or in writing. The advisor may consult with the advisee verbally outside the hearing during breaks, when breaks are granted by the Hearing Officer. An advisor's questioning of the other party and any witnesses must be conducted in a respectful, non-intimidating and non-abusive manner. If the Hearing Officer determines that an advisor is not adhering to these or other ground rules, the advisor may be required to leave the hearing, and the hearing will proceed without an opportunity for the party to obtain a replacement advisor; provided, however, that the college will assign an advisor of the college's choosing, without charge, for the purpose of conducting questioning on behalf of the party as provided below.

Witnesses are not permitted to bring an advisor or other person to the hearing, absent an approved disability accommodation. The Hearing Officer may be advised by and/or consult with the college's legal counsel as the Hearing Officer deems necessary or appropriate.

Questioning Procedures

The Hearing Officer will permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility; provided that questions that seek disclosure of information protected under a legally recognized privilege will not be permitted unless the person or entity holding the privilege has waived the privilege in writing. Questioning must be conducted by the party's advisor in a respectful, non-intimidating and non-abusive manner, and never by a party personally. If a party does not have an advisor present at the hearing, the Title IX Coordinator will arrange for the college to provide without fee or charge to that party, an advisor of the college's choice to conduct cross-examination on behalf of that party.

Only relevant questions may be asked by a party's advisor to a party or witness. Before the party or witness answers a question posed by an advisor, the Hearing Officer will first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The advisor posing the question may request that the Hearing Officer reconsider any decision to exclude a question and the Hearing Officer, after soliciting the other party's advisor's opinion, will render a final determination. Such decisions by the Hearing Officer are final and not subject to further objection or reconsideration during the hearing.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, other than questions and evidence about the Complainant's prior sexual behavior that (a) are offered to prove that someone other than the Respondent committed the alleged

misconduct, or (b) concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the hearing by a party's advisor as described above, the Hearing Officer may not rely on any statement of that party or witness, during the hearing or otherwise, in reaching a determination regarding responsibility. The Hearing Officer will not draw an inference as to responsibility based solely on a party's or witness's absence from the hearing or refusal to answer cross-examination questions.

Hearing Determinations

Following conclusion of the hearing, the Hearing Officer will deliberate and render a determination as to whether the Respondent is responsible or not responsible for the alleged violation(s). The Hearing Officer will use "preponderance of the evidence" as the standard of proof to determine whether each alleged violation of the Policy occurred. "Preponderance of the evidence" means that the Hearing Officer must determine whether, based on the evidence presented, it is more likely than not that the Respondent engaged in the conduct charged.

If the Hearing Officer determines that the Respondent is responsible for one or more violations, the Complainant and Respondent will be invited by the Title IX Coordinator to submit a personal impact statement that will be provided to the Hearing Officer for consideration in determining appropriate sanctions. The Title IX Coordinator will set the time frame for the submission of personal impact statements that normally will be no less than 10 days. The Title IX Coordinator will provide each of the parties an opportunity to review any statement submitted by the other party.

In addition to the impact statement(s), if any, factors considered when determining sanctions may include:

- the nature and severity of, and circumstances surrounding, the violation(s);
- the Respondent's state of mind at the time of the violation(s) (intentional, knowing, bias-motivated, reckless, negligent, etc.);
- the Respondent's previous disciplinary history;
- the need for sanctions to bring an end to the conduct; and/or to prevent the future recurrence of similar conduct;
- the need to remedy the effects of the conduct on the Complainant and/or the community;
- the impact of potential sanctions on the Respondent;
- sanctions imposed by the college in other matters involving comparable conduct; and
- any other lawful factors deemed relevant by the Hearing Officer.

The following are the sanctions that may be imposed upon students or organizations singly or in combination:

- Warning: A formal statement that the behavior was unacceptable and that further infractions of any college policy, procedure, or directive may result in more severe disciplinary action.
- Probation: A written reprimand for violation of the Policy, providing for more severe disciplinary sanctions in the event that the Respondent is found in violation of any college policy, procedure, or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified privileges, exclusion from extracurricular activities, no contact orders, and/or other measures deemed appropriate.
- Suspension: Cessation of student status for a definite period of time and/or until specific criteria are met.
- Expulsion: Permanent termination of student status.
- Withholding Degree and/or Diploma: The college may withhold a student's degree and/or diploma for a specified period of time and/or deny a student participation in commencement activities.
- Other Actions: In addition to or in place of the above sanctions, the Hearing Officer may assign any other sanctions as deemed appropriate, including but not limited to the following:
 - Mandated counseling so the Respondent has the opportunity to gain more insight into his/her/their behavior.
 - A "no contact" directive (including but not limited to continuation of a no contact directive imposed as a supportive measure) prohibiting contact with one or more identified persons, in person or through telephonic, electronic, written, or other means. A no contact directive may include additional restrictions and terms.
 - Requiring the Respondent to write a letter of apology.
 - Requiring unpaid service to the campus or local community stated in terms of type and hours of service.
 - Restitution for damage to or misappropriation of property, or for personal injury, and other related costs.
 - Loss, revocation, or restriction of housing privileges (e.g., exclusion from specified locations or alteration of status in the housing lottery or other selection system).

22. Notice of Outcome

The Hearing Officer will issue a written determination including the following information:

- A description of the charges that were adjudicated.

- A description of the procedural steps taken from the submission of the formal complaint through the determination, including notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the Policy to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions to be imposed on the Respondent, and whether remedies designed to restore or preserve equal access to the college's educational programs or activities will be provided to the Complainant; and
- The procedures and permissible bases for the Complainant and Respondent to appeal.

The Title IX Coordinator will provide the written determination to the parties simultaneously.

23. Transcript Notations

If a student is found responsible for a crime of violence that meets the Clery Act (20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII)) reporting requirements, AAMI shall make a notation on the transcript of the student indicating the student was “suspended after a finding of responsibility for a code of conduct violation” or “expelled after a finding of responsibility for a code of conduct violation.”

The transcript of a respondent who withdraws from the institution while conduct charges are pending, and who declines to complete the disciplinary process, will indicate the student “withdrew with conduct charges pending.” Those students who withdraw from AAMI and decline to complete the student conduct process forfeit any right to resume the conduct proceedings at any point in the future.

A transcript notation regarding a suspension may not be removed prior to one year after conclusion of the suspension, at the discretion of the Title IX Coordinator. Notations for expulsion shall not be removed unless the finding of responsibility is vacated.

Only definitive proof can vacate a finding a responsibility. A not-guilty verdict in a criminal court is not definitive proof of non-responsibility, nor is a failure to prosecute. Before vacating a finding of responsibility, if there is a student complainant in the underlying conduct process, AAMI will notify the student complainant, and the student complainant will have an opportunity to be heard if a respondent provides definitive proof resulting in vacating a responsibility determination.

24. Appeals

A respondent or complainant may appeal: (1) a determination regarding responsibility, and (2) the college's dismissal of a formal complaint or any allegations therein.

If a party wishes to appeal a determination regarding responsibility or the dismissal of a formal complaint, the party must submit written notice to the Title IX Coordinator of the party's intent to appeal within 10 days of receiving the written notification of the appealable decision.

A respondent or complainant may appeal on the following bases:

- Procedural irregularity that affected the determination regarding responsibility or dismissal of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the determination regarding responsibility or dismissal of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the determination regarding responsibility or dismissal of the matter. The professional experience of an individual need not disqualify the person from the ability to serve impartially. Furthermore, bias is not demonstrated by working in complainants' or respondents' rights organization.

In addition to the three bases for appeal, the college reserves the right to add additional bases for appeal that will be available equally to both the respondent and the complainant. Any additional bases of appeal that are added will not be applied retroactively to previous determinations and dismissals.

When a party submits a written notice of its intent to appeal to the Title IX Coordinator within 10 days of the appealable decision, the college will notify the other party in writing and implement appeal procedures equally for both parties. If no written notice of either party's intent to appeal is sent, then the written determination becomes final after the time period to file an appeal (10 days) has expired.

Each party will be given a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome. Each party will have at least 10 days to submit a written statement. If a party needs additional time, the party can request such additional time from the decision-maker for the appeal. Such requests will be granted on a case-by-case basis. If the decision-maker for the appeal grants a request for additional time to submit a written statement, all parties will be granted the additional time.

The decision-maker for the appeal will not be or include the same person as the decision-maker that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.

The decision-maker for the appeal will issue a written decision describing the result of the appeal and the rationale for the result. This decision will be provided to both parties simultaneously and in writing.

Once the appeal decision has been sent to the parties, the appeal decision is final.

25. Application to Faculty and Staff

One or more of the college's personnel policies or faculty and staff handbook policies may overlap with this policy in a particular situation. This policy applies to any situation where a student is the complainant or respondent. In all other situations, the college reserves the right to apply this policy or another applicable college policy or process. The college will apply this policy to any situation where the college determines that Title IX requires the application of this policy.

26. Academic Freedom

The college is an academic institution at which academic freedom possessed by those who are teaching/conducting research and their students is necessary and valued. The college will not construe this policy to prevent or penalize a statement, opinion, theory, or idea offered within the bounds of legitimate, relevant, and responsible teaching, learning, working, or discussion.

27. Clery Act Compliance

The college is required to include for statistical reporting purposes the occurrence of certain incidents in its Annual Security Report (ASR). Neither the names of individuals involved in incidents nor the specific details of the incidents are reported or disclosed in ASRs. In the case of an emergency or ongoing dangerous situation, the college will issue a timely warning to the campus, except in those circumstances where issuing such a warning may compromise current law enforcement efforts or when the warning itself could potentially identify the reporting individual. In such circumstances, the name of the alleged perpetrator may be disclosed to the community, but the name of the victim/complainant will not be disclosed.

28. Coordination with Other Policies

A particular situation may potentially invoke one or more college policies or processes. The college reserves the right to determine the most applicable policy or process and to utilize that policy or process.

29. Designation of Authority

Any college administrator or official empowered by this policy may delegate their authority to any other appropriate college official or external individual. Delegation of authority may be necessary to avoid conflicts of interest or where time constraints or other obligations prevent a college official named in this policy from fulfilling their designated role.

30. Policy Enforcement

The person responsible for the implementation of this policy internally is:

Martin Goldstein, Title IX Coordinator
Administrative Office
1501 Broadway, 11th Floor, Suite 1102
New York, New York 10036
Phone: 212-757-1190
titleixcoordinator@aami.edu

Inquiries and complaints may be made externally to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: 877-521-2172
E-mail: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Non-Academic Misconduct Policy Outside of Title IX

This process is provided to address complaints of non-academic misconduct by students promptly and fairly, in compliance with other AAMI policies and laws. For conduct that falls under the scope of Title IX, please see AAMI's Title IX policy above.

1. Making a Complaint

A complaint of student misconduct may be made either orally or in writing to the Director of Student Services. If a complaint is made orally, the Director of Student Services or designee will prepare a written statement of the complaint for the complainant's review, correction if necessary and signature. All complaints, whether prepared with the assistance of the Director of Academic and Student Services or not, must include:

- The complainant's name and contact information.
- A brief description of the alleged misconduct, including date(s) and time(s) it occurred, and/or the date the complainant first knew of the alleged misconduct.
- The name(s) of the student(s) allegedly responsible for the misconduct ("respondent").
- Copies of materials and names of witness(es), if any, that may be relevant to the investigation of the allegations.
- Whether or not the complainant has initiated a court action or a complaint of discrimination or other complaint with a local, state, or federal agency.
- The remedy sought by the complainant.
- The signature (may be electronic) of the complainant.

AAMI encourages prompt reporting of complaints of student misconduct so that rapid response and appropriate action may be taken. Due to the sensitive nature of many such complaints, including sexual misconduct and discrimination, and the effect such misconduct may have on some complainants, there will be no time limits on reporting misconduct pursuant to this process. However, given that with the passage of time, investigating may become more difficult, complaints should be reported as soon as reasonably possible.

2. Sexual Misconduct

Given the Court injunction invalidating the Title IX regulations promulgated in 2024, the Title IX Regulations promulgated in May 2020 and effective August 14, 2020, are back in effect. AAMI will have two processes for addressing sexual misconduct. The Title IX regulations provide a more restrictive definition of "sexual harassment" and a more restrictive geographic scope that AAMI must investigate and adjudicate pursuant to the requirements of Title IX. The Title IX reporting, investigation and adjudication process reflected in this policy will apply only to allegations that meet the Regulations' definitions ("Title IX Category Violations").

AAMI will also address any allegations of violations of its policies, including those that do not meet the strict definitions of the Regulations. Those allegations ("College Category Violations") will be addressed through separate processes in the Student Handbook (this Student Conduct Process for Non-Academic Misconduct).

AAMI encourages all individuals who make a complaint of sexual misconduct to do so pursuant to the Title IX Policy, so that it can be processed and adjudicated through the applicable policy.

3. Disability Accommodations

A complainant or respondent with a disability who requires accommodation in the complaint, investigation, hearing, or any other phase of the student conduct process is responsible for disclosing the need for accommodation to the Title IX Coordinator, whose contact information is:

Martin Goldstein, Title IX Coordinator

Administrative Office

1501 Broadway, 11th Floor, Suite 1102

New York, New York 10036

Phone: 212-757-1190

titleixcoordinator@aami.edu

The Title IX Coordinator may consult with the Director of Student Services and Disability Officer (“Disability Officer”) in deciding whether to grant a disability accommodation request. The Disability Officer’s contact information:

Fr. John Fraser, Disability Officer

Administration Office

1501 Broadway, 11th Floor, Suite 1102

New York, New York 10036

Phone: 212-757-1190

Fax: 212-765-5923

Toll-Free: 866-932-2264

jfraser@aami.edu

4. Informal Resolution

The Title IX Coordinator or designee, who may be internal or external to the college, may resolve any misconduct allegation with a respondent as the College deems appropriate, except for allegations of Clery Act crimes of violence or allegations of sexual misconduct, which shall only be resolved informally by agreement among the college, the complainant and respondent. Any such agreement must be voluntary and must be memorialized in writing.

5. Investigation of Complaint

The Title IX Coordinator or designee, who may be internal or external to the college, will initiate an investigation of the alleged conduct within five (5) business days of notification, which will be handled by an impartial individual who may be internal or external to AAMI. The investigation will include written notification to the parties of the investigation, and interviews with the complainant, the respondent(s), and at the discretion of the investigator, other individuals who may have information regarding the alleged conduct.

The investigator shall prepare a written report that fairly summarizes the relevant evidence within thirty (30) business days following the initiation of the complaint. A copy of the report will be simultaneously provided to the complainant and respondent(s).

6. Advisors and Support Persons

A complainant or respondent in a sexual misconduct matter where the requested penalty is suspension or expulsion may be accompanied by an advisor of their choice, at their own expense, or by an advisor appointed by the college (who may be internal or external to the college, and must be unbiased) during any stage of the process.

A complainant or respondent in a non-sexual misconduct matter where the requested penalty is suspension or expulsion may be accompanied by an advisor of their choice, at their own expense, during any stage of the process, but are not entitled to an advisor appointed by the college.

An advisor may ask questions on behalf of their advisee at the hearing, may not participate in other meetings during the process except to consult with their advisee in a quiet and non-disruptive manner. An advisor's questioning at a hearing must be conducted in a respectful, non-intimidating and non-abusive manner.

A party with a disability may be granted a support person for the process, which is different from an advisor. A support person will be permitted to assist the party as needed.

7. Hearing

The Director of Student Services shall designate an impartial Hearing Officer, who may be internal or external to the college, who will convene a hearing within ten (10) business days of the parties being provided the investigative report. The college will present charges and has the burden of proof by preponderance of the evidence. Each party may testify, present witnesses and evidence, and be cross-examined by the other party's advisor, if any. Parties may not directly cross-examine each other. A party that does not have an advisor may submit to the Hearing Officer suggested cross-examination questions to be asked of the other party and the other party's witnesses to the Hearing Officer. The college may cross-examine respondent and respondent's witnesses. Formal rules of evidence will not apply. A recording or transcript shall be made of the hearing. The Hearing Officer has discretion over the procedures of the hearing, including whether to ask suggested cross-examination questions.

Following the conclusion of the hearing, the Hearing Officer will review the investigation report and the evidence, deliberate, determine whether the respondent is responsible or not responsible for the alleged conduct, and will notify both parties and the Director of Student Services. If the

respondent is found responsible for any charge, both parties will have ten (10) business days to submit a personal impact statement to the Director of Student Services, who will provide these to the Hearing Officer. The Hearing Officer will consider those statements along with all other evidence and testimony in determining the sanction.

The sanctions imposed will be determined by the severity of the conduct, any prior misconduct, and the student's understanding and willingness to accept responsibility for his or her behavior. Possible sanctions include but are not limited to those listed in the Title IX Policy.

The Hearing Officer will issue a written determination that includes:

- The charges.
- The findings of fact.
- The rationale for determination of responsibility or non-responsibility for each charge.
- The sanctions.
- Information about how the procedures of both parties to appeal.

The Hearing Officer will provide the written determination to the parties simultaneously.

8. Transcript Notations

If a student is found responsible for a crime of violence that meets the Clery Act (20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII)) reporting requirements, AAMI shall make a notation on the transcript of the student indicating the student was "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation." The transcript of a respondent who withdraws from the institution while such conduct charges are pending, and who declines to complete the disciplinary process, will indicate the student "withdrew with conduct charges pending." Those students who withdraw from AAMI and decline to complete the student conduct process forfeit any right to resume the conduct proceedings at any point in the future.

A transcript notation regarding a suspension may not be removed prior to one year after conclusion of the suspension, at the discretion of the Director of Student Services. Notations for expulsion shall not be removed unless the finding of responsibility is vacated.

Only definitive proof can vacate a finding a responsibility. A not-guilty verdict in a criminal court is not definitive proof of non-responsibility, nor is a failure to prosecute. Before vacating a finding of responsibility, if there is a student complainant in the underlying conduct process, AAMI will notify the student complainant, and the student complainant will have an opportunity to be heard if a respondent provides definitive proof resulting in vacating a responsibility determination.

9. Appeals

Either party may appeal a finding or sanction by submitting a written statement to the Program Director of Student Services within five (5) business days of the report being provided to them. The appeal will be heard by the AAMI Faculty Council, which is a panel of three unbiased instructors, one of whom shall be the chairperson. If the allegations concern sexual misconduct, the Faculty Council shall not include the Title IX Coordinator. The Director of Student Services shall provide a copy of a party's appeal to the other party. The other party may submit a statement to the Director of Student Services within five (5) business days of the submission of the appeal. The decision shall be rendered within ten (10) business days of the submission of the opposing party's statement, or if there is no statement from the opposing party, within fifteen (15) business days of the submission of the appeal.

10. Time Limits

The college will make every effort to adhere to all time limits in this policy. However, it may be appropriate in certain circumstances for the college to extend a time limit in this policy for as short a time as possible when extenuating circumstances require additional time. In such case, the appropriate college official shall so inform the complainant and respondent(s) in writing. Any extensions should be kept to a minimum and must be reasonable.

11. Conduct of Meetings and Hearings

All interviews, meetings and hearings conducted pursuant to this policy may be conducted either in person, in separate rooms, and/or virtually, in the discretion of the college. Interviews and meetings may be conducted by telephone or other electronic means. Hearings must be conducted so that the Hearing Officer and the parties may simultaneously see and hear any party or witness providing information or answering questions.

12. Clery Act Compliance

The college is required to include for statistical reporting purposes the occurrence of certain incidents in its Annual Security Report (ASR). Neither the names of individuals involved in incidents nor the specific details of the incidents are reported or disclosed in ASRs. In the case of an emergency or ongoing dangerous situation, the college will issue a timely warning to the campus, except in those circumstances where issuing such a warning may compromise current law enforcement efforts or when the warning itself could potentially identify the reporting individual. In such circumstances, the name of the alleged perpetrator may be disclosed to the community, but the name of the victim/complainant will not be disclosed.

13. Coordination With Other Policies

A sexual misconduct complaint made pursuant to AAMI's Title IX Policy may be referred to this process if it is dismissed for failing to meet the Title IX requirements. If such a complaint has been investigated pursuant to the Title IX Policy, it will not be re-investigated. AAMI retains discretion to not respond to, investigate or adjudicate circumstances in which no college interest is implicated.

A particular situation may potentially invoke one or more college policies or processes. The college reserves the right to determine the most applicable policy or process and to utilize that policy or process.

Sex Offender Registration

In accordance with the Campus Sex Crimes Prevention Act of 2000 and New York's Sex Offender Registration Act (Correction Law Article 6-C), sex offenders registered in New York are required to notify the NYS Division of Criminal Justice Services (DCJS) of any institution of higher education at which they are, or expect to be, enrolled, attending, or employed, and whether such sex offenders reside or expects to reside in a facility operated by the institution. DCJS is then required to include this information on its Sex Offender Registry (see, The Official New York State Sex Offender Registry – NY DCJS) and to advise Public Safety of the presence of such an individual on campus.

Drugs and Alcohol

As a requirement of the Federal Drug-Free Schools and Communities Act, the American Academy McAllister Institute distributes its Policy on Drugs and Alcohol to all students and employees on an annual basis. A copy of AAMI's Policy on Drugs and Alcohol can be found in Appendix F of the [Student Handbook](#).

1. Alcohol Abuse

We at American Academy McAllister Institute commit ourselves to educating our students regarding excessive alcohol consumption and its psychological, physiological, and behavioral ramifications. To that end, whenever the need may arise, the Institute will conduct presentations and seminars designed to educate students, as well as faculty and employees, regarding the consequences of alcohol abuse.

All students entering the Institute are expected to honor the legal restrictions on alcohol use imposed by the State of New York. Failure to observe these laws may subject the offender to prosecution (both civil and criminal) by law enforcement authorities. Being under the influence of alcohol shall not excuse any student, faculty member, or employee from the legal and/or disciplinary consequences of offensive, disorderly, or unlawful conduct.

The Institute encourages any student, employee, or faculty member to seek assistance if they find their alcohol consumption becoming uncontrollable, or if they increasingly find themselves in problematic situations due to their drinking. Confidential, no-cost assistance is available to anyone within the American Academy McAllister Institute community who is having difficulty with alcohol. Students may contact any administrator or faculty member at the Institute to find out how to obtain these services.

2. Penalties for the Public Misuse of Alcohol on the American Academy McAllister Institute Campus

The following guidelines establish the minimum exceptions of the Institute on the use of alcohol on campus:

The observance of the laws of the State of New York is a matter of individual responsibility, and students, faculty members, and employees of the Institute are expected to accept personal responsibility for any decision regarding the use of alcoholic beverages on or off campus.

The public use and/or public possession of alcohol, including open containers, is strictly PROHIBITED on the American Academy McAllister Institute campus. Penalties for the violation of this policy range from suspension to dismissal/termination from the Institute. Any student who is dismissed from the Institute for disciplinary reasons will receive no refund on their tuition. Students violating this policy may also be mandated to substance abuse counseling, where deemed advisable.

Should a student, faculty member, or employee choose to seek outside help for their issues with alcohol, they may find the following phone numbers/websites useful:

- Focus on Recovery 1-800-234-1253
- Alcoholics Anonymous 212-647-1680
(www.nyintergroup.com)
- Al-Anon (for family/friends of alcoholics) 1-800-344-2666
(www.al-anon.com)

3. Drug and Substance Abuse:

American Academy McAllister Institute seeks to ensure the health and well being of all of its students, employees, and faculty members. This commitment reflects a standard of conduct that prohibits, at a minimum, the unlawful possession, use of, and/or distribution of illegal narcotics or any other dangerous drug by anyone within the Institute's community. It should be noted by all that the sale, use, or even possession of a narcotic or dangerous drug (including marijuana, LSD, or any other depressant or stimulant drug) constitutes an illegal act, unless expressly prohibited by

law. Legal authorities are required by their office to investigate and prosecute offenders whenever there is evidence of illegal activity. American Academy McAllister Institute students, employees, and faculty members are in no way immune to such investigation and prosecution.

Additionally, the Institute conducts a mandatory substance abuse workshop each year during orientation to familiarize students with the dangers of alcohol and substance abuse, as well as the policies outlined above and the penalties for violating these policies. Following the video presentation, students are required to sign a contract stating that they have completed the mandatory substance abuse workshop and that they are committed to remaining drug-free while enrolled at American Academy McAllister Institute.

In addition, because American Academy McAllister Institute recognizes drug dependency as an illness and a major health problem, any conscientious effort by a student, faculty member, or employee to seek help for their drug abuse problems will in no way jeopardize their standing with the Institute. They are, in fact, encouraged to seek help by any means necessary. Therefore, the administration of American Academy McAllister Institute will happily provide counseling assistance to any member of its campus community who is seeking help in overcoming, or guidance in handling, a substance abuse problem. All assistance is completely confidential and is offered at no cost.

Should a student, faculty member, or employee choose to seek outside help for their drug abuse problems, the following telephone numbers/websites may be useful:

- | | |
|---|----------------|
| • Focus on Recovery | 1-800-234-1253 |
| • Cocaine Anonymous
(www.ca.org) | 212-929-7300 |
| • Narcotics Anonymous
(www.nycasc.org) | 212-929-6262 |
| • Nar-Anon (for family/friends of drug abusers) | 1-800-984-0066 |

4. Law Enforcement and Relevant Policies

American Academy McAllister will readily cooperate with all law enforcement agencies in the upholding of the law, and we expect that our students, faculty, and employees will recognize drug abuse for the problem that it is and avoid its perils. Should a member of the Institute's community engage in such illegal activity, they should be aware that they will face not only legal prosecution, but also the possibility of disciplinary action by the Institute's administration, as well. See relevant policies below:

- Title IX – Found in Appendix A of the [Student Handbook](#)
- Non-Discrimination/Harassment – <https://aami.edu/public-information/>
- Workplace Violence Prevention Policy – located in the Employee Handbook that is distributed to employees.

New York State Penal Law Definitions

1. **130.20 Sexual Misconduct is a Class A Misdemeanor.** A person is guilty of sexual misconduct when:
 - a. He or she engages in vaginal sexual contact with another person without such person's consent; or
 - b. He or she engages in oral sexual contact with another person without such person's consent; or
 - c. He or she engages in anal sexual contact with another person without such person's consent; or
 - d. He or she engages in sexual conduct with an animal or a dead human body.
2. **130.25 Rape in Third Degree is a Class E Felony.** A person is guilty of rape in the third degree when:
 - a. He or she engages in vaginal sexual contact with another person who is incapable of consent by reason of some factor other than being less than seventeen years old;
 - b. He or she engages in oral sexual contact with another person who is incapable of consent by reason of some factor other than being less than seventeen years old;
 - c. He or she engages in anal sexual contact with another person who is incapable of consent by reason of some other factor other than being less than seventeen years old;
 - d. Being twenty-one years old or more, he or she engages in vaginal sexual contact with another person less than seventeen years old;
 - e. Being twenty-one years old or more, he or she engages in oral sexual contact with another person less than seventeen years old;
 - f. Being twenty-one years old or more, he or she engages in anal sexual contact with another person less than seventeen years old;
 - g. He or she engages in vaginal sexual contact with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent;
 - h. He or she engages in oral sexual contact with another person without such person's consent where such lack of consent is by reason of some factor other than incapacity to consent; or
 - i. He or she engages in anal sexual contact with another person without such person's consent where such lack of consent is by reason of some factor other than the incapacity to consent.
3. **130.30 Rape in the Second Degree is a Class D Felony.** A person is guilty of rape in the second degree when:
 - a. Being eighteen years old or more, he or she engages in vaginal sexual contact with another person less than fifteen years old;
 - b. being eighteen years old or more, he or she engages in oral sexual contact with another person less than fifteen years old;

- c. being eighteen years old or more, he or she engages in anal sexual contact with another person less than fifteen years old;
 - d. he or she engages in vaginal sexual contact with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated;
 - e. he or she engages in oral sexual contact with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated; or
 - f. he or she engages in anal sexual contact with another person who is incapable of consent by reason of being mentally disabled or mentally incapacitated.
 - g. It shall be an affirmative defense to the crime of rape in the second degree as defined in subdivisions one, two and three of this section that the defendant was less than four years older than the victim at the time of the act.
4. **130.35 Rape in the First Degree is a Class B Felony.** A person is guilty of rape in the first degree when:
- a. he or she engages in vaginal sexual contact with another person:
 - i. By forcible compulsion; or
 - ii. Who is incapable of consent by reason of being physically helpless; or
 - iii. Who is less than eleven years old; or
 - iv. Who is less than thirteen years old and the actor is eighteen years old or more
 - b. he or she engages in oral sexual contact with another person:
 - i. By forcible compulsion; or
 - ii. Who is incapable of consent by reason of being physically helpless; or
 - iii. Who is less than eleven years old; or
 - iv. Who is less than thirteen years old and the actor is eighteen years old or more
 - c. he or she engages in anal sexual contact with another person:
 - i. By forcible compulsion; or
 - ii. Who is incapable of consent by reason of being physically helpless; or
 - iii. Who is less than eleven years old; or
 - iv. Who is less than thirteen years old and the actor is eighteen years old or more
5. **130.52 Forcible Touching is a Class A Misdemeanor.** A person is guilty of forcible touching when such person intentionally, and for no legitimate purpose:
- a. forcibly touches the sexual or other intimate parts of another person for the purpose of degrading or abusing such person, or for the purpose of gratifying the actor's sexual desire; or
 - b. subjects another person to sexual contact for the purpose of gratifying the actor's sexual desire and with intent to degrade or abuse such other person while such other person is a passenger on a bus,

train, or subway car operated by any transit agency, authority or company, public or private, whose operation is authorized by New York state or any of its political subdivisions.

- c. For the purposes of this section, forcible touching includes squeezing, grabbing, or pinching.
6. **130.53 Persistent Sexual Abuse is a Class E Felony.** A person is guilty of persistent sexual abuse when he or she:
 - a. Commits the crime of forcible touching, as defined in section 130.52 of this article, sexual abuse in the third degree, as defined in section 130.55 of this article, or sexual abuse in the second degree, as defined in section 130.60 of this article, and, within the previous ten year period, excluding any time during which such person was incarcerated for any reason, has been convicted two or more times, in separate criminal transactions for which sentence was imposed on separate occasions, of forcible touching, as defined in section 130.52 of this article, sexual abuse in the third degree as defined in section 130.55 of this article, sexual abuse in the second degree, as defined in section 130.60 of this article, or any offense defined in this article, of which the commission or attempted commission thereof is a felony.
7. **130.55 Sexual Abuse in the Third Degree is a Class B Misdemeanor.** A person is guilty of sexual abuse in the third degree when he or she:
 - a. Subjects another person to sexual contact without the latter's consent; except that in any prosecution under this section, it is an affirmative defense that (a) such other person's lack of consent was due solely to incapacity to consent by reason of being less than seventeen years old, and (b) such other person was more than fourteen years old, and (c) the defendant was less than five years older than such other person.
8. **130.60 Sexual Abuse in the Second Degree is a Class A Misdemeanor.** A person is guilty of sexual abuse in the second degree when he or she subjects another person to sexual contact and when such other person is:
 - a. Incapable of consent by reason of some factor other than being less than seventeen years old; or
 - b. Less than fourteen years old.
9. **130.65 Sexual Abuse in the First Degree is a Class D Felony.** A person is guilty of sexual abuse in the first degree when he or she subjects another person to sexual contact:
 - a. By forcible compulsion; or
 - b. When the other person is incapable of consent by reason of being physically helpless; or
 - c. When the other person is less than eleven years old; or
 - d. When the other person is less than thirteen years old and the actor is twenty-one years old or older.
10. **130.65-a Aggravated Sexual Abuse in the Fourth Degree is a Class E Felony.** A person is guilty of aggravated sexual abuse in the fourth degree when:

- a. He or she inserts a foreign object in the vagina, urethra, penis, rectum or anus of another person and the other person is incapable of consent by reason of some factor other than being less than seventeen years old; or
 - b. He or she inserts a finger in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person and such person is incapable of consent by reason of some factor other than being less than seventeen years old.
 - c. Conduct performed for a valid medical purpose does not violate the provisions of this section.
11. **130.66 Aggravated Sexual Abuse in the Third Degree is a Class D Felony.** A person is guilty of aggravated sexual abuse in the third degree when he or she:
- a. inserts a foreign object or a finger in the vagina, urethra, penis, rectum, or anus of another person:
 - i. By forcible compulsion; or
 - ii. When the other person is incapable of consent by reason of being physically helpless;
 - iii. When the other person is less than eleven years old; or
 - iv. When the other person is less than thirteen years old and the actor is eighteen years of age or older.
 - b. A person is guilty of aggravated sexual abuse in the third degree when he or she inserts a foreign object in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person and such person is incapable of consent by reason of being mentally disabled or mentally incapacitated.
 - c. Conduct performed for a valid medical purpose does not violate the provisions of this section.
12. **130.67 Aggravated Sexual Abuse in the Second Degree is a Class C Felony.** A person is guilty of aggravated sexual abuse in the second degree when he or she:
- a. inserts a finger in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person:
 - i. By forcible compulsion; or
 - ii. When the other person is incapable of consent by reason of being physically helpless; or
 - iii. When the other person is less than eleven years old.
 - b. Conduct performed for a valid medical purpose does not violate the provisions of this section.
13. **130.70 Aggravated Sexual Abuse in the First Degree is a Class B Felony.** A person is guilty of aggravated sexual abuse in the first degree when he or she:
- a. inserts a foreign object in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person:
 - i. By forcible compulsion; or

- ii. When the other person is incapable of consent by reason of being physically helpless; or
 - iii. When the other person is less than eleven years old.
 - b. Conduct performed for a valid medical purpose does not violate the provisions of this section.
- 14. **130.90 Facilitating a Sex Offense with a Controlled Substance is a Class D Felony.** A person is guilty of facilitating a sex offense with a controlled substance when he or she:
 - a. knowingly and unlawfully possesses a controlled substance or any preparation, compound, mixture or substance that requires a prescription to obtain and administers such substance or preparation, compound, mixture or substance that requires a prescription to obtain to another person without such person's consent and with intent to commit against such person conduct constituting a felony defined in this article; and
 - b. commits or attempts to commit such conduct constituting a felony defined in this article.

Possible Penalties for Sexual Assault Offenses

Class B Felony	Imprisonment for 5 to 25 years
Class C Felony	Imprisonment for 3 1/2 to 15 years
Class D Felony	Imprisonment for 2 to 7 years
Class E Felony	Imprisonment for 1 1/2 to 4 years
Class A Misdemeanor	Imprisonment for up to 1 year
Class B Misdemeanor	Imprisonment for up to 3 months

Security of Campus Facilities

1. Campus Security and Access to Campus Facilities

American Academy McAllister Institute's facilities are open to all students and faculty from 8:00 am to 3:00 pm Monday through Friday. The school's administrative offices are open to students from 8:00 am until 3:00 pm each school day. Access to the school is through the building's main door only. This door is locked promptly at 3:00 pm each day. The Institute's freight elevator is locked at all times during the day. Therefore, no one may gain access to the school via this elevator.

Faculty offices are kept locked at all times. Students may make arrangements to visit with their instructors during posted office hours.

American Academy McAllister Institute's library is open Monday through Friday from 8:00 am until 3:00 pm. The library's door is locked promptly at 3:00 pm when the librarian leaves for the day. It is also locked whenever the librarian must leave the library for any extended period of time.

All students are required to provide their own locks for the school lockers which are issued to them at the beginning of their first semester at the Institute. These lockers are located just off of the Institute's main hallway, across the hall from the Restorative Arts Laboratory.

2. Campus Crime Statistics

<u>Incident</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
Murder	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Aggravated Assault	0	0	0
Arson	0	0	0
Burglary	0	0	0
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Motor Vehicle Theft	0	0	0
Weapons Possessions	0	0	0
Personal Property Theft (Wallet)	0	0	0

3. The Reporting of Criminal Actions and Activity on Campus

American Academy McAllister Institute's students, faculty, employees, and guests are urged to promptly and accurately report all criminal incidents and other emergencies to the proper law enforcement agencies, as well as the Campus Security Officer. Criminal activities must be reported and investigated so that the campus community can be notified of any situations posing a threat to its safety and well-being.

The Campus Security Officer will keep records of all criminal activity taking place on campus, and this data will appear in American Academy McAllister Institute's annual on-campus crime report. It should be noted that it is not necessary for reported crimes to lead to a conviction in order for the Campus Security Officer to record the crime.

The details of any criminal activity reported to the Campus Security Officer will not be included in the school's on-campus crime report, only statistical data will be released.

4. Reporting Crime Data

An annual security report will be included as a part of the Institute's Inquiry Packet which is distributed to all prospective employees, faculty members, and students. This information is also available to current students, employees, and faculty members at American Academy McAllister Institute upon request. This report will be available on or about September 1st of each year.

The security report will be issued on the basis of the information compiled in the Institute's "Record of Campus Security Disclosure Report" as follows:

- A copy of the American Academy McAllister Institute Crime and Incident Occurrence Report Form will be kept on file at the Institute. This form is only a suggested record and is not necessarily meant to be the only record kept of an incident taking place at the Institute.
5. Student, Employee, and Faculty Access to Information Regarding Campus Security Issues and Procedures

All students, faculty members, and employees will be informed of campus security procedures and issues during the orientation period at the start of each school year. Updated notices and information will be distributed to all students, employees, and faculty members, as well as posted throughout the campus, whenever necessary. On campus crime statistics will be reported after September 1st of each year, and this information will be provided to all prospective students, faculty members, and employees along with their application packets. This information will also be furnished to all current students, employees, and faculty members, at their request, within ten [10] days of their request being made.

American Academy McAllister Institute also provides lockers to all students who wish to use them. This service is offered to students so that they may safely store their personal belongings while school is in session. Each student is required to provide her/his own lock (either key or combination) for their locker. Should any student, faculty member, or employee be the victim of a theft while on the campus of American Academy McAllister Institute, they are requested to report the incident to both local law enforcement officials and the Campus Security Officer as quickly as possible.

6. Programs Designed to Inform Students, Employees, and Faculty Members about Crime Prevention

Whenever deemed necessary, American Academy McAllister Institute is prepared to bring in experts to present information on areas of crime that may be on the rise in the campus' immediate vicinity. The goal of these presentations will be to inform students, faculty members, and employees of the need to be alert to certain situations that have the potential to invite particular types of crime.

7. Policies Regarding Off-Campus Criminal Activity

American Academy McAllister Institute is very concerned about the safety and security of its students, faculty, and employees both on and off its campus. Any criminal activity occurring on any site where students, employees, or faculty members are meeting is to be reported immediately to local law enforcement, the President of the Institute, and the Campus Security Officer.

Even though the event occurred "off-campus," and the Institute is not required to report this data, a record of the event will be retained by the Campus Security Officer.

Additionally, all students will be alerted to the possible dangers of gathering in the area where the crime was committed. Also, the administration of the Institute may suggest a different location for future gatherings, or certain precautions that must be taken to ensure their safety.

8. Statistics on On-Campus Criminal Offenses

The Campus Security Officer at American Academy McAllister Institute is responsible for maintaining and updating statistics on the occurrence of the following criminal offenses taking place on the campus of the Institute and reported to local law enforcement officials:

- Murder
- Rape (Forcible or Non-Forcible)
- Aggravated Assault
- Burglary
- Liquor Law Violations
- Drug Abuse Violations
- Motor Vehicle Theft
- Weapons Possession
- Personal Property Theft
- Arson
- Negligent Manslaughter

9. Victimless Crimes On-Campus

In addition to the criminal offenses cited above, the Campus Security Officer and the President of the Institute will keep records on statistics concerning the number of the following offenses occurring on campus:

- Liquor Law Violations
- Drug Law Violations

- Weapons Possession Violations

Any statistics concerning the above crimes that manifest evidence of prejudice based upon race, religion, sexual orientation, or ethnicity as prescribed by the Hate Crimes Statistics Act will be reported as stated in the previous paragraph (Statistics on On-Campus Criminal Offenses).