



# Compliance and Community Policies

## General Policy and Compliance

College policies are located on the College website at [www.cambridgecollege.edu/college-policies](http://www.cambridgecollege.edu/college-policies). Additional policy statements and compliance related matters may be located throughout this catalog under section headings that are more specific to the policy statement or compliance related matter. This section broadly captures a wide variety of policy statements and compliance related issues that do not explicitly belong in other sections of this catalog. For general policy or compliance related inquiries, please contact the Office of the General Counsel.

## Children at the College

In order to protect the safety and security of your children, as well as the educational environment, children under the age of 18 are not allowed to accompany parents or guardians to class. Children may accompany their parents or guardians when visiting the College for non-academic reasons, for example: registering for classes, paying bills, etc. Children must never be left unattended by the parent or guardian on the College's property.

Please arrange childcare off-site during class time, tutoring, etc. Parents/guardians are responsible for childcare and supervision at all times. Cambridge College is not responsible for children unattended by the parent or guardian.

## College Name

Cambridge College's name and marks are copyrighted. Any use of the name or marks without the College's written consent is prohibited. All external marketing materials must have the name and marks attached unless otherwise noted.

## Liability

Cambridge College cannot be responsible for personal property in its buildings and rented facilities. Participants in Cambridge College programs, courses and activities do so at their own risk, and agree to waive and release any and all claims of personal injury or property damage against Cambridge College, its agents, faculty, or employees, that may arise from their participation in the College.

## Office Equipment

Office equipment such as copying machines and fax machines, computers, and telephones are not accessible to students.

## Personal Services

Cambridge College students are not permitted to offer personal services at any Cambridge College location at any time. (Services such as manicures, pedicures, massage and haircuts require a state license for public health reasons).

## Photos

Occasionally, photos and videos are taken at College classes and events for public relations, marketing, and other purposes. Students who do not want their images taken or used in College publications are provided with the opportunity to opt out.

## Service Animals and Pets

No pets of any kind are allowed on Cambridge College property. Service animals are permitted.

## Smoking Policy

**Massachusetts locations**—In compliance with Massachusetts and city ordinances, Cambridge College is a smoke-free institution. All indoor smoking on campus and at all other classroom locations is prohibited, including in bathrooms and stairwells. Outdoor smoking is not permitted on College property. Smokers should move to public sidewalks.

**Locations in other states**—Smoking is permitted only as allowed by the state and local laws governing smoking in public places and on College campuses, and, for the summer institutes, by the policies of our host site.

## Student Housing

**Cambridge College is a commuter college;** it has no dormitory facilities under its control. The College does not provide information about the availability or cost of housing near its campuses, and Cambridge College takes no responsibility to find or assist a student in finding housing.

**Summer Institutes**—To assist students in attending the brief on-site residency, Cambridge College may make arrangements with a nearby hotel to provide housing that may be billed to a student's account. Charges for housing (and meals if offered/selected) must be paid prior to the start of the term or arrangements made for financial aid with the charges being paid prior to the distribution of student refunds. Students must make their own assessment of whether the accommodations meet their personal standards for quality, access and safety.

Only currently enrolled students taking classes are eligible to request and obtain housing when offered.

Specific procedures and housing request forms are distributed before the start of each term for locations/programs where housing is offered. See full policy at [www.cambridgecollege.edu/college-policies](http://www.cambridgecollege.edu/college-policies).

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## Security

### Annual Campus Safety & Security Report (Clery)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act was signed into law in November 1990. At the time it was known as the "Student Right to Know and Campus Security Act." It requires institutions participating in student financial aid programs under Title IV of the Higher Education Act of 1965 to disclose information about campus safety policies and procedures and to provide statistics concerning certain crimes that occurred on or near campus. In compliance with the Act, Cambridge College publishes and distributes this information in October of each year in an Annual Security Report and Crime Statistics Brochure. It is made available to current students and prospective students and employees, electronically and in print, and to College employees through the Office of Human Resources.

See current Clery Report at [www.cambridgecollege.edu/business-operations/public-safety](http://www.cambridgecollege.edu/business-operations/public-safety)

### Security Statement

Cambridge College strives to protect the rights, safety, health and welfare of everyone in the Cambridge College community. Compliance with all city, state, and federal laws is expected of all members of this learning community. Anyone who is victimized by, observes, or has knowledge of a criminal action should report it immediately: the College will investigate and take prompt, appropriate action. If the complaint is of a criminal nature, the local police department will be notified right away. In a medical emergency, the College will call an ambulance to take the person(s) concerned to the nearest emergency room (at their own expense if not covered by health insurance).

Any act or threat of violence, indecent assault, or conduct that may endanger any person on College property is prohibited. Where there is reasonable cause to believe that a member of the College community has violated College regulations, the College will review the incident and take appropriate actions as necessary.

### Crime Prevention

Cambridge College is concerned about the welfare, security and safety of every individual at the College. However, maintaining a secure and safe campus environment can only be achieved through a cooperative effort of the entire College community. Community members are encouraged to use caution on our urban campuses. It is rare that criminal activity occurs on College property, nevertheless, safety measures are essential in any urban setting. Keep your personal property safe. Lock your car. Do not leave your purse, keys, laptop, or other valuables unattended.

Please see also related safety and security policies in this catalog and on the Cambridge College website:

- Drugs & Alcohol
- Firearms/Weapons
- Hazing
- Sexual Harassment
- Domestic Violence
- Sexual Assault
- Non-Discrimination & Harassment

Cambridge College students are adult learners. The College serves the commuting students and does not maintain campus residence halls. The College takes the necessary steps to ensure the safety of our community through our published policies, reporting activities, relationships with local police, publications, and timely communications.

## Threat Assessment & Prevention

Cambridge College is dedicated to providing a safe environment for work and study. The Threat Assessment and Prevention initiative is committed to improving community safety through a proactive, collaborative, coordinated, objective and thoughtful approach to prevention, identification, assessment, intervention, and management of situations that pose, or may reasonably pose, a threat to the safety and well-being of the campus community.

**Timeliness in reporting potential threats is of utmost importance. DIAL 911 if there is an emergency.** If a threat is observed or suspected, please contact the following parties **IMMEDIATELY** so that appropriate action may be taken:

1. Regina Robinson, Dean of Student Affairs,  
regina.robinson@cambridgecollege.edu, 617.873.0470
2. Security in your Cambridge College building (see list below).

### Questions about threat assessment and prevention? Contact:

Regina Robinson, Dean of Student Affairs,  
regina.robinson@cambridgecollege.edu, 617.873.0470

## How to Report a Crime

The College strongly urges every member of the community—faculty, staff, and students—to report any crime promptly to the College security authorities and/or your local police department (911). Criminal actions may also be reported to any professional staff member who will then contact appropriate campus officers or local authorities. Victims of crimes are encouraged to report these matters to local police; Cambridge College may assist any student in reporting crimes, if desired.

## Campus Sex Crimes Prevention

The federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The Act also mandates that sex offenders who are already required to register in a state to provide notice of each institution of higher education in that state at which the offender is employed or is a student. To learn the identity of registered sex offenders on or near a Cambridge College location, or anywhere in the United States, visit the Sex Offender databases at [www.sexoffender.com](http://www.sexoffender.com) and <http://nsopr.gov>. You can search by city, county, or zip code. This information is collected by other agencies and Cambridge College cannot guarantee this information is correct or complete. The information provided here is intended to be in compliance with the Campus Security Act and for campus safety purposes only. It should not be used to intimidate, threaten or harass. Misuse of this information may result in prosecution.

## Title IX Sexual Misconduct Policy

See Student Affairs.

## Violence Against Women Act

See Student Affairs.

## Department Personnel & Relationship with Local Authorities

Building security maintains security staff at all Cambridge College locations. Members of the College community should also check with onsite College administration. Security staff do not carry firearms nor do they have police powers of arrest. However, the security companies and staff have effective working relationships with local police agencies who can provide these services to the campus in timely fashion, as needed.

**Timely Warning**

In the event that a situation arises, either on or off campus that, in the judgment of the Vice President for Finance and Administration, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning will be issued through the College email systems and RAVE text message notifications to students, faculty, and staff. Additionally, notifications will be posted on the MyCC homepage (no log-in required) and at strategic public locations within each of the appropriate buildings, as well as to media outlets if appropriate. See full policy at [www.cambridgecollege.edu/college-policies](http://www.cambridgecollege.edu/college-policies).

**Emergency Response, Evacuation & Egress**

The College has developed procedures for response and notification in the event of an ongoing or continuing threat to the college community that may or may not include evacuation or closing a facility. Egress information is posted in all classrooms and office suites with general emergency procedures to follow. For more information consult with campus security authorities listed below.

**Campus Security Contacts**

Campus security is organized under the Vice-President for Finance and Administration.

**Administration**

Vice President for Finance and Administration . . . . . 617.873.0689

**Boston**

500 Rutherford Avenue . . . . . 617.873.0111

**Regional Locations**

Lawrence campus:

Point 2 Point Global Security, Inc., Paul Parent . . . . . 978.770.8158

Puerto Rico campus: front desk security . . . . . 787.641.0099

Southern California campus:

Chaffey College Police Dept

emergencies . . . . . 909.652.6911

non-emergencies . . . . . 909.652.6632

Springfield campus:

emergencies . . . . . 413.733.6061

non-emergencies . . . . . 413.271.3110

**Deans**

School of Education . . . . . 617.873.0168

School of Management . . . . . 617.873.0227

School of Psychology and Counseling . . . . . 617.873.0208

School of Undergraduate Studies . . . . . 617.873.0236

**Student Affairs**

Dean of Student Affairs . . . . . 617.873.0470

**Disaster Recovery Plan:  
Safeguarding Student Records**

The College follows the Department of Higher Education’s procedures for notification as it relates to the closing or discontinuation of programs, and the New England Commission of Higher Education procedures outlined in its Considerations When Closing an Institution of Higher Education.

Cambridge College is also committed to following the Notice of Closure Guidelines for Massachusetts Independent Institutions in regards to safeguarding student records as put forward by the Massachusetts Department of Higher Education (DHE). The College has transitioned to a paperless work environment and full backups are performed every 24 hours. Backup tapes are routinely rotated or stored offsite at Iron Mountain along with past academic records. The College’s data servers are located at a telecommunications and data center facility in downtown Boston outfitted with 24/7 security. In the event of Cambridge College’s closure, these off-campus sites would securely maintain student records, and the College will work with NECHE and the DHE to ensure compliance with all requirements pertaining to the safeguarding of student records.