



### **Student Policy and Information on Sexual Misconduct and Harassment**

It is the policy of The American College, in working to establish an environment of respect that is conducive to learning for every student, to view sexual misconduct and sexual harassment of students as unacceptable conduct that will not be tolerated. This policy includes all forms of sexual misconduct, sexual harassment, sexual assault, relationship violence, and sexual violence by employees, faculty, students, or third parties while engaged in College activities.

Any violation of trust or any form of sexual intimidation or exploitation jeopardizes the mission of the institution and threatens the educational experience and well-being of students. This institution prohibits all forms of sexual harassment or sexual misconduct by its students and employees. The American College will take appropriate action, as deemed necessary, to prevent and address all such conduct.

The following procedures and guidelines are designed to inform students relative to: (1) the definition of sexual misconduct and sexual harassment and (2) procedures for filing and resolving related complaints. In addition, we provide prevention and educational information to both online and residency students.

Sexual misconduct or harassment of or by students or College employees is unacceptable behavior whether it occurs in an online forum, at a class in an offsite location, or while a student attends a residency on campus at The American College. Any act, comment, or behavior that is of a sexually suggestive or harassing nature and that in any way interferes with a student's performance or creates an intimidating, hostile, or offensive environment is strictly prohibited by The American College. Students have the responsibility to bring any such incident (via written or verbal report) to the attention of the appropriate administrator so that the matter can be addressed as quickly as possible. Students who wish to file a report should contact the Vice President of Academic Affairs and Dean or Associate Dean (see below for contact information).

There are two categories of sexual harassment:

1. Sexual harassment in which a person in authority (for instance, a faculty member or program administrator) makes sexual demands upon a student in exchange for favors or preferential treatment, and
2. Sexual harassment in which a hostile or uncomfortable environment is created by unwelcome or offensive conduct, language, or interaction of a sexual nature.

Sexual harassment does not require physical contact and could take place in an online environment. A hostile environment may be created by, but not limited to, the following

unwelcome and offensive behaviors: repeated and unwelcome sexual advances, comments, physical or electronic contact, jokes, flirtations or any abuse of a sexual nature.

### **Hostile Environment**

A hostile environment is present when unwelcome and demeaning behavior or conduct substantially interferes with a student's learning or performance or creates an intimidating, hostile or offensive situation. For example, the harasser may continually remark on someone's body or clothing, post sexually explicit photos, send texts or online messages with sexual or suggestive content, or make sexually oriented comments. A student, College employee, or third party can create a hostile environment.

### **Confidentiality and Reporting**

A student who believes he or she has been a victim of sexual misconduct or sexual harassment is urged to report it immediately to either of the following:

- Vice President of Academic Affairs and Dean, Dr. Walt Woerheide, 610-526-1398
- Associate Dean of Academics, Dr. Melisande McCrae, 610-526-1316

We are concerned about both safety and the importance of confidentiality. Staff members may be required to share information provided related to a complaint with a limited group of College officials and/or law enforcement authorities when necessary. In these cases, the information will be shared with as few people as possible and every effort will be made to maintain confidentiality.

When reporting an incident, it is helpful to provide as much information as possible, including the following:

1. A description of the event(s)
2. The number of occurrences, with dates and places
3. The names of any witnesses
4. Any documents or other exhibits, if appropriate

Students may receive guidance, advice, support and/or advocacy from College staff as needed and requested.

### **Sexual Misconduct Involving Faculty Toward Students**

Sexual misconduct complaints involving faculty towards students will be handled in collaboration with Human Resources. The Vice President of Human Resources will serve as the lead investigator. Both the complainant and the accused will be informed in writing of the outcome of the proceedings.

### **Retaliation**

No student shall be subject to any form of reprisal or retaliation for having made a good faith complaint under The College's Student Policy on Sexual Misconduct and Harassment or for

participating in an investigation of such complaint. Appropriate steps will be taken to protect students from retaliation.

### **Additional Resources**

Students may also refer to The College's *"Student Policy on Online Forms of Sexual Misconduct and Harassment"* and *"Understanding The College's Sexual Harassment Policy in the Context of Live Instruction"* for additional information.

### **Amendments to Policy and/or Procedures**

The College reserves the right to modify and/or amend any or all of the policy outlined herein at any time, in its sole discretion. In the event The College determines that circumstances warrant modification/amendment of any part of this policy, timely notice of same shall be made available to relevant and affected parties.

### **Dissemination of Policy**

Copies of the policy will be available both through our online learning platform and as part of the materials provided to our residency students.