



CAMPUS CRIME & FIRE SAFETY GUIDE

2011-2012

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INTRODUCTION

Maryland Institute College of Art is committed to working with all members of the campus community to make our campus a safe and secure environment. Unfortunately, no campus—urban, suburban, or rural—is entirely free of crime. With that in mind, every member of our campus community should take reasonable precautions to protect themselves and their property. The *MICA Campus Crime & Fire Safety Guide* is designed to help you live, work, and study safely while at MICA, and it includes advice on what to do in an emergency, helpful tips on protecting yourself and your property, a useful guide to the services offered by MICA's Department of Campus Safety, and an outline of the College's policies and disciplinary processes.



DEPARTMENT OF CAMPUS SAFETY

The Campus Safety Department for the Maryland Institute College of Art is present as a support unit to the broader goals of the College: to educate. Our mission, as the Department of Campus Safety, is to promote individual responsibility, community commitment, and involvement through dynamic crime-prevention initiatives to create a safe, secure, and informed campus community. Through the timely communication of current incidents on and about the campus, the community is enabled to make knowledgeable decisions and strategies to protect life and property. By supporting and educating students, employees, and visitors of the College in areas of personal safety and by providing timely responses in situations of need, Campus Safety is built on a foundation of proactive service and crime prevention that reflects and preserves the human dignity of those we serve.

Maryland Institute College of Art's Department of Campus Safety has 32 full-time professional staff members and 18 part-time student employees. As a condition of their employment, all College patrol officers must either complete training with certified public safety instructors, or provide certification that they have an equivalent combination of training, education, and experience in the security or law enforcement fields. Throughout the year, Campus Safety officers attend in-service training programs to keep abreast of the latest medical and security science practices. The Director, Assistant Director, and all Campus Safety patrol officers have been commissioned as Special Police Officers by Baltimore City and/or Maryland State Police with full arrest powers on all of Maryland Institute College of Art's properties under authority conferred by state and local law(s). This means they have the same authority as any police officer would when patrolling an area identified as the MICA community.

The Department of Campus Safety maintains a close working relationship with all law enforcement agencies. We regularly meet both formally and informally with other agencies and exchange daily crime information, reports, and statistics. Our campus uses a Neighborhood Watch model to involve as many members of the College community as possible in helping to create a reasonably secure campus environment. Security Guards and student monitors at Campus Safety desks near the interior and exterior entrances of most academic buildings are the eyes and ears of MICA. These stations are staffed whenever the building is open during the academic year when classes are in session. They provide informational services, assist with access control, and inform patrol officers of emergencies. They can request assistance from College patrol officers, as well as from the Baltimore police, fire, and emergency medical services. Campus Safety officers patrol the campus 24 hours a day, seven days a week, 365 days a year. In addition, an off-duty Baltimore City Police officer patrols the campus to support our efforts to prevent crime. The Midtown Benefits District security patrol and the Bolton Hill Citizens on Patrol (COP) Program patrol the historic residential neighborhood on which our campus is located. Portable digital radios link all security posts, patrols, and the Baltimore City Police.

THE COMMUNITY'S RESPONSIBILITY

Although the Campus Safety Department is the primary department charged with creating a reasonably safe and secure campus environment, they cannot accomplish this task alone. Crime prevention, risk identification, and problem solving are the responsibilities of every member of our campus community. Members of the community must assume responsibility for their own personal safety and the security of personal and College property by taking simple, common sense precautions, removing the potential for "crimes of opportunity." Students, faculty, staff, and guests of MICA are encouraged to report medical emergencies, criminal activity, and any suspicious conditions, individuals, or vehicles to the Baltimore City Police (911) and MICA Campus Safety immediately (443-423-3333).

REPORTING CRIMINAL ACTIVITIES, EMERGENCIES, AND SUSPICIOUS CONDITIONS

Perhaps the most important element of a campus safety program is the assistance of our students, faculty, staff, and guests who report suspicious people or activities to Campus Safety. If you are a victim of, observe, or have knowledge of a crime or other emergency (accident, fire, medical, gas leak), report it to Baltimore City Police/Fire/Ambulance (911) then notify MICA Campus Safety by going to a staffed lobby Security Desk or call

our 24 hour Emergency Dispatch by dialing 3333 on campus or 443-423-3333 off campus. Campus courtesy phones are located in lobbies of campus buildings without Campus Safety desks, and in most studio facilities. When an urgent situation is reported to Campus Safety, patrol officers are dispatched to the scene to lend assistance and investigate. If Baltimore City Police/Fire/Ambulance (911) has not already been summoned by the reporting person, Campus Safety officers will call the appropriate agencies when emergency and/or police service is needed. Campus Safety and Baltimore emergency response personnel are responsive, well-trained, and equipped to handle all emergencies.

To report an emergency directly to the police or to access other city emergency services while on MICA's campus, go to any campus telephone and dial 911 (Police/Fire/Ambulance).

If you see something that needs to be reported to Campus Safety:

Stay calm.

- Call Campus Safety immediately at ext. 3333. Identify yourself to the dispatcher and give your location and phone number (in case additional information is needed).
- Clearly tell the person who answers the telephone what is happening – vandalism, suspicious person, robbery, medical emergency, fire, etc. (do not confront anyone especially if you are alone).
- Identify the location of the incident or where you need help to arrive – building name, room number, parking lot, etc.
- Describe or identify the person or people involved, state the suspect's direction of flight, and, if it is safe to do so, stay on the phone until the dispatcher has all the information needed.
- To make sure you remember important details, jot down a description of the person, his or her motor vehicle type, and license plate number.

MICA officers maintain a close working relationship with the Baltimore City Police Department, which serves our campus. Student Affairs staff members are informed of incidents reported to Campus Safety and follow up with students whenever Campus Safety reports that a student has been a victim of a crime.

MISSING STUDENT NOTIFICATION PROCEDURE

If a member of Maryland Institute College of Art community has a reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify MICA Campus Safety at 410-225-2245. MICA Campus Safety will generate a missing person report and initiate an investigation.

After investigating the missing person report, should MICA Campus Safety determine the student is missing, MICA Campus Safety will notify the Baltimore City Police Department and that student's emergency contact without unreasonable delay and in any event no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, MICA will notify the student's parent or legal guardian immediately after MICA has determined the student has been missing.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially to be contacted by MICA in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, MICA will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so through the MICA Housing website.

MEDICAL ASSISTANCE

MEDICAL EMERGENCIES

Medical emergencies include, but are not limited to, incidents or situations in which an individual suffers from chest pains, heart attack, unconsciousness, uncontrolled bleeding, dizziness, broken bones, inability or difficulty breathing, unresponsiveness, or any case in which you are unsure of the severity of the illness or injury the person may have.

How to Report a Medical Emergency:

1. Dial 911 for Baltimore City Fire Department paramedics.
2. Then notify Campus Safety by dialing 443-423-3333 (ext. 3333 from a campus phone) or going to an academic building Campus Safety lobby station or residence hall front desk. Campus Safety Patrol Officers certified as First Responders can respond to the scene and manage medical emergencies until Baltimore City Fire Department, Emergency Medical Technicians, or paramedics arrive.

STUDENT HEALTH CENTER**LOCATION**

MICA Student Health Services is affiliated with the Linden Medical Group-Bolton Hill. It is located in the MICA Wellness Center at 1501 W. Mount Royal Ave. (Although you will see the big sign in front of the building on W. Mount Royal Ave., the entrance to the building is in the "back" of the building on Malster Ave., a little street that runs parallel to W. Mount Royal Ave.)

HOURS

Student Health Services is open Monday through Friday from 9:30 am to 1 pm and 2 pm to 6 pm. Please note that from 1 pm to 2 pm the facility is closed for lunch. The last appointment is scheduled for 5:30 pm.

APPOINTMENTS

To better serve busy students, all visits are by appointment only. Appointments are scheduled for the same day called in most instances. Calls should be early in the day so that appointments can be scheduled at a time that is convenient. Documentation will be provided for faculty if needed for students that are not able to be seen outside of class time. Appointments for routine and preventative care may not be available on a same day basis.

CONTACTING MICA STUDENT HEALTH SERVICES

The phone number of Student Health Services is 410-225-7325. The fax number is 410-225-2096. After hours and on weekends, for urgent medical questions or problems, call 410-225-8000 and ask for the on-call physician for The Linden Medical Group-Bolton Hill. The call will be answered by the Maryland General Hospital paging operator, who will be able to contact an on-call physician, 24 hours per day, 7 days per week.

For non-urgent questions email healthservices@mica.edu; questions will be answered promptly by the appropriate administrator.

COST OF VISITS

There is no charge for standard student health visits. However, there is a small fee for lab tests, immunizations, and procedures. For that reason, it's important to bring any health insurance cards. Many of these services are offered to MICA students at reduced fees.

THE PROVIDERS

Student health services are provided by a board certified family physician and by a nurse practitioner whose practice is dedicated to the care of MICA students.

EMERGENCY DEPARTMENT AND INPATIENT CARE

The clinicians at Student Health Services may send students who are very ill to the Emergency Department at Maryland General Hospital. Sometimes students need to be admitted to the hospital as inpatients. Inpatient medical, surgical, OBGYN, and psychiatric care are provided at Maryland General. The clinicians at Student Health Services communicate very closely with the staff at Maryland General, and see students during follow-up visits after Emergency Department visits and after discharge from the hospital.

CONFIDENTIALITY

All visits to Student Health Services are strictly confidential. No one has access to medical records without permission, and records will never be sent anywhere without written approval. *Privacy laws require obtaining permission from students to discuss their health care with their parents.*

CAMPUS COURTESY PHONES

Campus courtesy phones are located in all campus buildings. It is strongly recommended that you familiarize yourself with their location so that you may call for assistance or report emergencies. Use these phones to call Campus Safety at ext. 3333 to report a crime, suspicious activity, or any emergency. Dial ext. 2245 to request escort services, or to be put in contact with the Officer-in-Charge of the shift who may assist you in problem solving. From 9 am to 5 pm, Monday through Friday, dial ext. 2355 to reach the Campus Safety Administrative Office for non-emergency assistance.

FACILITIES MANAGEMENT

The Department of Campus Safety works closely with the Facilities Management Department to identify and address specific security/safety concerns related to campus buildings and grounds, such as burned-out lights, broken windows, and malfunctioning doors and locks.

Repairing security breaches is a high priority. Campus Safety reports to Facilities Management any safety deficiency and fire-code violations that officers have either noted or been informed of during their shifts. Members of the campus community are encouraged to report security concerns to Campus Safety 24 hour Dispatch at 410-225-2245. After-hours calls to Facilities Management for service are forwarded by Campus Safety Dispatch to a designated on-call employee responsible for addressing emergency facilities issue.

VEHICLE ASSISTANCE & BICYCLED-RELATED SERVICES

Campus Safety offers assistance for car lockouts, dead-battery jump starting, and tow-truck requests. We also provide bicycle registration, recommendations on locking devices, and tips on securing your bicycle on campus.

MICA PHOTO IDENTIFICATION CARD (MICARD)

All students, faculty, and staff are required to have a "MICARD" photo identification card. Community members are required to have their MICARD with them when on campus as it must be displayed when entering campus buildings to the Campus Safety officer or monitor stationed in the lobby. The Department of Campus Safety issues MICARDS.

MICARDS are not only for identification purposes, but also serve as an electronic "key" for access to campus buildings and rooms to which the holder is authorized, a debit card for campus spending, and a MICA library card. Access permissions will be established based on an individual's employment/enrollment status, residential status (for students in residence halls), and as approved by department chairs to access space over which they have authority.

There is no charge for the first MICARD. Staff and returning students are requested to retain their current identification cards over academic breaks, which will be validated at the Campus Safety office at the beginning of each semester.

Students living in residence facilities receive a MICARD valid for life. Students moving into or returning to a residence facility who cannot present their previously issued card in exchange for a "new year" will be charged a non-refundable fee of \$25 for a new card.

OBTAINING MICARDS

MICARD identification cards may be obtained from the Campus Safety office, located at 1212 W. Mount Royal Ave. from 8 am to 11 pm, Monday through Friday.

MICARD REPLACEMENT/LOST OR STOLEN

Community members who lose their MICARD, or whom have their MICARD stolen, must report the loss to Campus Safety without delay. Replacement MICARDS are issued by Campus Safety, for a non-refundable fee of \$25, and a \$25 increase each time a new card is made to replace a damaged or lost MICARD in an academic year. There is no charge for replacing a stolen MICARD, if the loss is reported to the police and a verifiable police complaint number can be obtained. If the old MICARD is found at a later date, individuals may not request a refund, as the old card will no longer be active in our system.

MICARD DAMAGE

If a community member's MICARD becomes defective or is damaged through normal use, it may be replaced free of charge. MICARDS that are damaged as a result of abuse will be replaced for a non-refundable fee of \$25 each time a new one is made. Examples of an abused card would include folded cards, broken cards, cards with holes punched in them that render them useless, or cards tampered with to change information. If the damaged card cannot be presented, it will be considered "lost" instead of "damaged" and a non-refundable fee of \$25 for a replacement will be charged.

ON-CAMPUS WALKING ESCORT SERVICE

Building Monitors can summon a Campus Safety aide or Campus Safety officer to walk you between campus buildings or to your motor vehicle parked in our campus parking lots or on the streets immediately adjacent to the campus. Escorts are provided 24 hours a day. Dial ext. 2245 to request an escort.

SHUTTLES

Transportation Services provides safe and convenient Evening and Shopping Shuttles for the MICA student community.

The Evening Shuttle is a service that operates between campus buildings every night. This service also includes transportation from campus buildings to the off-campus homes of students who live within a limited range near the College. For a campus shuttle pick-up, dial 410-225-2245, or, if in a campus building, stop by the campus safety security desk to request shuttle service.

The Shopping Shuttle operates twice weekly to transport students to area shopping malls, grocery stores, lumber yards, hardware stores, and farmers markets. The Shopping Shuttle departs from the Commons and is available for all students. Special events shuttles, organized by faculty and by Student Activities, also make regular trips to museums and parks.

SHUTTLE HOURS OF OPERATION

Transportation Services (*not Campus Safety*) manages the shuttles. Shuttle boundaries and hours of operation are available at the front desk in every campus building and on the MyMICA website. Evening and shopping shuttles run when classes are in session, according to the academic calendar. During other times (holidays, breaks, and summer session) and in the event of inclement weather, transportation services hours may change or possibly suspended. All van service changes will be posted on the MyMICA website. Questions and concerns about the shuttles can be directed by email to Transportation@mica.edu.

ACCESS TO CAMPUS BUILDINGS

Our campus draws thousands of visitors every year, and our security guards and student monitors cannot recognize everyone who enters a campus building. The security and safety of the College's students and employees is a shared community responsibility.

- Community members are required to have their MICARD with them when on campus. It must be presented when requested by a campus official. Students, faculty, and staff may be asked to present identification to enter some buildings or limited-access areas.
- Granting or rescinding access to a building or area will require the written authorization of a department chair, director, or divisional head.

- Accountability will be maintained; both the individuals granted access and the individual authorizing access will share in the responsibility of the access.
- Guests are the responsibility of their host and cannot use campus resources or material without the written permission of the department chair, director, or divisional head. Permission must be on file in the Campus Safety office.
- Individuals who do not have a legitimate reason for being on campus, or in a College building, and who refuse to comply with a request to leave, may be subject to arrest for trespassing.
- Some campus buildings and parking lots are monitored by closed-circuit television and/or require a valid MICARD swipe for entry.
- The Undergraduate, Graduate, and Continuing Studies published calendars will be the official campus calendars for determining official "open" and "closed" dates. Additionally, they will determine the semester/program start and end dates.
- Use of keys, access cards, and/or accessing systems in a manner contrary to the safety and security of the community or to the detriment of the College's property and facilities will result in disciplinary action.
- The regular access schedule for campus buildings is detailed below.

PUBLIC AREAS

The College is usually open to the general public, members of the campus community, and guests from 8 am to 9 pm during the academic year; galleries are open during gallery hours; Decker Library is open during library hours.

STUDIO AND LIMITED-ACCESS AREAS

All studio facilities are open only to authorized individuals – for example, students in those programs. Additionally, access to some buildings such as Dolphin or Studio Center is limited to those authorized to access those studios and classrooms.

AFTER-HOURS ACCESS

After 9 pm, you must use and/or display your MICARD to enter campus buildings. Anyone entering the Fox Building, Mount Royal Station, Main Building, Studio Center, Brown Center, MICA Place, or Bunting Center after 9 pm must display a valid photo ID and be signed in at the building desk. After 2 am, students are not allowed to enter academic buildings, but students already inside buildings are permitted to continue working. Re-entry between 2 am and 7 am is not permitted. Visitors are not permitted access to academic campus buildings after 9 pm, even if accompanied by a MICA community member. This sign-in procedure is also enforced on weekends, holidays, semester breaks, and when the College is not open for official business.

ACCESS TO RESIDENCE FACILITIES

The College owns and maintains several row houses for student residence. Residents of these buildings are issued keys to these houses, and are responsible for controlling access to their residences. These buildings are patrolled externally by College patrol officers. To enter the Commons, Meyerhoff House, and Gateway residence complexes, you must show identification. Non-resident students may enter after giving their MICARD to the Desk Attendant; Non-MICA guests must leave a picture ID with the Desk Attendant, or obtain permission from the residential director to enter without a photo ID, be registered in and escorted at all times by the resident they are visiting. Guests are the responsibility of their host. The residence halls have been designed with a variety of safety features to enhance residential life security. Among these features are:

- Entrance by identification
- A 24-hour desk assistant
- Campus shuttle system
- Camera surveillance system
- Enclosed living space
- Security Screens on all accessible exterior windows
- Alarmed exit gates from the stairwells
- Campus Safety escorts to other campus buildings or motor vehicles

MICA CAMPUS CRIME COMMUNICATIONS POLICY

HOW MICA REPORTS ON AND COMMUNICATES ABOUT CRIME

In keeping with the federal law titled *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics* (the Clery Act), Maryland Institute College of Art provides information and statistics about crime on and around our campus through the following publications and activities:

a) *Annual Security Report (Campus Crime & Fire Safety Guide)* – This annual report, published every year by October 1, contains three years of campus crime statistics and security policy statements, as mandated by the Clery Act. Statistics are reported in the guide in a format that is mandated by the law and is followed by other colleges and universities. Crimes are reported in the following major categories: criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson. In addition, the crime statistics also report the following types of incidents if they result in either an arrest or disciplinary referral: liquor law violations, drug law violations, illegal weapons possession. These crime statistics include only those crimes which occur in campus buildings, residential facilities, and adjacent public property, as shown on the campus map included in the Campus Safety Guide.

The *Campus Crime & Fire Safety Guide* is available online at www.mica.edu/LIFE/safety. A hard copy version may be obtained by calling the Office of Campus Safety at 410-225-2355, or by stopping in the office at 1212 W. Mount Royal Ave., Baltimore, Maryland 21217.

b) *Daily Crime Log* – The Clery Act also requires MICA to maintain a public crime log, “for the purpose of recording alleged criminal incidents that are reported to the campus police or security department.” The crime log covers all crimes reported to MICA Campus Safety. This is a broader range of crimes than those reported in the annual crime statistics and a much broader range than those covered by the College’s timely warning system, described below. The crime log is available for review by anyone who requests it during normal business hours at the Campus Safety Administrative Office, 1212 W. Mount Royal Ave.

c) *MICA Campus Safety Activity Log (Online)* – This information is accessible online and is a summary of incidents and activity that Campus Safety has been notified of or has been involved in. Security Information Alerts (Timely Warnings) are also posted here. This is not the official Clery Act-mandated Daily Crime Log.

d) *Security Information Alerts (Timely Warnings)* – In order to keep the campus community informed about safety and security issues on an ongoing basis, MICA alerts the campus community of certain crimes in a manner that is timely and aids in the prevention of similar crimes. MICA’s Policy and Procedures for Timely Warnings about Crime is provided in detail below.

Decision to Issue a Security Advisory Report

MICA provides timely warning to the campus community whenever the College considers a crime to pose a serious or continuing threat to students and employees. The decision to issue a Security Information Alert (Timely Warning) is made by Campus Safety, and often discussed with members of Student Affairs and Communications to assist with message formulation.

The issuing of a Security Information Alert is decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community, and where it occurred (within specific geographic reporting areas such as those that are mandated by the Clery Act or within our voluntary expanded reporting area described below).

A Security Information Alert may not be issued if:

- A report was not filed with the MICA Department of Campus Safety or Baltimore City Police.
- The report was made to professional counselors only.
- The notification occurred in a manner that would not allow a “timely” warning for the community.
- An arrest is made and there is no ongoing threat to the MICA community.

How Security Information Alerts Are Distributed

Security Information Alerts are posted on the MICA Campus Safety Online Activity Log (<http://www.mica.edu/life/safety/index.cfm>) and are broadcast emailed to all MICA issued email addresses for current undergrads, graduate students, and employees. The Division of Continuing Studies also forwards the message to CS students who provide an email address at the time of registration. Students and employees are responsible for ensuring that their individual MICA email accounts are operational and checked regularly for new communications. Supervisors of employees who do not have regular access to email are responsible for disseminating or posting hard copy versions of Security Information Alerts in a location readily accessible by such employees.

Geographical Area Covered by Security Information Alerts

MICA Security Information Alerts offer timely warning about serious crimes as defined above that occur within specific geographic reporting areas such as those that are mandated by the Clery Act (Campus, Non-Campus, Public Property – see campus map with key for definitions) or within our voluntary expanded reporting area.

In addition, because a large number of students live in Bolton Hill, MICA has expanded its timely warning reporting area and will issue Security Information Alerts for crimes that occur there. Specifically, this encompasses the area bounded by W. Mount Royal Avenue, Eutaw Place, North Avenue and Dolphin Street/Sutton Place Apartments.

- e) **MICA Alert** – Quick communication can make a real difference when an unfolding emergency situation threatens life or safety on our campus. A subscription-based text messaging system is available to the MICA community that sends brief text messages to cell phones when there is an emergency on campus.

MICA ALERT will only be used in an emergency—never for routine messages, even inclement weather announcements. Sign-up is voluntary* and there is no charge to you for this service except any charges your cell phone provider applies to text messages. MICA will continue to use existing systems for emergency notifications via bulk email, www.mica.edu, and voicemail to campus telephones—but because a text message to your cell phone will allow us to communicate with you in real time during an emergency, we encourage all members of the MICA community to subscribe to MICA ALERT.

You can sign up by logging on to MyMICA and going to the Personal Information area. If you don't have a MyMICA log-in, you can follow the link at www.getrave.com/login/mica. You will be able to register up to two phone numbers to receive emergency messages. Each phone that is signed up will receive a validation code by text message. That code must be entered into the validation form on the e2Campus website to confirm and complete the registration for each phone number, so if you plan to sign up a second phone number, please coordinate the registration process with that cell phone's user. More information on MICA ALERT is available at: www.mica.edu/micaalert.

***NOTE:** All MICA cell phone users are required to sign up for MICA ALERT. Please see your supervisor if you have questions about this policy.

- f) **Safety Tips & Reminders** – Periodically throughout the year, MICA disseminates safety tips and information on crime prevention strategies to our entire campus community via bulk email to all student, faculty, and staff MICA-issued email accounts.

CRIME STATISTICS FOR 2008–2010

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* mandates the manner in which statistics are to be collected and the format in which statistics are to be published. Recent amendments to the Clery Act dramatically changed the collection and publication process. Consequently, the new format is utilized below.

| OFFENSE | YEAR | ON-CAMPUS PROPERTY | RESIDENTIAL FACILITIES*** | NON-CAMPUS PROPERTY | PUBLIC PROPERTY | OPTIONAL TOTAL |
|---|------|--------------------|---------------------------|---------------------|-----------------|----------------|
| Murder/Non-Negligent Manslaughter ¹ | 2008 | 0 | 0 | 0 | 2* | 2 |
| | 2009 | 0 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 | 0 |
| Negligent Manslaughter ² | 2008 | 0 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 | 0 |
| Forcible Sexual Offenses ³ | 2008 | 0 | 0 | 0 | 2 | 2 |
| | 2009 | 1 | 1 | 0 | 0 | 1 |
| | 2010 | 0 | 0 | 0 | 0 | 0 |
| Non-Forcible Sexual Offenses ⁴ | 2008 | 0 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 1 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 | 0 |
| Robbery ⁵ | 2008 | 0 | 0 | 0 | 3 | 3 |
| | 2009 | 0 | 0 | 0 | 1 | 1 |
| | 2010 | 0 | 0 | 0 | 1 | 1 |
| Aggravated Assault ⁶ | 2008 | 1 | 0 | 0 | 1 | 2 |
| | 2009 | 0 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 | 0 |
| Burglary ⁷ | 2008 | 3 | 3 | 1 | 0 | 4 |
| | 2009 | 0 | 0 | 0 | 0 | 0 |
| | 2010 | 2 | 2 | 0 | 0 | 2 |
| Motor Vehicle Theft ⁸ | 2008 | 0 | 0 | 0 | 1 | 1 |
| | 2009 | 0 | 0 | 0 | 1 | 0 |
| | 2010 | 0 | 0 | 0 | 0 | 0 |
| Arson ⁹ | 2008 | 0 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Arrest ¹⁰ | 2008 | 0 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Violations ^{10,13} Referred for Disciplinary Action | 2008 | 85 | 85 | 0 | 0 | 0 |
| | 2009 | 84 | 84 | 0 | 0 | 0 |
| | 2010 | 101 | 101 | 1 | 4 | 106 |
| Drug Law Arrest ¹¹ | 2008 | 0 | 0 | 4 | 4 | 8 |
| | 2009 | 1 | 1 | 0 | 4 | 1 |
| | 2010 | 1 | 1 | 0 | 0 | 1 |
| Drug Law Violations ^{11,13} Referred for Disciplinary Action | 2008 | 16 | 16 | 0 | 0 | 0 |
| | 2009 | 21 | 21 | 0 | 0 | 0 |
| | 2010 | 28 | 26 | 2 | 0 | 28 |
| ILLEGAL Weapons Possessions ¹² Arrest | 2008 | 0 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 | 0 |
| | 2010 | 0 | 0 | 0 | 0 | 0 |
| ILLEGAL Weapons Possessions ^{12,13} Violations Referred for Disciplinary Action | 2008 | 0 | 0 | 0 | 0 | 0 |
| | 2009 | 0 | 0 | 0 | 0 | 0 |
| | 2010 | 1 | 0 | 0 | 0 | 1 |

***Crimes Reported In The Residential Facilities Column Are Included in the ON-Campus Category

*The two incidents listed as homicides were the result of a non-campus, non-student/staff/faculty related vehicle road rage incident that started off campus and ended up on the public street near our campus.

*Theft reported in campus residential apartments must under law be recorded as a burglary. Reported criminal data appearing in the residential hall column is a sub-set of "on-campus" crimes, rather than an addition, and must therefore also be added to the on-campus total under the appropriate reporting crime category. There are no hate crimes to report during this period.

We do not accept anonymous reports for inclusion in the annual report.

INFORMATION CONCERNING REGISTERED SEX OFFENDERS IN MARYLAND

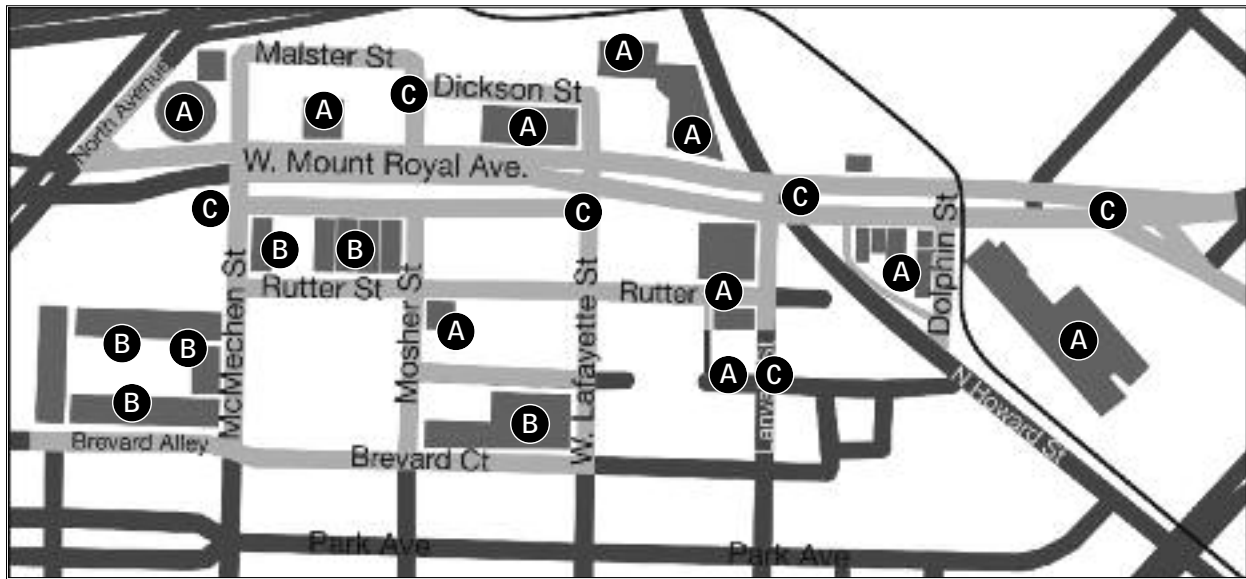
The Campus Sex Crimes Prevention Act requires that institutions of higher learning provide "a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained, such as the law enforcement office of the institution, a local law enforcement agency with jurisdiction for the campus, or a computer network address." [20 U.S.C. § 1092(f) (1) (I)]

The State of Maryland has created a website that lists all registered offenders in the state. The site address is www.dpscs.state.md.us/onlineservs/sor/. Searches on the website may be conducted by name, address, city, or ZIP code.

HOW CRIME IS DEFINED (STATISTICS KEY FOR CHART)

1. *Murder/Non-Negligent Manslaughter* – The willful (non-negligent) killing of one human being by another.
2. *Negligent Manslaughter* – The killing of another person through gross negligence.
3. *Forcible Sexual Offenses* – Any sexual act directed against another person, forcible and/or against that person's will; or forcibly or against the person's will where the victim is incapable of giving consent.
 - A. Forcible Rape
 - B. Forcible Sodomy
 - C. Sexual Assault with an Object
 - D. Forcible Fondling
4. *Non-Forcible Sexual Offenses* – Unlawful, non-forcible sexual intercourse.
 - A. Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - B. Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.
5. *Robbery* – Taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.
6. *Aggravated Assault* – An unlawful attack by one person to another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
7. *Burglary* – The unlawful entry into a building or structure with intent to commit a felony or theft.
8. *Motor Vehicle Theft* – The taking or attempted theft of a motor vehicle.
9. *Arson* – Any willful or malicious burning or attempt to burn, with or without intent to defraud, including: a dwelling, public building, motor vehicle or aircraft, personal property of another, etc.
10. *Liquor Law Arrest/Liquor Law Violations* – The violation of laws or ordinances prohibiting: the manufacture, sale, transportation, furnishing, or possession of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)
11. *Drug Law Arrest/Drug Law Violations* – Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroine, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

12. *ILLEGAL Weapons Possessions* – The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
13. Individuals not arrested but referred for possible campus disciplinary action.
14. *Hate Crimes* – Crimes that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race (RA), religion (RE), sexual orientation (SO), gender (G), ethnicity (E), or disability (D). Reportable Crimes, which are also Hate Crimes, are noted by category of prejudice in the Hate Crime column.
15. Does not include Hate Crimes already included in other categories.



CAMPUS MAP WITH KEY

A) On-Campus means all property, including residential facilities, owned or controlled by an institution within the same reasonably contiguous geographical area and used by the institution in direct support of, or in a manner related to, institutional educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by MICA but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

N/A) Non-Campus means any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is being used in direct support of, or in relation to, the institution’s educational purposes, is frequented by students and is not within the same reasonably contiguous geographic area of the institution.

B) Residential means property owned or controlled by the institution used to provide housing for the institution’s students.

C) Public Property means all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. The Clery Act does not require disclosure of crime statistics for public property that surrounds non-campus buildings or property.

Data used to complete the Criminal Statistical Report was compiled with assistance of Campus Safety, Student Affairs, and Baltimore Police using the Campus Map.

MICA DEPARTMENT OF CAMPUS SAFETY CRIME AWARENESS & PREVENTION PROGRAM

"If You See Something, Say Something™" public awareness campaign – a simple and effective program to raise public awareness of indicators of terrorism and violent crime, and to emphasize the importance of reporting suspicious activity to the proper state and local law enforcement authorities.

The Department of Campus Safety informs the campus community about crime awareness and safety. When we receive a report about crime that may have an impact on the College community, a "Security Advisory Report" with information about the specific crime and tips on avoiding similar crimes is distributed to the College community via broadcast email.

The effectiveness of any security program depends on the degree of cooperation and support it receives from those it is designed to protect. Your role in preventing crime is to keep yourself, your apartment, your car, your classroom, and your office safe by incorporating safe behavior into your daily routine.

During New Student Orientation, Campus Safety offers a crime-prevention presentation to develop crime prevention awareness and distributes educational crime-prevention and awareness materials. Discussions on crime-prevention are held throughout the year and are open to all members of the community.

Certified staff instructors teach progressive co-ed and gender-specific self-defense classes, specifically designed to address the different situations and issues facing today's men and women. R.A.D. Systems Physical Defense for Women is offered at least once during each semester.

PERSONAL SAFETY TIPS

There is no perfect way to protect yourself, but there are some simple things you can do to minimize your risk of being a victim of crime. Without the right information and prevention, today's college students are increasingly at risk in a world where violent crime, school shootings, cybercrime, online stalking, identity theft and more are on the rise. MICA provides useful, practical information and advice for situations you may face every day on our portal.

You may find a series of personal safety videos at:

[http://www.mica.edu/Campus_and_Student_Life/Campus_Safety/Awareness_and_Prevention/360_Stay_Safe_on_Campus_Videos_\(Log-in_Required\)/360_Stay_Safe_on_Campus_Everyday_Safety.html](http://www.mica.edu/Campus_and_Student_Life/Campus_Safety/Awareness_and_Prevention/360_Stay_Safe_on_Campus_Videos_(Log-in_Required)/360_Stay_Safe_on_Campus_Everyday_Safety.html)

BASIC STREET SENSE – ASSAULT/ROBBERY PREVENTION

1. Criminals don't "come out of nowhere." They are hiding on the same pavement you are walking on. When out on the street do not switch off your personal radar. Pay attention to people and vehicles 100 feet from you and assess not only immediate danger, but also the potential for any future danger.
2. It is important to be aware of your surroundings for both potential threats, and for escape routes. Look around and observe what's going on near and around you.
3. Walk with a friend or a group of friends. Walk briskly, know where you are going, and be familiar with an area before traveling it on foot.
4. Walk with confidence—send the message that you're calm, aware, and in control. Body language works.
5. Be aware of anyone approaching or closing the gap. Avoid stopping to answer questions, or responding to some comment or innocuous request.
6. Report strangers or suspicious activity in the area to Campus Safety and the Baltimore City Police immediately.
7. Don't let alcohol or drugs fog your judgment.
8. Avoid walking or jogging alone, especially at night.
9. Stick to well-lighted and well-traveled areas. At night, try to stay on well-lighted streets. Avoid doorways, shrubbery, dark shadows near buildings, and other potential hiding places.
10. Avoid taking shortcuts through isolated areas like alleys and parking lots.

11. Park in well-lit areas, even if you will be gone only a few minutes.
12. Take the shuttle and use on-campus walking escorts.
13. Stay away from deserted laundromats or apartment house laundry rooms at night; be cautious in the daytime.
14. When you take out your wallet, don't reveal your money.
15. Never leave your purse or backpack unattended.
16. If someone is following you, cross the street, change directions, vary your pace, or walk in the street.
17. Try to let someone know where you are going.
18. Wear comfortable shoes and try to avoid walking distances in high heels, especially at night.
19. Whistles or Freon horns are good to carry; they might scare off potential attackers.
20. Don't hitchhike, and don't pick up hitchhikers.
21. When driving in your car, keep doors locked; always check around and under your car as you approach it. Make sure to look into your car before getting in. Don't let your car surprise you.
22. In a cab or friend's car, ask the driver to wait until you signal you are safely inside your house before they depart.
23. Report strangers or suspicious activity in the area immediately to Campus Safety and the Baltimore City Police.
24. Trust your instincts!

For more information, pick up a Street Sense pamphlet at the Campus Safety office.

RESIDENCE & WORK-AREA PROTECTION

1. Always lock your door! Even if you are stepping out of your apartment, studio, or office for just a minute. LOCK YOUR DOOR. Nearly all residential burglaries occurring on campus involve entry through an unlocked (though often closed) door.
2. Be wary of bringing casual acquaintances to your room or home.
3. Take care of your keys. Don't leave them in your "cubby" or other hiding place.
4. Close and lock all doors and windows. Even if you leave for a few minutes. Don't leave an open invitation to crime.
5. Do not prop doors open. If you find a door open on campus, close it or report it to security.
6. Write down the serial numbers of all valuables (stereos, TVs, computers) and keep the list in a safe place. These are critical to property recovery.
7. Engrave your driver's license number and the issuing state on all valuables, and make sure it is clearly visible. Engravers are available to borrow at the Campus Safety office at no charge.
8. Do not engrave valuables with your Social Security number. Those numbers are federally protected, and law enforcement agencies are unable to learn an owner's identity if property is recovered.
9. Never leave your wallet, purse, studio equipment, art supplies, or any other valuables unattended! Practice one of the following safety practices: Lock it, hide it, or watch it.
10. Notify Campus Safety immediately of any emergency, accident, criminal activity, suspicious person, or conditions.
11. If your on-campus apartment has been burglarized or you suspect that something is missing, contact Campus Safety. DO NOT TOUCH ANYTHING! It is very important that you report all thefts, no matter how small, to Campus Safety.
12. If you live in non-College housing, follow the same procedures, but call the Baltimore City Police Department at 911 and then call Campus Safety at 410-225-2245.

13. Tips on protection in off-campus residences:

- Have a peephole installed.
- Do not open your door unless you know who's on the other side. Be aware of strangers seeking help. Offer to call the police for them, but do not let them in.
- Use only your last name and first initial on doorbells/mailboxes or in the phone book.
- Leave lights and a radio tuned to a talk-radio station on when not at home.
- Ask the landlord to keep shrubbery away from doors and windows.

For more information, pick up an Apartment Safety Guide pamphlet at the Campus Safety Office.

PROPERTY PROTECTION

The following are common-sense reminders for protecting your property. Crime prevention denies opportunity. Please remember and practice these tips at all times.

Treat your property, just as you would if you were in an airport:

1. NEVER leave personal belongings unattended, whether in an office, classroom, library, or studio. Wallets, backpacks, and pocketbooks are PRIME TARGETS for the "hit and run" thief. If you must leave belongings in your car, lock them out of sight in the trunk.
2. Even if you are going to be gone for "just a minute," take your belongings with you.
3. Don't leave large sums of money in your room.
4. Write down the serial numbers of all valuables (stereos, TVs, computers) and keep the list in a safe place. These are critical to property recovery.
5. Engrave your driver's license number and the issuing state on all valuables, and make it clearly visible. Engravers are available to borrow at the Campus Safety office at no charge.
6. Do not engrave valuables with your Social Security number. Those numbers are federally protected, and law enforcement agencies are unable to learn an owners identity if property is recovered.

SEXUAL ASSAULT PREVENTION

1. Be alert and look around at all times; rapists look for easy victims. Walk briskly and know where you are going.
2. Take the time to walk with friends; arrange your schedule to minimize the times you are alone in unsafe places.
3. At night, use the shuttle and escort system. Don't walk alone.
4. Even when in groups, avoid deserted and dangerous places, even in the daytime. At night, stay on well-lit streets; avoid doorways, bushes, and other potential hiding places. At night, walk down the center of a street if possible, or stay near the curb. Keep one hand free. Walk facing traffic. Vary your walking routes. Know where you can find help on regular routes.
5. Avoid working late at night or on weekends in isolated areas.
6. In the residence halls, never prop open common-area doors or sleep with your room door unlocked. Don't let people you don't know into the residence halls.
7. Think through possible actions you would take if confronted by a rapist. Know your strength and speed.
8. Know how to use unconventional weapons such as keys, a comb, or a pen.
9. Have your house/car keys out and ready when you get to your home/car.
10. Listen to your instincts. Don't hesitate to get help in any way necessary, if you sense danger.
11. Yelling "fire" is said to bring assistance faster than a call of "help" or "rape."
12. Be familiar with and use the Campus Safety services: dial ext. 2245 for an escort to walk you to your car or a campus building. Use the campus shuttle vans.

DATING

1. When you feel uncomfortable in a situation, trust your instincts.
2. When you mean "no," say "NO." Don't allow room for misinterpretation by being ambiguous in your actions. Be firm. You should communicate your intentions and limits early.
3. Don't immediately trust a new friend. Remember, trust must be earned.
4. Control the environment. You should be the one to choose or agree to the dating activity and location.
5. Be alert to diminished awareness caused by alcohol and drugs. When you lose control because of impaired judgment, you give the advantage to a would-be assailant.
6. Don't allow others to violate your personal space.

ACTS OF INTOLERANCE

Maryland Institute College of Art is a community composed of a wide variety of people with different cultures, racial backgrounds, sexual orientations, and many other differences. MICA values these differences and believes that encouraging interaction and respect among people who may differ from one another creates a positive learning experience. Intolerant acts that show disrespect for others harm both the victims and the community at large. Any behavior that victimizes an individual on the basis of that person's race, ethnicity, religion, sex, sexual orientation, creed, national origin, ancestry, age, or level of ability or disability is inappropriate at best, seriously detrimental to the community, and will be addressed.

Such behavior includes but is not limited to graffiti, defacing MICA or personal property, harassment, threats, fighting, and disrupting others in the exercise of their rights. Students who have witnessed or are victims of such behavior should report it to the Office of Student Affairs (410-225-2422).

MICA RESIDENCE HALL FIRE STATISTICS 2010

| MICA RESIDENTIAL FACILITIES | TOTAL FIRES IN EACH BUILDING | FIRE # | DATE | TIME | CAUSE OF FIRE | # OF INJURIES THAT REQUIRED TREATMENT AT MEDICAL FACILITY | # OF DEATHS RELATED TO A FIRE | VALUE OF PROPERTY DAMAGE CAUSED BY FIRE | CASE # |
|-----------------------------|------------------------------|--------|---------|---------|----------------------------|---|-------------------------------|---|--------|
| The Commons | 0 | | | | | | | | |
| The Gateway | 1 | 1 | 1/20/11 | 1000hrs | unattended burning incense | 0 | 0 | 230.00 | 1 |
| The Meyerhoff | 0 | | | | | | | | |
| Kramer House | 0 | | | | | | | | |
| 1212 Mt Royal Ave. | 0 | | | | | | | | |
| 1500 Mt. Royal Ter | 0 | | | | | | | | |
| 1502 Mt. Royal Ter | 0 | | | | | | | | |
| 1504 Mt. Royal Ter | 0 | | | | | | | | |
| 1508 Mt. Royal Ter | 0 | | | | | | | | |
| 1534 Mt. Royal Ter | 0 | | | | | | | | |
| MICA Place | 0 | | | | | | | | |

FIRE SAFETY SYSTEMS ON CAMPUS 2008-2010

| MICA RESIDENTIAL FACILITIES | YEAR | FIRE ALARM MONITORING PROVIDED BY COMMERCIAL VENDOR | PARTIAL ¹ SPRINKLER SYSTEM | FULL ² SPRINKLER SYSTEM | SMOKE DETECTION | FIRE EXTINGUISHER DEVICES | EVACUATION PLANS/ PLACARDS | NUMBER OF EVACUATION (FIRE) DRILLS EACH ACADEMIC YEAR |
|-----------------------------|------|---|---------------------------------------|------------------------------------|-----------------|---------------------------|----------------------------|---|
| The Commons | 2008 | Fire Line | X | | X | 132 | X | 2 |
| | 2009 | Fire Line | X | | X | 132 | X | 2 |
| | 2010 | Fire Line | X | | X | 134 | X | 2 |
| The Gateway ³ | 2008 | Fire Line | | X | X | 86 | X | 2 |
| | 2009 | Fire Line | | X | X | 88 | X | 2 |
| | 2010 | Fire Line | | X | X | 110 | X | 2 |
| The Meyerhoff | 2008 | Fire Line | | X | X | 34 | X | 2 |
| | 2009 | Fire Line | | X | X | 32 | X | 2 |
| | 2010 | Fire Line | | X | X | 33 | X | 2 |
| Kramer House | 2008 | Fire Line | | | X | 2 | X | 1 |
| | 2009 | Fire Line | | | X | 2 | X | 1 |
| | 2010 | Fire Line | | | X | 2 | X | 2 |
| 1212 Mount Royal Avenue | 2008 | | | | X | 2 | X | 1 |
| | 2009 | | | | X | 2 | X | 1 |
| | 2010 | | | | X | 6 | X | 2 |
| 1500 Mount Royal Terrace | 2008 | | | | X | 4 | X | 2 |
| | 2009 | | | | X | 3 | X | 2 |
| | 2010 | | | | X | 4 | X | 2 |
| 1502 Mount Royal Terrace | 2008 | | | | X | 5 | X | 2 |
| | 2009 | | | | X | 5 | X | 2 |
| | 2010 | | | | X | 5 | X | 2 |
| 1504 Mount Royal Terrace | 2008 | | | | X | 4 | X | 2 |
| | 2009 | | | | X | 4 | X | 2 |
| | 2010 | | | | X | 4 | X | 2 |
| 1508 Mount Royal Terrace | 2008 | | | | X | 4 | X | 2 |
| | 2009 | | | | X | 4 | X | 2 |
| | 2010 | | | | X | 4 | X | 2 |
| 1534 Mount Royal Terrace | 2008 | | | | X | 7 | X | 2 |
| | 2009 | | | | X | 7 | X | 2 |
| | 2010 | | | | X | 7 | X | 2 |
| MICA Place | | | | | | | | |
| | 2010 | Fire Line | | X | X | 8 | X | 2 |

1. Partial Sprinkler System is defined as having sprinklers in the common areas only.
2. Full Sprinkler System is defined as having sprinklers in both the common areas and individual rooms.
3. Gateway building opened September 2008.

FIRE SAFETY PLAN

FIRE DRILL INSTRUCTIONS

1. Close the doors to your immediate area.
2. EVACUATE the building via the nearest exit using stairways.
3. Assist others in exiting the building and move to designated safe meeting location.
4. DO NOT use elevators; use marked exit stairways.
5. Occupants will not be permitted to re-enter the area until the all-clear has been given by the Baltimore City Fire Department or the Emergency Response Unit.

PORTABLE FIRE EXTINGUISHERS

- Portable fire extinguishers at MICA are intended for use by trained individuals.
- You should activate the nearest fire alarm prior to using the fire extinguisher. Most portable extinguishers are appropriate for only small contained fires.
- Don't fight a fire if you have not been trained or are unsure about what type of fire extinguisher to use.
- Remember never to fight a spreading or growing fire and never block your escape.

FIRE PREVENTION AND EDUCATION

MICA fire prevention and response includes many different forms of training to educate the community such as:

- Email blasts to students regarding Fire Prevention
- Orientations for RAs, students, and faculty includes Fire Procedures and MICA Alert information;
- Staff training regarding response and procedures to fire alarms;
- Portable Fire Extinguisher training for staff
- Drills (currently twice a year in residential buildings, as well as a detailed assessment of the buildings when they are unoccupied to ensure each room is properly functioning with strobes, alarms, etc.). Table top exercises are conducted to prepare first responders.

We do have plans to continuously upgrade our life safety systems throughout campus and follow the required inspection procedures by NFPA codes.

EMERGENCY BUILDING EVACUATION FOR PEOPLE WITH PHYSICAL DISABILITIES

The development of a personal emergency plan should include the following steps:

Step 1: Register.

- Students with disabilities who need assistance must register with the Director for the Learning Resource Center (LRC) regarding the nature of assistance they will need during an emergency (**LRC Bunting 458 lrc@mica.edu, 410-225-2416, www.mica.edu/learningresourcecenter**).
- An "Emergency Evacuation Assistance" form for registration will be provided, along with *Guidelines for Assisting Those With Disabilities in an Evacuation* by the LRC. Completed copies (with a completed "buddy list") will be forwarded by the LRC to Campus Safety, the EHS Office, and Residence Life. This form should be updated as needed (along with Floor Occupancy Lists) at the beginning of each semester.
- Employees requiring assistance should register with the Office of Human Resources.

Step 2: Establish Personal Evacuation Instructions.

- Assistance required during an evacuation will be written on the registration form and the individual should carry a copy with disabilities at all times. The form will instruct others on the best ways to assist and the number of persons needed to help.

Step 3: Establish a "Two Buddy System."

- Prepare for emergencies in advance by establishing two buddies for each routine class/office/dorm location. A "buddy" could be a classmate, instructor, supervisor, or co-worker. An individual's personal evacuation instructions should be shared with their "buddies." During a drill or incident, buddies will assist individuals with disabilities to an evacuation assembly area outside the building or to a safe refuge area within a building (e.g. stair landing, room away from imminent danger, another wing, opposite end of corridor, or Designated Refuge Areas located in block enclosed stair areas.).
- One buddy should leave the building and immediately notify responding emergency personnel (Campus Safety, Officer in Charge) as to where the individual with disabilities is located. The Incident Command personnel will decide if individuals are safe where they are or evacuate them as necessary. The other "buddy" should stay with the individual with disabilities until the emergency is over. If an individual with a disability is alone during an emergency, he/she should contact the 24-hour Campus Safety dispatch at 443-423-3333 and provide his/her present location. Campus Safety can be contacted by a cell phone, a campus emergency telephone, or an office telephone. (Campus Safety will provide students who do not have a cell phone with a Campus Emergency Phone once they register.)

Step 4: Know Your Environment.

- Become familiar with emergency exits, evacuation routes in campus buildings, and campus evacuation assembly areas. Elevators are not to be used as emergency exits unless instructed by emergency personnel. Determine the building exit nearest your classroom or office. In the event that this exit is blocked, be familiar with alternate exits. Floor plans with evacuation routes and emergency equipment locations are usually posted at stairways or on Health and Safety boards in independent studio spaces.

Step 5: Know How to Reach Key Contacts for Assistance.

- Baltimore City Fire/Rescue or Police, 911
- Campus Safety 24-Hour Emergency Dispatch: On Campus, ext. 3333
- Activate your Rave Guardian indicating you need assistance. You can sign up for Rave Guardian and provide your class schedule at:
www.mica.edu/Campus_and_Student_Life/Campus_Safety/Services_and_Programs/Rave_Guardian

IN THE EVENT OF FIRE

- If you discover fire in your area: alert others in the immediate area, get out, and close the door behind you.
- Activate the building fire alarm system on your way out and call the Baltimore City Fire Department by dialing 911 from a safe place.
- Leave the fire area immediately by following your planned exit route and closing all doors behind you to slow the spread of fire and smoke.
- Exit the building by the closest exit or exit stairway.
- Never use an elevator when evacuating for a fire alarm or smoke-filled building. Always use the stairs.
- Once outside the building, move to a safe area. Tell the fire department if anyone is left inside the building, and do not re-enter until you are told to by MICA staff.

IF YOU ARE TRAPPED OR UNABLE TO EXIT

- Stay calm and take steps to protect yourself.
- If there is a working phone, call 911 and tell the dispatcher where you are. Do this even if you can see the fire department from the window.
- Stay where rescuers can see you through the window and wave a light colored item to attract their attention.
- Stuff clothing, towels, or blankets around the cracks in the door to help keep smoke out of your refuge.
- Be patient, the rescue of occupants of large structures can take time.

POLICIES GOVERNING STUDENT BEHAVIOR AND CAMPUS LIFE

The Family Educational Right and Privacy Act (FERPA) The Family Educational Rights and Privacy Act affords student certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by Maryland Institute College of Art to comply with the requirements of FERPA
5. The following information will only be released directly to the student or with the student's written authorization: grade reports, class schedules, transcripts, and honors awarded
6. The following information has been deemed "directory" information and may be released without student consent unless the student has indicated otherwise: name, address(es), enrollment status (full- or part-time), and degree earned

DISCIPLINARY PROCESS

Students will notice the absence of excessive regulations at the College. Because a community such as ours depends on the good judgment and considerate behavior of its members, all students are expected to maintain high standards of personal conduct.

All students must show respect for personal and College property and for the rights of their fellow students, faculty, and staff. Generally, behavior that reflects good intentions, mature judgment, and respect for the rights of other people will not conflict with the expectations of the College.

The need for discipline arises when individual or group conduct adversely affects the College as an educational community. Students who violate College policies, procedures, and regulations will be subject to disciplinary action. Such action is not a substitute for civil or criminal proceedings; all students, whether on or off campus, also remain subject to local, state, and federal laws. Students who violate those laws may also be subject to College disciplinary procedures.

The Office of Student Affairs administers cases involving violations of College policies, procedures, and regulations. Certain matters of academic discipline may be referred to the Office of Academic Affairs for dispensation.

When violations of non-academic regulations are reported, the Associate Dean of Student Affairs (or designee) will review preliminary reports and determine if additional information needs to be gathered. If additional information is needed, the Associate Dean (or designee) will ask the Director of Residence Life (or designee) to meet with the students involved in the case to retrieve additional information. After this additional information has been gathered, the Associate Dean will review all of the case information.

1. If the case would not likely result in potential expulsion or suspension, the Associate Dean (or designee) will initiate a Disciplinary Conference to confirm the relevant facts. Depending upon the severity of the alleged violation and the results of the conference, the Associate Dean may decide not to take any action or may impose one or more of the following sanctions, among others:
 - Restitution (*monetary or other appropriate compensation for damages*)
 - Alcohol and other drugs assessment
 - Educational projects
 - Warning/Disciplinary probation
 - Dismissal from housing (*if student is in College-owned housing*)
 - Community service

Decisions made in a Disciplinary Conference are final, and appeals are not allowed. Certain situations involving both academic and non-academic regulations may require collaboration with Academic Affairs.

2. If the case could likely result in potential expulsion or suspension, the Associate Dean will ask the student if he or she prefers a Dean's conference or a hearing through the Student Disciplinary Hearing Board, which is composed of three members, one each of MICA faculty, staff, and students. A request for a hearing before the board must be made by the student within three (3) business days after an initial meeting with the Associate Dean. In some cases, the Associate Dean will determine that a hearing board is necessary to effectively adjudicate the complexities of the case. This includes judicial cases involving allegations of sexual assault.

If the Student Disciplinary Hearing Board is used, the board will report to the Vice-President for Student Affairs their findings on responsibility and a recommendation on sanctioning if necessary. These recommendations can include any sanctions from the above list as well as suspension or dismissal from MICA. The findings and recommendation will be shared with the student, and the student will be given a three (3) business day window to comment on the findings and recommendation. The comment period will, in essence, serve as the student's chance to provide any information related to an appeal. After reviewing the facts of the case, the findings, the recommended sanction, and any comments from the student, the Vice President of Student Affairs will make a final decision on sanctioning. In each case, the board shall proceed by following such procedures as it determines to be appropriate for developing its recommendations and no particular formality or other procedural requirements shall be mandated.

If so desired, it is appropriate for a student to bring an advisor to either a Disciplinary Conference or a hearing board to offer support. The advisor must be a member of the College community, and the College does not permit legal counsel to attend disciplinary meetings. The student involved is responsible for presenting his or her own information, and therefore advisors are not permitted to speak or to participate directly in any disciplinary hearing or board.

INTERIM SUSPENSION POLICY

The Vice President of Student Affairs or a designee may in his/her discretion suspend a student for an interim period pending a disciplinary hearing or mental health evaluation. The interim suspension may become immediately effective without prior notice whenever there is sufficient evidence that the continued presence of the student on the College campus poses a substantial threat to himself/herself or to others, or to the stability and continuity of normal College functions. A student suspended on an interim basis shall be given the opportunity to be heard through either a Dean's conference or hearing board provided a request is made within four (4) academic days from the effective date of the interim suspension. In cases where suspension or dismissal is recommended, the comment period may be shortened accordingly.

A student suspended on an interim basis may not withdraw from the College before the conclusion of his or her disciplinary case.

PARENTAL NOTIFICATION

The College generally communicates directly with students in all matters related to their attendance here. In turn, it is expected that students and their parents will maintain ongoing communication. The College will not assume the role of liaison between family members.

There are occasions when it is appropriate for College officials to inform parents of particular situations involving students. As circumstances warrant, the College will notify parents if a student's health is endangered (including instances of accidental injury) or when his or her behavior is determined to have a serious detrimental effect on the educational process, for either the student or the College community, as permitted by the FERPA act.

Misconduct Subject to Disciplinary Action

1. All forms of dishonesty, whether by act or omission, including but not limited to cheating; plagiarism; knowingly furnishing false information to the College; and forgery, alteration, or use of College documents or instruments of identification with intent to defraud.
2. Intentional or wanton disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities—including public service functions or other authorized activities on College premises.
3. Disruptive behavior, including but not limited to physical abuse, assault and battery, harassment, or threats to any person on College premises or at College-sponsored or -supervised functions, or which affect any member of the College community. This includes drug- and alcohol-related behavior, as well as harm to oneself.
4. Theft or damage, including vandalism, to College premises or property, including College or student artwork; or theft or damage, including vandalism, to property of a member of the College community or visitors.
5. Unauthorized entry to or use of College facilities.
6. Failure to comply with directives of College officials acting in the performance of their duties.
7. Violation of rules governing residence in College-owned or -controlled property.
8. Violation of College, local, state, and federal laws related to the use or possession of alcohol and other drugs, and violations of other such laws in a way that affects the College community's pursuit of its proper educational purposes.

ALCOHOL AND DRUG POLICY

ALCOHOL POLICY

Maryland Institute College of Art is committed to enforcing Maryland state law and College policies that prohibit persons under the age of 21 from possessing, serving, or consuming alcohol. In addition, MICA actively discourages those 21 years and over from abusing alcohol. Accordingly, the unauthorized possession or use of alcoholic beverages on College-owned or -controlled property, including student residences, is expressly forbidden. As adults, students bear ultimate personal responsibility for knowing and adhering to state and federal law. Students living in campus housing who are 21 years or older may drink alcohol in the privacy of their apartments; however, they may not buy or serve alcohol to students or others under the legal drinking age. If an apartment is shared by those both under and over 21, it must be clear to any College official that alcohol is being consumed only by those 21 years of age and older. If an apartment is occupied only by those under 21, then alcohol is not permitted under any circumstance.

Open containers of alcohol are not permitted in any of the public or common spaces on campus, including courtyards, stairwells, or parking lots. Multi-quart containers such as kegs are not allowed in any campus-owned or -controlled space.

Students who violate this policy will be subject to the following sanctions, among others, depending upon College officials' assessment of the severity of the violation(s):

- Alcohol education
- Assessment for alcohol abuse problem
- Required alcohol abuse treatment program
- Housing probation (if violation occurred in College housing)
- Dismissal from College housing (*if violation occurred in College housing*)
- Suspension from the College
- Dismissal from the College
- Referral to law enforcement agencies

Also, if alcohol is found in the possession of underage students, staff will require that the alcohol be disposed of in the presence of the staff member.

STUDENT OPENINGS AND PARTIES

Because the majority of MICA students are not of legal drinking age, alcohol is not allowed at student events, including undergraduate and graduate student openings. With appropriate authorization, alcohol may be served at some College-sponsored or -sanctioned activities, but only to persons who provide verifiable proof of age. The serving of alcoholic beverages in all such instances must receive the specific written approval of the Vice President for Student Affairs and will involve strict supervision of the event by student hosts and designated staff or faculty and adherence to the alcohol policy. All alcohol beverages on campus must be served by a bartender provided by dining services.

DRUG POLICY

The use, possession, or sale (or possession with intent to sell) of illegal or illicit drugs or narcotics is expressly prohibited by federal state, and local laws and regulations, as well as College policy. Possession or use of illicit drugs by students are grounds for severe sanctions, including expulsion, and may result in referral to authorities for prosecution. The possession of drug paraphernalia (including hookahs, bong, needles not for prescribed use, and other such items) is also a violation of both state law and College policy.

Students who violate this policy will be subject to any of the following sanctions, among others, depending upon College officials' assessment of the severity of the violations:

- Assessment for substance abuse problem (*cost to be borne by student*)
- Required substance abuse treatment program (*cost to be borne by student*)
- Mandatory drug testing program (*cost to be borne by student*)
- Housing probation (*if student lives in College housing*)
- Dismissal from College housing (*if student lives in College housing*)
- College probation
- Loss of financial aid
- Suspension from the College
- Dismissal from the College
- Referral to law enforcement agencies

ALCOHOL AND OTHER DRUG EDUCATION PROGRAMS

The Office of Student Affairs and the Counseling Center offer educational programs on a range of alcohol- and drug-related topics on a yearly basis. Topics vary from year to year and may include the relationship between artists and alcohol or drugs, how to have fun without alcohol, and coping with family members with addictions. Written material on the effects of alcohol and drugs is distributed during the year. The College counselors are available to talk with students experiencing alcohol- or drug-related difficulties and can refer students to other resources in the community. Meetings of Al-Anon take place on campus during the academic year. Interested students should contact the Health Center, the Counseling Center, or the Office of Student Affairs.

POLICY ON GRAFFITI AND VANDALISM

Maryland Institute College of Art is a community of artists and designers. As a community of artists, we advocate for a broad range of opportunities for expression of our students' creative vision through exhibitions, performances, and programs that provide opportunities for community-based art such as murals and public performances. We also encourage our students to seek out opportunities to make their work available to the public beyond our campus. Although some forms of graffiti art have gained recognition as a viable form of artistic expression, the College considers defacement of public or private property to be vandalism, not artwork. MICA provides students with the resources and support to seek appropriate permission to create works of art in the public realm. As a community of artists and an institution dedicated to the preservation of the aesthetic environment, the College is strongly opposed to graffiti and other forms of vandalism.

Students who commit vandalism on or off campus are subject to disciplinary action by the College, which can include any or all of the following: restitution (monetary or other appropriate compensation for damages), disciplinary probation, community service, suspension from the College, or dismissal from the College. In addition to discipline by the College, students are subject to civil legal action by property owners and criminal prosecution for their actions.

We expect all members of our community to display good judgment and considerate behavior, as well as high standards of personal conduct. Students who violate College policies, procedures, and regulations are subject to disciplinary action. College disciplinary action is not a substitute for civil or criminal proceedings; all students, whether on campus or off campus, are subject to local, state, and federal laws. Students who commit acts of vandalism on or off campus are subject to legal action. When their actions adversely affect the College as an educational community, these activities are also subject to College disciplinary action.

HARASSMENT POLICY

Maryland Institute College of Art is committed to providing its staff, faculty, and students the opportunity to pursue excellence in their academic and professional endeavors. This can only exist when each member of our community is assured an atmosphere of mutual respect, one in which they are judged solely on criteria related to academic or job performance. The College is committed to providing such an environment, free from all forms of harassment and discrimination. Each member of the community is responsible for fostering mutual respect, being familiar with this policy, and refraining from conduct that violates this policy.

Maryland Institute College of Art will not tolerate any type of harassment or discrimination toward or by any member of the College community. All complaints of such behavior will be taken seriously and will be investigated promptly and thoroughly. The College prohibits acts of reprisal against anyone involved in lodging a complaint of harassment or discrimination. Conversely, the College considers filing intentionally false reports of harassment or discrimination a violation of this policy. It is illegal to harass others on the basis of their sex, age, race, color, national origin, religion, marital status citizenship, disability, or any other status protected by law. Individuals found guilty of harassment or discrimination toward another employee, student, or faculty member will be subject to disciplinary actions up to, and including, immediate termination or expulsion from the College, when appropriate.

Harassment or discrimination (as defined by Title VII, Title IX, or other applicable laws) can take many forms—including but not limited to slurs, jokes, statements, gestures, electronic communications (including e-mail), pictures, or cartoons regarding a student's, faculty members, or employee's race, color, religion, gender, national origin, age, marital status, sexual orientation, citizenship, disability, or any other status protected by law. Fundamental to the College's mission is the free and open exchange of ideas. It is not, therefore, the College's purpose in promulgating this policy to inhibit free speech or the free communication of ideas by members of the academic community.

SEXUAL HARASSMENT POLICY

Sexual harassment is a violation of the law and a violation of the College's policy. This policy on sexual harassment applies to the entire College and to the conduct of students, faculty, staff, and vendors both on campus and at College-sponsored events and activities.

Sexual harassment toward a student is a violation of Title IX of the Education Amendments Act of 1972.

Students who believe they have been subject to sexual harassment at the College are instructed to contact the Vice President for Student Affairs. Sexual harassment toward an employee is a violation of Title VII of the Civil Rights Act. Title VII is the primary legal basis for sex discrimination claims of employees. It protects both men and women and includes, but is not limited to, discrimination on the basis of pregnancy, childbirth, or related medical conditions.

If you feel that you are being sexually harassed, or are aware of the occurrence of sexual harassment, you should immediately contact the Vice President for Student Affairs, the Vice President for Academic Affairs, or the Associate Vice President of Human Resources/Equal Opportunity Officer. The College will investigate the matter promptly and take appropriate steps to equitably resolve the matter.

Sexual harassment is unwelcome behavior of a sexual nature that is offensive to students, staff, or faculty.

SEXUAL HARASSMENT INCLUDES BUT IS NOT LIMITED TO:

- Sexual advances, requests for sexual favors, or verbal or physical contact where submission to the conduct is made a term or condition of instruction, employment, or any College activity or is used as the basis for academic decisions or employment
- Unwelcome verbal, visual, or physical conduct of a sexual nature, which unreasonably interferes with a student, staff, or faculty member's work or creates a hostile or demeaning employment or educational environment

SOME EXAMPLES OF PROHIBITED HARASSMENT INCLUDE:

- Unwelcome sexual advances. This includes patting, pinching, brushing up against, hugging, cornering, kissing, or any other physical contact considered unacceptable by another individual.
- Requests or demands for a sexual relationship. This includes subtle or blatant unwanted flirtations, advances, propositions, expectations, or requests for any type of sexual relationship.
- Verbal abuse or teasing that is sexually oriented or based on gender or sexual preference. This includes comments about an individual's body or appearance, off-color jokes, or any other offensive comments, innuendoes, or actions with which someone may be uncomfortable (where such comments go beyond an isolated innocuous compliment).

Consenting romantic and sexual relationships between faculty/staff and student or between supervisor and employee, while not expressly forbidden, are generally deemed inappropriate, particularly relationships between individuals of unequal status. In the view of the College, the relationship between a student and instructor or staff member is that of client and professional. The respect and trust accorded an instructor by a student, as well as the power exercised by the instructor in giving praise or criticism, grades, recommendations for further study, or future employment greatly diminish the student's actual freedom of choice should sexual favors be included among the instructor's demands. Therefore, instructors are warned against the possible costs of even an apparently consenting relationship in regard to the academic efforts of both faculty member and student. A faculty member or staff member who enters into a romantic relationship with a student, or a supervisor with an employee where a professional power differential exists, must realize that if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to establish that there has been no violation of the policy on grounds of mutual consent. The College administration and the Harassment Review Board investigating a charge of sexual harassment shall be expected, in general, to be unsympathetic to a defense based upon consent when the facts establish that a professional faculty/staff-student or supervisor-employee power differential existed within the relationship.

MAKING A COMPLAINT

FACULTY/STAFF

A faculty or staff member of the College who believes that he or she is being harassed in violation of this policy, or who becomes aware of harassment of a coworker and wishes the College to take action on his or her behalf or on the behalf of others, is required to immediately bring the matter to the attention of either their department chair/supervisor, the Vice President for Academic Affairs, or the Director of Human Resources/Equal Opportunity Officer. An employee is not required to bring a harassment complaint first to their department chair or supervisor. If preferred, the complaint may be made directly to the Director of Human Resources/Equal Opportunity Officer. All complaints will be investigated in accordance with the Grievance Procedure described in this policy. Any supervisor who receives a complaint or who observes harassing conduct must inform the Director of Human Resources/Equal Opportunity Officer immediately. An official record of the complaint will be made.

STUDENTS

If a student of the College believes that he or she is being harassed in violation of this policy or becomes aware of possible harassment and wishes the College to take action, he or she should bring the matter immediately to the attention of one of the following parties: the Vice President for Student Affairs, the Director of Human Resources/Equal Opportunity Officer, or the Vice President for Academic Affairs. Any student who wishes a confidential discussion regarding harassment should contact a member of the Counseling Center staff.

All complaints of harassment will be promptly investigated. The College will not tolerate retaliation against any member of the College for bringing a complaint or for cooperating with an investigation. When the investigation finds that harassment occurred, the College will take prompt corrective and disciplinary action (up to and including discharge from employment or expulsion from the College, when appropriate).

INVESTIGATIVE PROCEDURES

Any complaint of harassment should be expressed to the Vice President for Student Affairs, the Vice President for Academic Affairs, or the Director of Human Resources/Equal Opportunity Officer. If a student has a complaint, it should be discussed with the Vice President for Student Affairs. A staff member's complaint should be discussed with the Director of Human Resources/Equal Opportunity Officer, and a faculty member's complaint should be discussed with the Vice President for Academic Affairs. If a department chair or other MICA community member receives a complaint, this complaint must be forwarded to the Director of Human Resources/Equal Opportunity Officer within two working days of receiving the complaint.

INFORMAL INVESTIGATION AND RESOLUTION

Once a complaint has been made, counseling, informal discussion, and mediation are often the first phase of the complaint process. In some cases the complaint may be resolved by simply arranging for a meeting between the involved parties. If the complainant is not satisfied that the issues related to the alleged harassment have been resolved through the informal process, the Director of Human Resources/Equal Opportunity Officer will initiate a formal process of investigation.

FORMAL INVESTIGATION AND RESOLUTION

Maryland Institute College of Art has established a standing Harassment Review Board (see Definitions section that follows) for the purpose of conducting formal investigations into allegations of harassment and making recommendations on the basis of its investigation. In the formal investigation process, the Director of Human Resources/Equal Opportunity Officer will convene the full board or a sub-group to review the complaint and determine whether the allegations constitute harassment. If the board or sub group finds that the elements of the complaint fall under the definition of harassment, the Director of Human Resources/Equal Opportunity Officer will consult further with this group to determine a schedule and organization of a formal investigation by the full Harassment Review Board. The Director of Human Resources/Equal Opportunity Officer has ten working days to complete the process. If the Director of Human Resources/Equal Opportunity Officer cannot complete the process within this time frame, the person making the complaint will be notified in writing of the expected time frame for completion of the initial investigation and reason for delay. The Harassment Review Board will conduct a formal investigation, which includes interviews with witnesses and a review of all information deemed relevant to the matter. Both the accuser and the accused will be given an opportunity to appear before the Harassment Review Board. The Director of Human Resources/Equal Opportunity Officer will maintain a confidential record of the proceedings and prepare a report of the findings for the Administration. In the absence of the Director of Human Resources/Equal Opportunity Officer, a selected member of the Harassment Review Board will assume these responsibilities. Complaints should be presented as promptly as possible after the incident occurs. The individual who presents the complaint may postpone an investigation for a reasonable time. In the case of a complaint brought by a student, postponement is limited to sixty days from the end of the academic semester in which it occurred. The reason for postponement should be stated in writing and submitted to the Director of Human Resources/Equal Opportunity Officer.

If the Director of Human Resources/Equal Opportunity Officer refers a complaint to the Harassment Review Board, the Harassment Review Board will have a goal of completing its investigation within 20 working days of the date on which it receives the complaint. If the Harassment Review Board determines that it cannot complete its investigation within this time frame, the person making the complaint and the accused will be notified in writing of the expected time frame for the completion of the Harassment Review Board's investigation and reasons for delay.

After a full fact-finding investigation by the Harassment Review Board, a written report will be presented to the President of the College and a summary of findings presented to both parties. If the Harassment Review Board finds that harassment has not occurred, the report and evidence will be held for three years, and then destroyed from institutional files. In the event that the Harassment Review Board determines that harassment occurred, the College will take prompt corrective and disciplinary action (up to and including discharge from employment or expulsion from the College, when appropriate). If the investigation involves a student, the findings will also be presented to the Vice President for Student Affairs for disciplinary action if appropriate. If the investigation involves a faculty member, the findings will also be presented to the Vice President for Academic Affairs for disciplinary action if appropriate.

DEFINITIONS

"CONFIDENTIALITY"

The College is sensitive to the need for privacy for the complainant and the accused; therefore, in investigating complaints of harassment, the College will be as discreet as possible. It is most important that all parties (accuser, accused, witnesses, and Harassment Review Board members) involved in the investigation maintain confidentiality. If the confidentiality is breached, the individual responsible for the breach may be subject to disciplinary action up to and including termination or expulsion from the College, when appropriate.

"DISCIPLINE"

The College will take disciplinary action as it deems necessary and appropriate. This may include but is not limited to warning, suspension, and immediate discharge or expulsion from the College. Immediate discharge or expulsion may be taken as a first or last disciplinary step.

"HARASSER"

Hostile environment claims do not require that the harasser be a supervisor or faculty member. The harasser can be a student classmate, a staff member, a vendor, a customer, or other non-employees.

"HARASSMENT REVIEW BOARD"

The Harassment Review Board will be selected by the President or his designees in consultation with the Equal Opportunity Officer. The Harassment Review Board will consist of three staff members, three faculty members, the Director of Human Resources/Equal Opportunity Officer, and a designated note taker. The Harassment Review Board shall be composed of persons who reflect the College's diverse population. The Director of Human Resources/Equal Opportunity Officer serves as coordinator in order to centralize the responsibility of the Harassment Review Board and to facilitate administrative matters. Selection is aimed at forming a group that will offer continuity, experience, and sensitivity to concerns of those who believe they have become a victim of harassment on the basis of their sex, age, race, color, national origin, religion, marital status, citizenship, disability, or other legally protected status. The Harassment Review Board members shall be appointed for a three-year term and may be reappointed. Any member who has a connection to a complainant or the alleged harasser should be excused from this process. The Harassment Review Board members' function is to work as a diverse group to investigate complaints to determine whether alleged conduct constitutes harassment of any type. A Harassment Review Board member may also participate in mediation between parties. After a full fact-finding investigation by the Harassment Review Board, a written report will be presented to the President. If the investigation involves a student, the findings will also be presented to the Vice President for Student Affairs; if the investigation involves a faculty member, the findings will also be presented to the Vice President for Academic Affairs.

"HOSTILE ENVIRONMENT"

Unwelcome verbal, visual, or physical conduct—which occurs because of a person's legally protected status and unreasonably interferes with a student, staff, or faculty member's work or creates a hostile or demeaning employment or educational environment—constitutes a hostile environment.

"RETALIATION"

Submission of a good-faith complaint will not affect educational endeavors, work assignments, academic career, or an employee's future employment with the College. No retaliatory action will be taken against any person because they make a complaint of harassment. If the complainant believes he or she is being retaliated against for making a complaint or participating in an investigation, he or she should immediately report such retaliation to the Director of Human Resources/Equal Opportunity Officer.

"SEXUAL HARASSMENT"

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's instruction, employment, or participation in any College activity
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive College environment

SEXUAL ASSAULT POLICY

As required by the Campus Security Act of 1990, amended by the Higher Education Technical Amendments of 1991, and the Higher Education Amendments of 1992 and 1999, all colleges and universities receiving federal funds are required to establish and distribute policy and procedures regarding sexual assault. MICA's Sexual Assault Policy includes definitions of terms, complaint procedures for students and employees, and descriptions of counseling and education programs to prevent sexual assault. If you have any questions or concerns about the policy, please feel free to contact the Office of Student Affairs.

1. POLICY

It is the policy of Maryland Institute College of Art (hereinafter, "College") that no person (including students, employees, faculty members, or visitors) may physically or verbally threaten the physical or mental well-being of any other person while on College-owned, -leased, or -controlled property through the commission of forcible or non-forcible sexual offenses as defined below under Definitions. Sexual assault is a criminal act of violence. When a sexual assault or other crime occurs, it creates an environment of concern and tension throughout the campus and surrounding community. The College's policy is designed to provide an environment that responds promptly and with sensitivity to the needs of victims, that respects the rights of the accused, and addresses the concerns and safety of the community.

2. DEFINITIONS

"Forcible sexual assault" Any sexual act, sexual contact, or vaginal, anal, or oral intercourse directed against another person by force or threat of force, against the will and without the consent of that person, even if that person is incapable of giving consent.

- A. Forcible rape
- B. Forcible sodomy
- C. Sexual assault with an object
- D. Forcible fondling

"Non-forcible sexual assault" Unlawful, non-forcible sexual intercourse.

- A. Incest – non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
- B. Statutory Rape – non-forcible sexual intercourse with a person who is under the statutory age of consent.

"Sexual Act"

Oral, anal, or genital intercourse, even if semen is not emitted. Penetration, however slight, is evidence of intercourse. "Sexual Act" also means the penetration, however slight, by any object entering the genital or anal opening of another person's body if the penetration can be reasonably construed as being for the purposes of sexual arousal or gratification or for abuse of either party if the penetration is not for accepted medical purposes.

"Sexual Contact"

The intentional touching of the anal or genital areas or other intimate parts for the purposes of sexual arousal or gratification or abuse of either party. This does not include acts commonly expressive of familial or friendly affection, or acts for accepted medical purposes.

3. WHAT TO DO IF YOU ARE SEXUALLY ASSAULTED

- Get to a safe place as soon as possible.
- To get help, call the police at **911 (dial 9, then 911** if you are calling from a campus phone) as soon as possible after the assault has occurred.
- Contact someone you trust to be with you and help you deal with the trauma of having been violated. If you wish, you may contact the Director of Counseling, to assist you (410-225-2367 or 443-695-1414). See "Who to Call" below for more information. After business hours, contact the Campus Safety Dispatch Desk at 443-423-3333 (ext. 3333 on campus). Your situation will be handled with confidentiality.
- Try to preserve all evidence. Do not throw away clothes or wash, douche, or change. If you must change clothing, put all clothing you were wearing at the time of the attack in a paper (not a plastic) bag.
- Document any injury you suffered either by photograph or by showing someone you trust.
- To maintain all your legal options, physical evidence should be collected within 24 hours of the attack, because with the passage of time, the quality and quantity of evidence may diminish. **Please note:** Many emergency rooms request that you call the police prior to arriving at the emergency room. It is the decision of the person assaulted whether or not to file charges. If a charge is filed with the police, the state picks up the cost of medical care provided at the emergency room. If a charge is not filed, the person assaulted will have to pay medical costs incurred.
- Get medical attention as soon as possible to treat any physical injury and to prevent the possible consequences of venereal disease or pregnancy, as well as to preserve evidence and to document internal and external damage and injury.
- Until police have dusted for fingerprints, try not to touch any smooth surfaces that the assailant may have touched.
- Reporting a sexual assault is a separate step from choosing to prosecute. When a report is filed, you are **NOT** obligated to continue with the police criminal justice system or the campus disciplinary action process. The College will provide confidential counseling, emotional support, and immediate emergency services.
- After the assault, let your answering machine pick up and record telephone calls. Save any tape recordings that are suspicious.
- Do not try to confront your assailant. Let the police know if there is further contact with the assailant.

4. WHO TO CALL IF YOU ARE SEXUALLY ASSAULTED

If you are a victim of sexual assault and would like immediate support or guidance, MICA's director of counseling, Patricia Farrell-McLaughlin, MSW, LCSW-C, is available to provide support and advocacy. She is available 24 hours a day to call for emergencies. You may also call other Student Affairs staff members for support (see following paragraphs for phone numbers).

A victim of sexual assault has the right to file charges, and, at the victim's request, MICA will promptly assist in notifying appropriate law enforcement officials. If you would like assistance from someone outside MICA, call the Sexual Assault Center Hotline at 410-828-6390.

PERSONAL COUNSELING

- Patricia Farrell-McLaughlin, MSW, LCSW-C
- Joe Kachik, PhD
- Jeffery Klug, LCPC, CAC

From 9 am to 5 pm, call 410-225-2367 or 410-225-2394.

In an emergency, call the Counseling Center's emergency number: 443-695-1414.

CAMPUS SAFETY OFFICE

9 am to 5 pm: 410-225-2355

24 hours: 443-423-3333 off campus, or ext. 3333 on campus

If you need help and support from a College staff member after hours, call Campus Safety and tell them you have an emergency. You do not need to describe the emergency. Ask them to call the College patrol officer or Student Affairs staff member on call. They will refer you to a person who can help you.

LINDEN MEDICAL

Monday through Friday, 9 am to 5 pm: 410-225-8855.

After hours or on weekends, dial 410-225-8000 and request the physician "on call" for Linden Medical Associates.

OFFICE OF STUDENT AFFAIRS

- Dusty Porter, *Vice President and Dean of Student Affairs*: 410-225-2422
- Mike Patterson, *Associate Dean for Student Life and Judicial Affairs*, 410-225-2422
- Cheryl Garner, *Associate Dean for Student Development*, 410-225-2422
- Residence Life Staff: Contact your front desk and ask for the Professional Staff Member on Duty (Commons—410-462-7500; Meyerhoff—443-552-1600; Gateway—410-225-5286)

SEXUAL ASSAULT CENTERS

Support, advocacy, and referral service for victims of sexual assault (i.e., rape, incest, and domestic violence)

- Baltimore City: 410-837-7000
- Baltimore County: 410-377-8111
- TurnAround Hotline: 410-828-6390

5. WHERE TO GO FOR MEDICAL ATTENTION

Each of the following hospitals has a rape crisis protocol and the Maryland State Police Sexual Assault Evidence Kit.

Baltimore City Hospital Emergency Room

Mercy Hospital
301 Saint Paul Place
410-332-9477

Baltimore County Hospital Emergency Rooms

| | |
|--|--|
| Franklin Square Medical Center 9000 Franklin Square Drive 443-777-7046 | Greater Baltimore Medical Center (GBMC) 6701 North Charles Street 443-849-2225 |
|--|--|

6. COMPLAINT PROCEDURES

Victims of forcible or non-forcible sexual assault are encouraged to report any crime to the Student Affairs Office, one of the College's personal counselors, or Campus Safety. These departments are staffed with people who will promptly assist the victim of any sexual assault to contact medical professionals, law enforcement professionals, and campus disciplinary authorities if the victim chooses to do so and to arrange for transportation to appropriate medical services. A staff member will also accompany a victim to medical services and assist the victim in contacting law enforcement professionals if the victim so desires.

Victims of sexual assault are urged to contact law enforcement and medical personnel as soon as possible after the occurrence of a sexual assault in order to receive legal, medical, and emotional guidance and to preserve evidence needed to apprehend and successfully prosecute assailants. It is, however, the victim's right to choose or decline to make a report to the police. The victim may also request the guidance of the personal counselor to assist the victim in making decisions about the reporting process or to get support and assistance such as:

- Requesting that the counselor arrange for transportation and accompany the victim to the hospital
- Making decisions regarding filing a criminal report with the police or making a formal report to Maryland Institute College of Art
- Requesting the counselor's presence and support if he or she decides to report the assault to the police

In addition, the victim will be provided with information regarding local rape crisis programs such as Turn-Around and other counseling services. Further, an alleged victim will have an opportunity to be transferred to alternative classes or housing if available and feasible. Other Student Affairs staff members can also be approached for assistance in these matters if the victim so chooses.

7. STUDENT DISCIPLINARY PROCEDURES

The campus student disciplinary process is not a criminal proceeding and does not take the place of such. Student disciplinary proceedings are independent of civil or criminal proceedings and may go forward regardless of action taken (or not taken) by law enforcement agencies. Clearly, violations of sexual assault laws are subject to criminal and civil prosecution and may be referred to law enforcement agencies for disposition. Students may also choose to report an on-campus sexual assault to the Vice President for Student Affairs and request that a student disciplinary process take place. Sexual assault complaints brought by a student against another student will be dealt with through the student disciplinary system. Depending on the particular situation, the Vice President for Student Affairs or a designee may choose to hear the case himself or herself, or may choose to convene a hearing panel to determine the relevant facts of the case. Once the facts of the case are determined, the Vice President for Student Affairs will arrive at possible sanctions. Possible sanctions for committing sexual assault include, but are not limited to, the following:

- Disciplinary warning
- Mandatory psychological assessment and possible referral for therapy (*expense to be borne by the student*)
- Housing probation or dismissal from housing (*if student lives in College-owned housing*)
- Disciplinary probation
- Suspension or dismissal from Maryland Institute College of Art

Victims of sexual assault are entitled to certain rights in accordance with the Campus Sexual Assault Victim Bill of Rights (PL 102-325, Section 486[c].) On-campus disciplinary hearing procedures guarantee that:

1. The accuser and accused are entitled to the same opportunities to have others present during the hearing.
2. Both the accuser and the accused shall be informed of the outcome of the disciplinary proceeding alleging a sexual assault.
3. The accuser and the accused will be treated with dignity, courtesy, and professionalism.
4. Although state and federal law requires statistical reporting of campus sexual offenses, the victim's right to choose whether or not to file criminal charges will be upheld.

8. DISCIPLINARY PROCEDURES APPLIED TO EMPLOYEES

A campus disciplinary proceeding in which an employee of MICA is the accused is not a criminal proceeding and does not take the place of such.

Disciplinary proceedings can take place concurrently with criminal and civil proceedings. Clearly, violations of sexual assault laws are subject to criminal and civil prosecution and may be referred to law enforcement agencies for disposition.

In a sexual assault case in which the accused is a faculty or staff member (an employee of MICA), complaints may be brought against the employee through the Sexual Harassment Board. In such a proceeding, the following procedures shall be followed:

1. The accuser and accused are entitled to the same opportunities to have others present during the hearing.
2. Both the accuser and the accused shall be informed of the outcome of the disciplinary proceeding alleging a sexual assault.
3. The accuser and the accused will be treated with dignity, courtesy, and professionalism.
4. Although state and federal law requires statistical reporting of campus sexual offenses, the victim's right to choose whether or not to file criminal charges will be upheld.

Possible sanctions for committing sexual assault as an employee of MICA include, but are not limited to, one or more of the following: counseling, reprimand, suspension, or termination of employment.

Student employees who are enrolled in MICA's degree programs will be dealt with through the student disciplinary system.

9. SEXUAL ASSAULT AWARENESS — EDUCATIONAL AND COUNSELING PROGRAMS

A variety of educational and counseling programs will be offered through the Offices of Student Affairs, Student Activities, Residence Life and Off-Campus Housing, Campus Safety, and the Health and Counseling Centers to increase sensitivity to and prevention of sexual offenses. Among the topics to be offered are:

- Sexual assault awareness
- AIDS awareness
- Sexually Transmitted Diseases (STDs)
- How to use the Health Center
- Acquaintance rape
- Crime prevention
- Sexual assault defense training
- Alcohol and substance abuse education

In addition, written information on the topics listed above will be available to students along with published crime statistics. Students also have the opportunity for on-campus confidential assessment and counseling, and referral for treatment to off campus, community-based counseling services.

10. STATISTICAL REPORTING OF ON-CAMPUS INCIDENTS

Since September 1, 1993, MICA, through its *Campus Safety Guide*, has published and distributed on-campus crime statistics, which include forcible and non-forcible sexual offenses, to all current students and employees. In addition, this document is provided to any applicant for enrollment or employment upon request. Anyone wishing more information is encouraged to contact the Office of Student Affairs, Admission Office, or the Human Resources Department.

WEAPONS AND EXPLOSIVES

The possession, maintenance, or use of firearms, weapons, or explosives of any nature or description (fireworks, any other device of explosive nature, bows and arrows, crossbows, sling shots, guns, ammunition, and knives other than those typically used as art-making tools), or any other weapon, is prohibited on campus. Violators will be subject to disciplinary action.

RAVE GUARDIAN

Register online at:

www.mica.edu/Campus_and_Student_Life/Campus_Safety/Services_and_Programs/Rave_Guardian

Rave Guardian is available and free for all students, faculty and staff. Rave Guardian provides peace of mind and increased security by transforming any cell phone into a personal safety device. The system is activated by placing a panic call to campus safety personnel or by initializing a timer.

Before traveling from one place to another, such as walking home at night, a user can activate the Guardian timer on his/her cell phone. If the timer expires (or the user hits the panic button), campus safety is notified immediately.

We strongly recommend that you upload a current photo of yourself when registering. The profile information, including your photo, is what Campus Safety will see in the event that an alert is triggered and will be used to help officers locate you.

Add the Guardian phone numbers to the speed dial on your phone for quick access. Campus Safety will only be able to obtain your information if you have asked for help. Rave Guardian is only activated when you choose to activate it on your phone.

The application works in two ways:

PANIC CALL

Set a one-touch panic button on any cell phone. As your phone speed-dials University Police, it triggers an alarm and automatically sends them critical profile information (including your name and photo).

PRECAUTIONARY TIMER

Activate a timer on any cell phone before walking across campus. When you reach your destination safely, deactivate it. If the timer is not deactivated (but instead expires), Campus Safety will call to make sure you are OK.

Rave Guardian is an opt-in safety feature – your information, including location (where available) will never be used for anything other than responding to an emergency call and only when you choose to initiate it.

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**MARYLAND INSTITUTE
COLLEGE OF ART**

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