



NEW ENGLAND  
COLLEGE *of* BUSINESS®

2017

# Campus Security and Drug-Free Campus/Workplace Report

(Covers 2014-2016 Reporting Years)

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# CAMPUS SECURITY AND DRUG-FREE CAMPUS/WORKPLACE REPORT

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## **INTRODUCTION**

The safety of students, faculty, staff, and visitors is an important concern of the Institution. This brochure has been prepared to increase your awareness of campus security programs and to provide information to protect your safety. Campus security is an ongoing process that includes the development and enforcement of regulations, procedures, and practices to provide a reasonable level of security for employees, students, and visitors.

Administration and other personnel are responsible for the incorporation of the security principles and procedures. Each member of the faculty, staff, and student body is responsible for following campus procedures and shall comply with federal, state, and local regulations related to security matters while on the campus or in the course of representing or conducting Institution business. Students and employees receive this information during new student and new employee orientation, respectively. This information is updated each year and a notice is sent to both active and prospective students and employees.

The Institution's Annual Campus Security Report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") and the Violence Against Women Reauthorization Act of 2013 (VAWA). This report constitutes the Institution's program to inform students and employees about security procedures and practices. It also includes campus crime statistics which are a compilation of the Incident Log and the statistics provided by local law enforcement agencies. The Campus President/Director prepares the report with the support of the campus community and ECA corporate resources.

Statistics are reported on the last three calendar years and are published by October 1 of each year. A campus is exempt from reporting the statistics, however, if it became Title IV eligible after Jan. 31 of the last year to report. Our campus does not have any off-campus student organizations, housing, or athletic programs.

All campuses will still comply with all other HEA safety and security related requirements. You may go to the Department of Education's web site at <http://ope.ed.gov/security/> to view other campuses' statistics. On this site you will also find a glossary of definitions for items described in this policy.

## **SECURITY & ACCESS TO FACILITIES**

Each campus limits access to all campus facilities to authorized personnel, students, and visitors. Unauthorized persons will be considered "trespassers" and will be dealt with accordingly. Adequate lighting is provided at all campus locations, especially in outside areas. Certain school staff and faculty are always on campus during business hours. Only authorized vehicles are allowed to park in the designated parking areas. Persons employed as security personnel at each campus represent the campus and are instructed to enforce campus security policies.

Security personnel is defined as campus police department, campus security department, or any individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department such as individuals who are responsible for monitoring entrance into campus property, an individual or organization specified in a campus security policy as an individual or organization to which students and employees should report criminal offenses, or an official of a campus who has significant responsibility for student and campus activities including, but not limited to student discipline or campus judicial proceedings.

The security personnel do not have powers of arrests, unless such personnel possess valid certification as a law enforcement officer, peace officer, or are authorized to act in such a capacity by way of official authority granted by a court of state regulatory agency. Such persons have the authority to evict unauthorized persons from the campus premises and will notify local authorities of all actual or suspected criminal activities, including trespassing.

The campus maintains its relationship with local police through campus in-services and collection of statistical in-services. In addition, the campus works with local law enforcements as necessary to report or investigate crimes. State and local police personnel can provide security for the campus and they do have the authority to make arrests. Institution officials and security guards work closely with the federal, state and local police agencies to ensure a safe environment for each student and employee. The maintenance staff coordinates its activities with Institution administrators. Maintenance staff are not available on an emergency basis and generally do not deal with safety concerns of the Institution. The Campus Director/President must be notified of any maintenance concerns, and will direct the maintenance staffs' activities with respect to security considerations.

The campus provides assistance to students and employees with locating off-campus counseling, health services, mental health services, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other student services for victim of crimes including sex offenses. This information is provided in the Crime Awareness & Prevention section and will be provided in writing upon request regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

## **EMERGENCY NOTIFICATION AND TIMELY WARNINGS**

It is the Policy of New England College of Business to provide all constituents, including the public, with timely and accurate information regarding any emergency situation that occurs on or around the campus. Rapid and timely communication of information to the college public during emergency situations is critical.

In addition, accurate and timely communication from both staff and students to incident response personnel is required for adequate response to emergency incidents.

Annual testing of emergency and evacuation procedures will be conducted to ensure that all necessary parties are notified as intended. These annual tests will be fully documented, describing the exercise, time, date and whether the test was announced or unannounced. The effectiveness of this alert system depends to a large extent on the validity and accuracy of the emergency contact information on file. The institution encourages students, faculty and staff to ensure that their contact information is continuously up to date.

Timely warnings will be issued in response to certain crimes. Examples of these crimes are, but not limited to, robbery, burglary, arson, sex offenses and murder. Any threat to the health or safety of employees or students will be followed by immediate notification. We will use our best judgment in confirming an emergency or dangerous situation, determining the necessary content of the notification, and without delay, initiate the notification system described below. Notification will be initiated only if it is determined that notification will not compromise the safety of or the ability to assist a victim or respond to an emergency. Timely warnings of these crimes will be distributed to the entire campus. It is the responsibility of the Campus President/Director to issue timely warnings. A crisis situation or state of emergency can be declared by the Campus President/Director, or his or her designee.

Emergency notification can include any significant emergency or dangerous situation involving

an immediate threat to the health or safety of students or employees on the campus. These can overlap with timely warnings in certain situation, yet they include other threats not covered by those crimes. This declaration will result from some form of notification or indication of an emergency or possible emergency situation. When such a state is declared, campus access will be limited to faculty and staff, registered students, pre-authorized contract services, and notifications can come from various sources within and external to the campus such as campus personnel, commercial radio or television, NOAA/National Weather Service radio, building smoke detection or sprinkler system, emergency siren, web/internet, private citizens, or the local police or fire department. Special security bulletins will be distributed if a need arises to advise students, faculty, and staff of community crime patterns and suspect information. Several sources should be monitored to assist in determining when emergency situations exist since no one system can cover all circumstances.

The Institution has in place an emergency notification and rapid alert system. With this program, the Institution has the ability, either from an individual campus or from the Corporate Offices, to send broadcast alerts to all members of the campus community or to any subgroup within the campus. The Institution can send these alerts via any combination of email, text message, telephone call, and voicemail, depending on the contact information that each member of the campus community has provided. The Institution will use the alert system to notify members of the campus community of important announcements, such as last-minute school closings caused by weather events or power outages, and of emergency situations, such as bomb threats or security breaches. The institution will choose the mode of notification best suited for dealing with the particular issue at hand.

Certain emergencies or situations could require that the larger community be notified as well. This notification will be distributed by various means to the area of the community that could be affected. The same care and procedures will be followed as those stated above for the campus community.

Questions regarding this alert system should be directed to the Campus President, Howard Horton, located in the administration offices of the Institution, who can be reached via telephone at (617) 603-6901.

## **PROCEDURES AND PREVENTION OF SEX OFFENSES**

In accordance with the section 40002(a of the Violence Against Women Act of 1994, the Higher Education Act provides the following definition for the new crime categories of dating violence, domestic violence, sexual assault, and stalking:

The state of Massachusetts defines domestic violence as:

"Domestic violence", the occurrence of 1 or more of the following acts between family or member of a household:

(i) attempting to cause or causing physical harm;

(ii) placing another in fear of imminent serious physical harm;

(iii) causing another to engage involuntarily in sexual relations by force, threat or duress. "Member of the household", a person residing with a tenant or co-tenant as an authorized occupant of the premises. In the case of an application for housing, such term shall include a person identified by the applicant as a proposed household member who would be living with the applicant in the premises.

Domestic violence may include a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Examples of domestic violence include:

- **Physical Abuse:** Hitting, slapping, shoving, grabbing, pinching, biting, hair pulling, etc are types of physical abuse. This type of abuse also includes denying a partner medical care or forcing alcohol and/or drug use upon him or her.
- **Sexual Abuse:** Coercing or attempting to coerce any sexual contact or behavior without consent. Sexual abuse includes, but is certainly not limited to, marital rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demeaning manner.
- **Emotional Abuse:** Undermining an individual's sense of self-worth and/or self-esteem is abusive. This may include, but is not limited to constant criticism, diminishing one's abilities, name-calling, or damaging one's relationship with his or her children.
- **Economic Abuse:** Making or attempting to make an individual financially dependent by maintaining total control over financial resources, withholding one's access to money, or forbidding one's attendance at school or employment.
- **Psychological Abuse:** Elements of psychological abuse include - but are not limited to - causing fear by intimidation; threatening physical harm to self, partner, children, or partner's family or friends; destruction of pets and property; and forcing isolation from family, friends, or school and/or work.

Domestic violence can happen to anyone regardless of race, age, sexual orientation, religion, or gender. Domestic violence affects people of all socioeconomic backgrounds and education levels. Domestic violence occurs in both opposite-sex and same-sex relationships and can happen to intimate partners who are married, living together, or dating.

Domestic violence not only affects those who are abused, but also has a substantial effect on family members, friends, co-workers, other witnesses, and the community at large. Children, who grow up witnessing domestic violence, are among those seriously affected by this crime. Frequent exposure to violence in the home not only predisposes children to numerous social and physical problems, but also teaches them that violence is a normal way of life - therefore, increasing their risk of becoming society's next generation of victims and abusers.

The state of Massachusetts defines sexual

assault as: MGL: Chapter 265, Section 13 et

seq.

1. Indecent Assault and Battery on Person Over 14 (MGL ch. 265, § 13H): An indecent assault and battery is a touching that is "fundamentally offensive to contemporary moral values" including the touching of the breasts, buttocks and genitals. Maximum penalty is 5 years state prison or 2 ½ years house of corrections.

2. Indecent Assault and Battery on Child Under 14 (MGL ch. 265, §13B): A touching of the breasts, buttocks or genitals of a child under the age of 14. A child under 14 cannot consent to an indecent touching. Maximum penalty is 10 years state prison or 2 ½ years house of correction.

3. Indecent Assault and Battery on Person with Intellectual Disability(MGL c. 265 §13F): Indecent touching on person with intellectual disability. Maximum penalty is 10 years state prison, minimum penalty is 5 years.

4. Indecent Assault and Battery on Elder or Disabled Person (MGL ch. 265, § 13H): Indecent touching of person with permanent or long-term physical or mental impairment. Maximum penalty is 10 years state prison or 2 1/2 years house of correction. Aggravated Indecent Assault and Battery on Child Under 14 (MGL 265 § 13B 1/2): Touching committed during certain felony offense or if defendant is mandated reporter. Maximum penalty is life, minimum penalty is 10 years.

Sexual assault includes rape as defined by the FBI's Uniform Crime Reporting Program (UCR) is "penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim." The state of Massachusetts defines consent as:

(a) Whether or not specifically stated, it is an element of every offense defined in this article, with the exception of subdivision (a)(3) of Section 13A-6-65, that the sexual act was committed without consent of the victim.

(b) Lack of consent results from:

(1) Forcible compulsion; or

(2) Incapacity to consent; or

(3) If the offense charged is sexual abuse, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actor's conduct.

(c) A person is deemed incapable of consent if he is:

(1) Less than 16 years old; or

(2) Mentally defective; or

(3) Mentally incapacitated; or

(4) Physically helpless.

(Acts 1977, No. 607, p. 812, §2330.) - See more at:  
<http://codes.lp.findlaw.com/alcode/13A/6/4/13A-6-70#sthash.KkCNNMCV.dpuf>

The state of Massachusetts defines stalking as:

§ 43. Stalking; punishment

(a) Whoever (1) willfully and maliciously engages in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and (2) makes a threat with the intent to place the person in imminent fear of death or bodily injury, shall be guilty of the crime of stalking and shall be punished by imprisonment in the state prison for not more than 5 years or by a fine of not more than \$1,000, or imprisonment in the house of correction for not more than 2 1/2 years or by both such fine and imprisonment. The conduct, acts or threats described in this subsection shall include, but not be limited to, conduct, acts or threats conducted by mail or by use of a telephonic or telecommunication device or electronic communication device including, but not limited to, any device that transfers signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

(b) Whoever commits the crime of stalking in violation of a temporary or permanent vacate, restraining, or no-contact order or judgment issued pursuant to sections eighteen, thirty-four B, or thirty-four C of chapter two hundred and eight; or section thirty-two of chapter two hundred and nine; or sections three, four, or five of chapter two hundred and nine A; or sections fifteen or twenty of chapter two hundred and nine C or a protection order issued by another jurisdiction; or a temporary restraining order or preliminary or permanent injunction issued by the superior court, shall be punished by imprisonment in a jail or the state prison for not less than one year and not more than five years. No sentence imposed under the provisions of this subsection shall be less than a mandatory minimum term of imprisonment of one year.

A prosecution commenced hereunder shall not be placed on file or continued without a finding, and the sentence imposed upon a person convicted of violating any provision of this subsection shall not be reduced to less than the mandatory minimum term of imprisonment as established herein, nor shall said sentence of imprisonment imposed upon any person be suspended or reduced until such person shall have served said mandatory term of imprisonment.

A person convicted of violating any provision of this subsection shall not, until he shall have served the mandatory minimum term of imprisonment established herein, be eligible for probation, parole, furlough, work release or receive any deduction from his sentence for good conduct under sections one hundred and twenty-nine, one hundred and twenty-nine C and one hundred and twenty-nine D of chapter one hundred and twenty-seven; provided, however, that the commissioner of correction may, on the recommendation of the warden, superintendent, or other person in charge of a correctional institution, grant to said offender a temporary release in the custody of an officer of such institution for the following purposes only: to attend the funeral of next of kin or spouse; to visit a critically ill close relative or spouse; or to obtain emergency medical services unavailable at said institution. The provisions of section eighty-seven of chapter two hundred and seventy-six relating to the power of the court to place certain offenders on probation shall not apply to any person 18 years of age or over charged with a violation of this subsection. The provisions of section thirty-one of chapter two hundred and seventy-nine shall not apply to any person convicted of violating any provision of this subsection.

(c) Whoever, after having been convicted of the crime of stalking, commits a second or subsequent such

crime shall be punished by imprisonment in a jail or the state prison for not less than two years and not more than ten years. No sentence imposed under the provisions of this subsection shall be less than a mandatory minimum term of imprisonment of two years.

A prosecution commenced hereunder shall not be placed on file or continued without a finding, and the sentence imposed upon a person convicted of violating any provision of this subsection shall not be reduced to less than the mandatory minimum term of imprisonment as established herein, nor shall said sentence of imprisonment imposed upon any person be suspended or reduced until such person shall have served said mandatory term of imprisonment.

A person convicted of violating any provision of this subsection shall not, until he shall have served the mandatory minimum term of imprisonment established herein, be eligible for probation, parole, furlough, work release or receive any deduction from his sentence for good conduct under sections one hundred and twenty-nine, one hundred and twenty-nine C and one hundred and twenty-nine D of chapter one hundred and twenty-seven; provided, however, that the commissioner of correction may, on the recommendation of the warden, superintendent, or other person in charge of a correctional institution, grant to said offender a temporary release in the custody of an officer of such institution for the following purposes only: to attend the funeral of next of kin or spouse; to visit a critically ill close relative or spouse; or to obtain emergency medical services unavailable at said institution. The provisions of section eighty-seven of chapter two hundred and seventy-six relating to the power of the court to place certain offenders on probation shall not apply to any person 18 years of age or over charged with a violation of this subsection. The provisions of section thirty-one of chapter two hundred and seventy-nine shall not apply to any person convicted of violating any provision of this section.

Prevention programs are aimed at the prevention of sex offenses or other intimate partner violence including the prevention of stalking, dating violence, sexual violence, and domestic violence offenses. Sex offenses include any intimate partner violence, stalking, dating violence, sexual violence, and domestic violence offenses.

Community experts and local police agencies provide resources to promote the awareness of dating violence, domestic violence, sexual assault, and stalking. You can reach your local crisis center at any time by calling the National Sexual Assault Hotline at 1.800.656.HOPE (4673). The following are links to worldwide programs that will assist in the awareness, education and prevention of sex offenses and other intimate partner violence.

<http://www.cdc.gov/violenceprevention/sexualviolence/prevention.html>

<http://www.nsvrc.org/publications/child-sexual-abuse-prevention-information-packet>

<http://www.jrsa.org/dvsa-drc/contacts.shtml#state>

<http://www.jrsa.org/dvsa-drc/national-summary.shtml>

<http://www.nsvrc.org/organizations/sexual-violence-specific-organization>

<http://clerycenter.org/referrals-sexual-assault-and-rape-state>

If you a victim of a sex offense or are aware of an occurrence of a sex offense, you may seek assistance by contacting the College President, faculty, staff, and/or the sexual assault hotline at (800) 656-4673. Any reporting will remain fully confidential, at your request. Reports crimes shall be kept confidential to the maximum extent possible and the student shall not be retaliated against for notification of criminal activity. Your first priority should be to get to a safe place. Medical treatment should be your next most important step. Police departments strongly suggest timely reporting of these crimes as a critical factor in the importance of evidence preservation in situations where obtaining a protection order may be warranted. Any evidence that may support the offense should be meticulously preserved for police identification as it may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protective order. To preserve evidence, you the victim should not bathe or change clothes or do any cleaning up in any manner prior to receiving medical assistance.

Should you, as an employee or student, report a sex offense, please remember the following:

- Every victim has the right to notify proper law enforcement. Campus staff will be available to assist in notifying these authorities should you choose to.
- If relevant, every victim has the right to obtain an order of protection. These include no contact and restraining orders.
- Contacting the sexual assault hotline will provide victims resources on advocacy, counseling, health, mental health and legal assistance.

Any order of protection, no contact or restraining issued by criminal or civil court may be submitted to the College President for development of a plan to honor and assist the victim.

The Institution prohibits crimes of dating violence, domestic violence, sexual assault, and stalking and cooperates with outside law enforcement agencies and exchanges criminal information. Students, faculty, staff, and visitors are encouraged to report criminal offenses to the local policy department in addition to reporting them to designated Institution officials. The Institution will assist students in notifying local law enforcement if requested. The local police department, local county sheriff's department, and other local police agencies, state agencies, and federal law enforcement agencies have criminal jurisdiction on this campus.

After reporting a sexual assault, a student or employee victim may request changes in their academic, living, transportation and working situations. These accommodations may be made if requested and if they are reasonably available. Counseling for victims of sexual assault is not available on campus. Counseling is available through local rape crisis centers. The campus will also assist the student or employee in obtaining any additional protective measures necessary. The Institution will provide the student or employee with a written explanation of the student's or employee's rights and options after such report is made.

A faculty member, staff member, or student who commits a sexual assault may be charged with a violation of Institutional policy. The victim should inform the College President to obtain an

informal consultation or to file a formal complaint. Possible sanctions against a student/employee found guilty of sexual assault may also include expulsion/termination in addition to criminal charges brought forth from law enforcement agencies.

Any accuser shall have the opportunity to request that a speedy disciplinary proceeding be initiated. The accuser and the accused perpetrator will receive simultaneous written notification of the reported incident, and are entitled to the same opportunities to have others (i.e. witness or advocate present during a campus disciplinary proceeding alleging sexual assault. The proceedings will be conducted by trained officials that will use the evidence to rule a decision. Both parties will be informed of the Institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused, in writing within one business day of the outcome being reached. Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act ( [20 U.S.C. 1232g](#) , commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Possible sanctions against an employee found guilty of sexual assault may include but are not limited to termination. Student Disciplinary Code in the Student Handbook will be used as a guideline for possible sanctions that could be imposed following a final determination of a sex offense disciplinary proceeding.

*Penalties:* Penalties for violation of Institution regulations may include one or a combination of the following:

- reprimand;
- the imposing of specified
- restrictions; conduct probation;
- temporary suspension; and/or
- dismissal from school.

*Appeals:* Appeals from a student must be in the form of a letter of appeal, written and signed by the student.

The letter should include, but not be limited to, the following:

- substantiate records in support of the student's reasoning and appeal for withdrawing the student's pending action; and
- the student's perspective and documentation (if appropriate) challenging the penal action.

Should there be a change in the determination result, and when the results become final, both the accused and accuser will receive simultaneous written notification. For questions about the content of the Employee Handbook or Student Handbook, please contact your College President.

The Higher Education Opportunity Act (HEOA) requires colleges to disclose, upon written request, to the alleged victim of a crime of violence or anon-forcible sex offense, the results of any disciplinary hearing related to the offense conducted by the campus against the student who is the alleged perpetrator of the crime or offense. If the disciplinary hearing to the victim's next of kin, if so requested.

## **NON-DISCRIMINATION POLICY**

The College is committed to equal employment and educational opportunities. No person will be subject to discrimination on the basis of age, gender, religion, race, color, or national origin in the administration of any educational program or activity, including participation in, receiving the benefits of, admission to, or employment in such programs and activities. No otherwise qualified persons with disabilities will be excluded from employment or participation in educational programs. The commitment to equal opportunity applies to all aspects of recruitment, employment, and education of individuals at all levels throughout the College. The College complies with non-discrimination regulations under Title VI and Title VII of the Civil Rights Act of 1964 and the Regulations issued there under.

The College also complies with Title IX of the Education Amendments of 1972 which provides that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.” The Title IX Coordinator for each College location is the Academic Dean. Complaints filed under Title IX shall be kept confidential to the maximum extent possible and the student shall not be retaliated against for bringing forth a complaint. The process for filing complaints for claims related to sexual discrimination or harassment under Title IX is as follows:

**Step One:** The student/employee must submit a complaint in writing to the Title IX Coordinator within 30 calendar days of the misconduct, which is the subject of the complaint, last occurred. The Title IX Coordinator will investigate the claims, conduct an investigation and reply to the student/employee in writing. The Title IX Coordinator shall generally respond with a resolution to the complaint in writing within ten (10) days of receipt of the written complaint; if the complaint will take longer to resolve, the Title IX Coordinator will notify the student or employee of the reason for the delay and how much longer it may take.

**Step Two:** If the matter is not resolved at this stage and an appeal is desired, the student/employee must submit his/her appeal within 15 days of the decision having been provided to the student/employee in Step One of the process. Alternatively, in the event the Title IX Coordinator is the source of the complaint, the student/employee must then submit his/her complaint in writing, within 30 days of the misconduct, which is the subject of the complaint, last occurred. An appeal or complaint at this step in the process shall be submitted to the College’s Lead Title IX Coordinator, Education Corporation of America, 3660 Grandview Parkway, Suite 300, Birmingham, Alabama 35243, or call toll free at (866) 677-9050 or email to [TitleIXCoordinator@ecacolleges.com](mailto:TitleIXCoordinator@ecacolleges.com). The Lead Title IX Coordinator will generally respond with a resolution to the student/employee’s complaint within ten (10) days, specifying what action, if any, the College will undertake; if the complaint will take longer to resolve, the Lead Title IX Coordinator will notify the student/employee of the reason for the delay and how much longer it may take.

## **CRIME AWARENESS & PREVENTION**

All new campus employees and students are instructed on crime awareness during orientation, including the description of campus security measures and procedures for reporting any criminal activity or emergency. Students are required to follow campus security guidelines for their own personal and property safety, and are encouraged to report any suspicious activity promptly.

Prospective students and employees are provided with a summary of the campus measures to

prevent crime on campus and details for acquiring the complete policies and procedures package from the campus via the campus website or at the residential campus location. This information on crime awareness is readily available upon request, and will be updated and re-distributed to all existing students and staff on an annual basis.

The campus conducts bi-annual in-service programs designed to heighten awareness of crime and its prevention. These in-service programs are conducted by local law enforcement or qualified officials twice a year.

The campus does not maintain any off-campus student organizations. Students performing externship or clinical practice off-campus are expected to practice safety and security procedures as if the site were an extension of the campus.

## **SEX OFFENDERS**

The Campus Sex Crimes Prevention Act requires colleges and universities to disclose to its students and employees the location of sex offender registries and the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide a notice of any campus of higher education in which the offender is employed, carries on a vocation, or is a student to state officials.

Students who are subject to an involuntary civil commitment, after completing a period of incarceration for a forcible or non-forcible sexual offense, are ineligible to receive a Federal Pell Grant.

Any member of the campus community who wishes to obtain further information regarding sexual offenders in the area may refer to <http://www.sexoffender.com> for the national registry.

## **DRUG AND ALCOHOL POLICY**

The Drug-Free Workplace Act of 1988 applies to all employees of the Institution. The consumption and/or possession of any alcoholic beverage by any person under the age of 21 years of age is forbidden as provided by federal, state and campus regulations. The Institution prohibits the use, possession, manufacture, sale, or distribution by its students, faculty, or staff of any illegal drug. All federal and state drug laws will be enforced.

The Institution may conduct unannounced searches for illegal drugs or alcohol in Institution facilities. Employees are expected to cooperate in the conducting of such searches. Searches of employees and their personal property may otherwise be conducted when circumstances or workplace conditions justify them. Searches of Institution facilities and property can be conducted at any time and do not have to be based on reasonable suspicion.

The Institution may require a blood test, urinalysis, or other drug/alcohol screening of those persons suspected of using or being under the influence of a drug or alcohol or where circumstances or workplace conditions justify it. An employee's consent to a search or a drug and alcohol test is required as a condition of employment, and the employee's refusal to consent may result in disciplinary action, including termination, even for a first refusal.

The Drug-Free Schools and Communities Act of 1989 (Public Law 101- 226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs

and policies. As a matter of policy, the Institution prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs, prescription medications and alcohol by students, employees, and any other parties on its property or at any College sponsored or College related activity. Any violation of this policy will result in appropriate disciplinary actions up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

### ***Standard of Conduct:***

The consumption and/or possession of any alcoholic beverage by any person under the age of 21 years of age is forbidden as provided by state law and campus regulations. The Institution prohibits the use, possession, manufacture, sale, or distribution by its students, faculty, or staff of any illegal drugs. All federal and state drug laws will be enforced.

As a matter of policy, New England College of Business prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students, employees, and any other parties on its property or at any College activity. Any violation of this policy will result in appropriate disciplinary actions up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified. Violation of this policy can result in institutional, as well as criminal sanctions.

In certain cases, students or employees may be referred to counseling sources and/or substance abuse help centers to take part, at their own expense, in an appropriate counseling or treatment program. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program. These programs may vary from state to state.

### ***Drug or Alcohol Counseling, Treatment, and Rehabilitation Programs Available to Students and Employees***

Referral and Reference information for drug and alcohol abuse:

- <http://www.addictionsearch.com/find-addiction-help>
- Call **1-800-559-9503** 24 hour rehab hotline
- Bradford Health Services
- True Love Ministries
- A number of other public and private treatment and rehabilitation services in the area. Please see your academic dean or HR representative for further details.

## **ADDENDUMS**

### ***Campus Crime Statistics***

The addenda labeled *Campus Crime Statistics* contain the criminal offenses and disciplinary instances as reported to the campus or the local law enforcement as occurring on campus, off campus, or on public property within close proximity of the campus. The Campus Crime Statistics include the number of offenses or instances for the last three completed calendar years.

### ***Federal Sanctions***

Campuses are required to notify current/prospective students and employees of the federal legal

sanctions associated with the possession or trafficking of a controlled substance. Refer to the *Federal Sanctions* addenda for a detailed listing.

### ***State Sanctions***

Campuses are required to notify current/prospective students and employees of the state legal sanctions associated with the possession or trafficking of a controlled substance. Refer to the separate *State Sanctions* addenda for a detailed listing.

### **Disclosure of Crime Statistics**

NECB is a 100% online learning environment. Therefore, exemption of the survey and statistics requirement applies to this campus.

# DRUGS OF ABUSE / Uses and Effects

Drugs	CSA Schedules	Trade or Other Names	Medical Uses	Dependence			Duration (Hours)	Usual Method	Possible Effects	Effects of Overdose	Withdrawal Syndrome
				Physical	Psychological	Tolerance					
<b>Narcotics</b>											
Heroin	Substance I	Diamorphine, Horse, Smack, Black tar, <i>Chiva, Negra (black tar)</i>	None in U.S., Analgesic, Antitussive	High	High	Yes	3-4	Injected, snorted, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating
Morphine	Substance II	MS-Contin, Roxanol, Oramorph SR, MSIR	Analgesic	High	High	Yes	3-12	Oral, injected			
Hydrocodone	Substance II, Product III, V	Hydrocodone w/Acetaminophen, Vicodin, Vicoprofen, Tussionex, Lortab	Analgesic, Antitussive	High	High	Yes	3-6	Oral			
Hydromorphone	Substance II	Dilaudid	Analgesic	High	High	Yes	3-4	Oral, injected			
Oxycodone	Substance II	Roxicet, Oxycodone w/Acetaminophen, OxyContin, Endocet, Percocet, Percodan	Analgesic	High	High	Yes	3-12	Oral			
Codeine	Substance II, Products III, V	Acetaminophen, Guaifenesin or Promethazine w/Codeine, Fiorinal, Fioricet or Tylenol w/Codeine	Analgesic, Antitussive	Moderate	Moderate	Yes	3-4	Oral, injected			
Other Narcotics	Substance II, III, IV	Fentanyl, Demerol, Methadone, Darvon, Stadol, Talwin, Paregoric, Buprenex	Analgesic, Antidiarrheal, Antitussive	High-Low	High-Low	Yes	Variable	Oral, injected, snorted, smoked			
<b>Depressants</b>											
gamma Hydroxybutyric Acid	Sub I, Product III	GHB, Liquid Ecstasy, Liquid X, Sodium Oxybate, Xyrem®	None in U.S., Anesthetic	Moderate	Moderate	Yes	3-6	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol, impaired memory of events, interacts with alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Benzodiazepines	Substance IV	Valium, Xanax, Halcion, Ativan, Restoril, Rohypnol (Roofies, R-2), Klonopin	Antianxiety, Sedative, Anticonvulsant, Hypnotic, Muscle Relaxant	Moderate	Moderate	Yes	1-8	Oral, injected			
Other Depressants	Substance I, II, III, IV	Ambien, Sonata, Meprobamate, Chloral Hydrate, Barbiturates, Methaqualone (Quaalude)	Antianxiety, Sedative, Hypnotic	Moderate	Moderate	Yes	2-6	Oral			
<b>Stimulants</b>											
Cocaine	Substance II	Coke, Flake, Snow, Crack, <i>Coca, Blanca, Perico, Nieve, Soda</i>	Local anesthetic	Possible	High	Yes	1-2	Snorted, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increased body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamine/Methamphetamine	Sub II	Crank, Ice, Cristal, Krystal Meth, Speed, Adderall, Dexedrine, Desoxyn	Attention deficit/hyperactivity disorder, narcolepsy, weight control	Possible	High	Yes	2-4	Oral, injected, smoked			
Methylphenidate	Substance II	Ritalin (Illy's), Concerta, Focalin, Metadate	Attention deficit/hyperactivity disorder	Possible	High	Yes	2-4	Oral, injected, snorted, smoked			
Other Stimulants	Substance III, IV	Adipex P, Ionamin, Prelu-2, Didrex, Provigil	Vasoconstriction	Possible	Moderate	Yes	2-4	Oral			
<b>Hallucinogens</b>											
MDMA and Analogs	Substance I	(Ecstasy, XTC, Adam), MDA (Love Drug), MDEA (Eve), MBDB	None	None	Moderate	Yes	4-6	Oral, snorted, smoked	Heightened senses, teeth grinding and dehydration	Increased body temperature, electrolyte imbalance, cardiac arrest	Muscle aches, drowsiness, depression, acne
LSD	Substance I	Acid, Microdot, Sunshine, Boomers	None	None	Unknown	Yes	8-12	Oral			
Phencyclidine and Analogs	Sub I, II, III	PCP, Angel Dust, Hog, Loveboat, Ketamine (Special K), PCE, PCPy, TCP	Anesthetic (Ketamine)	Possible	High	Yes	1-12	Smoked, oral, injected, snorted	Illusions and hallucinations, altered perception of time and distance	(LSD) Longer, more intense "trip" episodes	None
Other Hallucinogens	Substance I	Psilocybe mushrooms, Mescaline, Peyote Cactus, Ayahuasca, DMT, Dextromethorphan* (DXM)	None	None	None	Possible	4-8	Oral			
<b>Cannabis</b>											
Marijuana	Substance I	Pot, Grass, Sinsemilla, Blunts, <i>Mota, Yerba, Grifa</i>	None	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disorientation	Fatigue, paranoia, possible psychosis	Occasional reports of insomnia, hyperactivity, decreased appetite
Tetrahydrocannabinol	Sub I, Product III	THC, Marinol	Antinauseant, Appetite stimulant	Yes	Moderate	Yes	2-4	Smoked, oral			
Hashish and Hashish Oil	Substance I	Hash, Hash oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral			
<b>Anabolic Steroids</b>											
Testosterone	Substance III	Depo Testosterone, Sustanon, Sten, Cypt	Hypogonadism	Unknown	Unknown	Unknown	14-28 days	Injected	Virilization, edema, testicular atrophy, gynecomastia, acne aggressive behavior	Unknown	Possible depression
Other Anabolic Steroids	Substance III	Parabolan, Winstrol, Equipoise, Anadrol, Dianabol, Primabolin-Depo, D-Bal	Anemia, Breast cancer	Unknown	Yes	Unknown	Variable	Oral, injected			
<b>Inhalants</b>											
Amyl and Butyl Nitrite		Pearls, Poppers, Rush, Locker Room	Angina (Amyl)	Unknown	Unknown	No	1	Inhaled	Flushing, hypotension, headache	Methemoglobinemia	Agitation
Nitrous Oxide		Laughing gas, balloons, Whippets	Anesthetic	Unknown	Low	No	0.5	Inhaled	Impaired memory, slurred speech, drunken behavior, slow onset vitamin deficiency, organ damage	Vomiting, respiratory depression, loss of consciousness, possible death	Trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, convulsions
Other Inhalants		Adhesives, spray paint, hair spray, dry cleaning fluid, spot remover, lighter fluid	None	Unknown	High	No	0.5-2	Inhaled			
<b>Alcohol</b>		Beer, wine, liquor	None	High	High	Yes	1-3	Oral			

## Federal Trafficking Penalties – Marijuana

DRUG	QUANTITY	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 20 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$8 million if an individual, \$20 million if other than an individual</li> </ul>
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> <li>• Not less than 5 years, not more than 40 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine not more than \$2 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 10 years, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>
Marijuana	More than 10 kgs hashish; 50 to 99 kg mixture  More than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> <li>• Not more than 20 years</li> <li>• If death or serious injury, not less than 20 years, not more than life</li> <li>• Fine \$1 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 30 years</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine \$2 million if an individual, \$10 million if other than individual</li> </ul>
Marijuana	1 to 40 plants; less than 50 kg mixture	<ul style="list-style-type: none"> <li>• Not more than 5 years</li> <li>• Fine not more than \$250,000, \$1 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 10 years</li> <li>• Fine \$500,000 if an individual, \$2 million if other than individual</li> </ul>
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

This information is made available through the U.S. Drug Enforcement Administration and may be viewed at [www.justice.gov/dea](http://www.justice.gov/dea).

## Federal Trafficking Penalties

DRUG	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	<p><b>First Offense:</b> Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual</p> <p><b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual</p>	5 kgs or more mixture	<p><b>First Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.</p> <p><b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.</p> <p><b>2 or More Prior Offenses:</b> Life imprisonment</p>
Cocaine Base (Schedule II)	5 - 49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<p><b>First Offense:</b> Not more that 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual</p>		
Flunitrazepam (Schedule IV)	1 gm or more			
Other Schedule III drugs	Any amount	<p><b>First Offense:</b> Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p><b>Second Offense:</b> Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual</p>		
Flunitrazepam (Schedule IV)	30 to 999 mgs			
All other Schedule IV drugs	Any amount	<p><b>First Offense:</b> Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.</p>		
Flunitrazepam (Schedule IV)	Less than 30 mgs			
All Schedule V drugs	Any amount	<p><b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p><b>Second Offense:</b> Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>		

## MASSACHUSETTS STATE SANCTIONS

### ***Alcohol***

<b>Selling to a Minor</b>	<b>Charge</b>	<b>Incarceration</b>	<b>Fine</b>
Selling alcohol to minor	Misdemeanor	1 year	\$2,000
<b>Offenses Committed by Minor</b>			
Purchasing alcohol	Misdemeanor	None	\$300
Drive a car with alcohol in it	Misdemeanor	None	\$50
<b>Alcohol-related Offenses</b>	<b>Charge</b>	<b>Incarceration</b>	<b>Fine</b>
Open container in a vehicle	Misdemeanor	None	\$500
<b>Driving Under the Influence</b>	<b>Charge</b>	<b>Incarceration</b>	<b>Fine</b>
Driving while intoxicated (first offense)	Misdemeanor	Up to 2.5 years	\$500 - \$5,000
Driving while intoxicated (first offense)	Misdemeanor	60 days to 2.5 years	\$600 - \$10,000
Driving while intoxicated (first offense)	Felony	180 days to 5 years	\$1,000 - \$15,000

\*Penalties for committing alcohol-related offenses may also result in suspension of license

### ***Controlled Substances***

<b>Possession</b>	<b>Charge</b>	<b>Incarceration</b>	<b>Fine</b>
Heroin (first offense)	Felony	2 year	\$2,000
Heroin (second offense)	Felony	2.5-5 years	\$5,000
Cocaine	Felony	1 year	\$1,000
Marijuana - ounce or less*	Civil offense	none	\$100
Marijuana - More than one ounce (first offense)	Misdemeanor	6 months**	\$500
Marijuana - More than one ounce (subsequent offense)	Misdemeanor	6 months***	\$500
*Offenders under 18 will be required to attend a drug awareness program or pay a \$1,000 fine. **Probation with records sealed upon completion of probation. ***Probation possible.			
<b>Possession with Intent to Deliver</b>	<b>Charge</b>	<b>Incarceration</b>	<b>Fine</b>
Marijuana – class D	Felony	2 years	\$500 - 5,000
Cocaine	Felony	2.5-10 years	\$1,000-\$10,000
Heroin	Felony	2.5-10 years	\$1,000-\$10,000
PCP	Felony	2.5-10 years	\$1,000-\$10,000
<b>Cultivation or Sale</b>			
Marijuana - Less than 50 lbs (first offense)	Misdemeanor	2 years***	\$5,000
Marijuana - Less than 50 lbs (subsequent offense)	Misdemeanor	1 – 2.5 years	\$1,000-\$10,000
Marijuana - 50 to 100 lbs	Felony	1 year MMS**** up to 2.5 - 15 years	\$500-\$10,000
Marijuana - 100 to 2,000 lbs	Felony	3 years MMS**** up to 15 years	\$2,500-\$25,000

Marijuana - 2,000 to 10,000 lbs	Felony	5 years MMS**** up to 15 years	\$5,000-\$50,000
Marijuana - More than 10,000 lbs	Felony	10 years MMS**** up to 15 years	\$20,000-\$200,000
Marijuana - Within 1,000 feet of school/100 feet of a park	Felony	additional 2 years MMS**** up to 15 years	\$1,000-\$10,000

\*\*\*Probation possible.

\*\*\*\*Mandatory minimum sentence.

Miscellaneous (paraphernalia, etc...)	Charge	Incarceration	Fine
Paraphernalia possessing with intent to sell, selling, manufacture with intent to sell	Misdemeanor	1 - 2 years	\$500-\$5,000
Paraphernalia sale to a minor	Felony	3 - 5 years	\$1,000-\$5,000
Operating under influence (first offense)	Misdemeanor	up to 2.5 years	\$500 - \$5,000, plus additional fees and assessments
License suspensions	Automatically by Registry of Motor Vehicles	1 – 5 years for any marijuana crime if guilty	None

Paraphernalia possession is not a crime, although paraphernalia remains subject to seizure and forfeiture.