

CAMPUS SECURITY AND FIRE SAFETY REPORT

2020



BENTLEY
UNIVERSITY

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From the Acting Chief of Police



Hello and welcome to the Bentley University Annual Campus Security and Fire Safety Report. Within, you will find important information regarding campus safety, crime prevention and reporting, the RAVE emergency notification system, and various programs offered by our police department. Additionally, in compliance with the Jean Clery Act, you will find the last three years of data specific to crime and fire safety on our campus.

The men and women of the Bentley University Police Department are highly trained and strongly dedicated to maintaining a safe campus environment for all. We recognize that we cannot do it alone and the best way to accomplish this, is through a collaborative effort by our police department and our community members. Each of us must assume an active role by reporting safety concerns, suspicious/criminal activity, and taking precautions to prevent ourselves and others from being victimized. Together, we can continue to maintain a very low crime rate and the consequential feelings of safety and security.

I would encourage you to review the contents of our annual report. If you have any questions or suggestions, feel free to contact me or a member of my team. Stay safe and healthy!

Sincerely,

A handwritten signature in black ink, appearing to read "FGB-j".

Francis G. Bourgeois
Acting Chief of Police

Table of Contents

Security Awareness and Crime Prevention	3
Drug and Alcohol Policies	6
Sexual Assault, Domestic/Dating Violence, Stalking Policies	7
Registered Sex Offender Information	8
Community Responsibility	9
Personal Safety Tips	9
Reporting Criminal Actions or Emergencies	11
Law Enforcement Authority and Interagency Relationships	12
Access to Campus Facilities	14
Maintenance and Security of Campus Facilities	14
Crime Reporting	15
Crime Definitions and Statistics	16
Criminal Offenses/Arrests and Referrals/Hate Crimes	21
Procedures for Missing Students Residing on Campus	23
Emergency Response and Evacuation Procedures	24
Annual Fire Safety Report	26
Evacuation Meeting Areas Map	36
Gender-Based Harassment and Discrimination Policy	38
Police Call Box Map	62
Important Telephone Numbers	65

The information in this booklet is provided as part of the university's commitment to campus safety and security, and to meet compliance standards set forth in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Bentley University is an institution of higher education containing one main campus of approximately 163 acres within the Waltham, Massachusetts, city limits. Approximately 5,500 students are enrolled in courses at Bentley University, and 1,200 faculty and staff support the institution.

Security Awareness and Crime Prevention

Like most other colleges, universities and municipalities, Bentley strives to be proactive rather than reactive — to prevent crimes from occurring. A primary vehicle for accomplishing this goal is the department's crime prevention program. Whenever possible, crime prevention programs are conducted in concert with educational programs sponsored by university organizations. The university's crime prevention program takes a two-part approach to the prevention of crime and criminal misconduct. It is designed to eliminate or minimize opportunities for crime on campus, and to create an atmosphere in which students and other community members become more responsible for their own security and the security of others. Following is a list of programs and services provided by the University Police Department to promote crime prevention awareness.

EMERGENCY NOTIFICATIONS: In the case of a major crisis or catastrophic event, Bentley can alert the community through an emergency notification system that is capable of delivering information regarding the crisis and providing instructions as to what steps to take to ensure safety. The system allows for emergency notification via campus email, siren system, classroom notifications, and office, home, and cell phone numbers (including text messaging). Alerts will also be posted on the Bentley website.

SAFETY ESCORT SERVICE: Members of the Bentley community may request a safety escort from one campus location to another whenever there is a concern for their safety and security on campus. Personal safety escorts are available 24 hours a day and may be requested by calling the University Police at 781-891-2201.

ONLINE NEW STUDENT AND PARENT ORIENTATION: Programs are provided for students and parents to inform them of the services provided by University Police.



NEW EMPLOYEE ORIENTATION: All new employees receive information regarding fire as well as general safety and security measures on campus and information about crime reporting required by Clery.

NEW STUDENT ORIENTATION: Held at the beginning of each academic year, this orientation promotes closer relationships between the police and students. The department coordinates this crime prevention and community-building program with the Division of Student Affairs.

RESIDENCE HALL SAFETY AND SECURITY PROGRAMS: The University Police Department works closely with the Residential Center to ensure our residence halls remain safe. All first-year resident

students are required to attend a one-hour mandatory safety presentation conducted by University Police officials during Orientation that covers an array of topics regarding services provided by the University Police, fire safety policies, building egress procedures and general safety. Additionally, the University Police Department may conduct safety presentations to residents of specific residence halls at the request of Residential Center staff should safety concerns or crime trends develop.

EMERGENCY MANAGEMENT GROUP: This committee meets monthly to identify and address general safety issues on campus, and to review the university's response protocols in the event of a crisis. The committee is comprised of various Bentley staff and faculty, including the Chief of Police and is led by the University's Emergency Manager.

COMMUNITY ENGAGEMENT TEAM: The University Police Department uses a team of officers to make and maintain contacts with various organizations throughout campus. As part of our effort to involve campus citizens in a community-police partnership, the process began in the residence halls and has been a successful way to promote community involvement in safety and security issues.

BLUE – COMFORT DOG: Blue is a black lab certified by the AKC as a Canine Partner to help community members in need of support. Blue and his handler take requests to attend events on campus and please go say hello when you see them out and about.



EMERGENCY TELEPHONES: Emergency and help phones are located both inside campus buildings and in exterior locations to provide easy contact with University Police for general assistance and emergencies.

VIDEO SURVEILLANCE: There are cameras at specific locations throughout campus. Video is recorded and temporarily stored, and may be monitored in real time by staff at the police station.

PERSONAL SAFETY PROGRAMS: These programs are provided by request to any community member or group. Presentations offer helpful hints and self-defense techniques using everyday items.

RAPE AGGRESSION DEFENSE (R.A.D.) TRAINING CLASSES: The University Police Department has trained instructors certified to teach this unique self-defense program. The R.A.D. program, specifically designed for women, offers self-defense tactics and training designed to assist women in defending themselves against sexual assault.

RAPE AWARENESS, EDUCATION AND PREVENTION: In addition to the R.A.D. program and in cooperation with numerous student organizations, University Police delivers presentations on rape awareness, education and prevention. Call 781-891-2201 for more information.



CPR AND STANDARD FIRST AID

TRAINING: This program is provided by request to any group within the university community. Though not commonly associated with crime or criminal activity on campus, the program teaches self-sufficiency and concern for others.

Instructors are members of University Police who are properly trained and certified by the American Red Cross or the American Heart Association.

PRINTED CRIME PREVENTION

MATERIALS: These are used to conduct programs for students in the residence halls or elsewhere on campus. Printed brochures, posters and similar resources are always on hand at the Callahan Police Station.

SECURITY SURVEYS: Comprehensive security surveys are conducted when a concern for security is identified. University Police officers trained in conducting security surveys identify problems and recommend corrective action to improve security on campus.

Drug and Alcohol Policies

In addition to maintaining strict compliance with all state and federal laws, Bentley has its own drug and alcohol policies. The following acts are prohibited on university premises or at Bentley-sponsored activities and events: distribution, possession or use of any illegal drug and/or the use, possession or distribution of any controlled substance or marijuana without legal authorization; providing alcoholic beverages to individuals under 21 years of age; possession of alcoholic beverages by individuals under 21 years of age; illegal possession of an open container of an alcoholic beverage; public intoxication; driving while intoxicated; and drinking alcoholic beverages in an unlicensed public place.

In addition to disciplinary sanctions imposed through university procedures, including suspension or expulsion from the university, students and employees may face criminal prosecution and imprisonment under federal and state laws. The online Student Handbook lists details of felony and

misdemeanor crimes and subsequent disciplinary actions for students. University employees may be disciplined under the Human Resources process. Faculty and staff members are not excluded from prosecution under federal and state laws merely by virtue of their employment.

Bentley recognizes that there are serious health risks associated with the misuse and abuse of mind-altering drugs, including all controlled substances and alcohol. These risks include, but are not limited to: physical and psychological dependence; damage to the brain, pancreas, kidneys and lungs; high blood pressure, heart attacks and strokes; ulcers; birth defects; diminished immune system; and death. The Centers for Health, Counseling & Wellness, and the Alcohol and Other Drug Resource Center provide assessment and referral services to students. These same offices serve as informational and educational resources for alcohol and other drug-related matters. Information about educational materials and programs offered is available from the Centers for Health, Counseling & Wellness at **781-891-2222** or the Alcohol and Other Drug Resource Center at **781-891-2777**. Assistance for employees can be obtained through Human Resources or confidentially through the Employee Assistance Program at **800-648-9557**.

Sexual Assault, Domestic/Dating Violence, Stalking Policies

This section applies to all incidents of sexual assault which include, rape, fondling, incest, and statutory rape. It also applies to domestic or dating violence and stalking incidents. Individuals are urged to report any of the above incidents to University Police as soon as possible, regardless of where the offense took place and whether or not the offender is known to the individual reporting. University Police will work closely with the reporting party to ensure appropriate medical care and counseling services are offered. Police will also assist victims/survivors in notifying appropriate off-campus law enforcement authorities, when applicable. University Police has male and female officers specially trained in sexual assault investigation who are available 24 hours a day. There are strict laws governing the protection of a victim's name during a criminal process, it will be kept private. Contact University Police or the Director of Public Safety if you have any questions about how to proceed with criminal prosecution.

We recognize the delicate nature of these types of incidents and the difficulty inherent in talking about them. Of utmost importance is the emotional well-being of the victim. Resources are available to victims through a number of on- and off-campus offices. On campus University Police, the Office of the Dean of Student Affairs, the Centers for Health, Counseling & Wellness, Spiritual Life Center, or the Residential Center can

be contacted for support. See Gender-Based Harassment and Discrimination Policy in this book for further information about accommodations that can be made for survivors. All reporting parties will be given the Sexual and Relationship Violence Resource Guide which includes both on and off campus resources, options for reporting, accommodations that can be made, and students' rights under Title IX.

It is very difficult to know in the immediate aftermath of a sexual assault, stalking, domestic or dating violence incident whether or not an individual will want to pursue legal charges or seek an order of protection. Having evidence collected does not commit an individual to reporting or prosecuting the conduct; the evidence can be sent to the crime lab anonymously and held for a period of fifteen years. Physical evidence can usually be collected up to five days after an assault, though the likelihood of capturing evidence decreases with time. Showering, urinating, and brushing teeth may destroy evidence. Clothing and bedding may contain evidence and can be taken to the Emergency Room in a paper bag (not plastic) or given to police. Drugs used in sexual assaults often leave the body very quickly. Individuals suspecting they may have been drugged should attempt to collect urine to take to the ER if urination is necessary before arriving there. All electronic evidence should be saved or otherwise preserved. This is especially important in stalking cases. Witness statements will be requested for prosecution, so giving those names to police, if an individual chooses to report, will be important.

If an individual chooses to report one of the above crimes, there are several options: University Police **781-891-2201**, the Waltham Police **781-893-1212**, or the Middlesex County District Attorney's Office, located at the Waltham District Court **781-897-8650**. Cases can also be pursued through the university's judicial system via the Title IX Coordinator. Please see the Gender-Based Harassment and Discrimination Policy section of this book for further information regarding proceeding through the University judicial system, potential sanctions for students or employees, interim support measures, and accommodations.

Registered Sex Offender Information

In compliance with the Federal Campus Sex Crime Prevention Act, current sex offender information for students or employees of the university can be obtained through the Waltham Police Department Detective Unit, located at 155 Lexington Street in Waltham. Additionally, level-three offender information can be obtained from the Massachusetts Sex Offender Registry Board website: www.mass.gov/orgs/sex-offender-registry-board then search

for offenders in the City of Waltham. If you have any questions, please call the Bentley University Police Department at **781-891-2201**.

Community Responsibility

The cooperation and involvement of students, faculty and staff in their own safety and security is crucial to maintaining a safe campus environment. All members of the Bentley community can assume responsibility for their own safety and well-being, and the security of their belongings by taking simple, common sense precautions. Bentley staff make every effort to protect, serve and care for everyone in the community, but the university cannot help those unwilling to help themselves. The Bentley University Police and dispatchers hope that all members of the community form a partnership built on mutual respect and cooperation, and through this partnership ensure a safe and secure learning, living and working environment.

Personal Safety Tips

Although the Bentley campus is reasonably safe, crime can happen anywhere and safety can be compromised at any time. No one set of guidelines can completely protect you, but following the tips below can minimize your chances of being victimized. You should always trust your own instincts and follow the rules of common sense.

- Do not prop open residence hall or apartment complex doors.
- Be mindful of tailgating. Tailgating is following or walking closely behind a resident/person into a secured or locked facility without permission and without being identified. Attempts to do this should be reported to University Police.
- Do not allow door-to-door salespeople to enter your room. University ordinances prohibit soliciting and the alleged salesperson may be “casing” your room for later theft. This includes letting delivery people into the building.
- Lock your door when sleeping or showering.
- Lock your door when you leave, regardless of the length of time you plan to be gone.
- Keep small items of value, such as wallets, money and jewelry, out of plain view or in a security box.
- Keep a record and photograph of all valuables noting descriptions and serial numbers. You can also engrave all personal belongings, contact University Police for additional information.

- Report all thefts immediately to University Police at **781-891-2201**.
- Get to know others around you and watch out for each other.
- Do not leave notes where anyone can read them stating where, when or how long you will be gone on any electronic media messages, and do not leave notes containing room combination numbers, ATM pin codes, or computer passwords where others can see them.
- Do not take in overnight guests whom you do not know.
- Close your drapes and blinds at night.
- Report all doors, locks and windows that are in need of repair to your Resident Assistant as soon as possible
- Always ask who is at the door before you open it and use the peephole.
- Never give out your room combination or loan your Bentley ID card to anyone else.
- Notify professional staff if there are maintenance or lighting deficiencies that may compromise building security or make you feel less safe.
- If you receive harassing or annoying phone calls, hang up right away with no conversation, reaction or emotion. Then call University Police at **781-891-2201** to report it.
- Do not invite people you “meet” on the Internet to your room or to stay overnight in your room.
- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or needs help, ask if they are ok and contact University Police if necessary.
- Safely intervene when you notice people who seclude, hit on, try to make out with or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person. If you have concern for another member of the Bentley community, you can contact the University Police anonymous tip line or fill out the care report form at **bentley.edu/bentley-cares**. If it is an emergency call University Police at **781-891-3131**.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking and encourage them to consult resources on campus, which can be found at **bentley.edu/titleix**.
- Refer people to on- or off-campus resources listed in this document, along with **bentley.edu/titleix** for support in health, counseling, or with legal assistance.
- Communicate nonverbal cues that you are calm, confident, and know where you are.

- Cross streets using crosswalks and electronic walk signals.
- Stay in well-lit, busy areas.
- When using public transportation, follow these rules: use a busy, well-lit bus stop, sit near the driver, and don't sleep.
- Don't be afraid to tell someone who is harassing you to leave you alone in a firm, loud voice.
- Trust your instincts — if something or someone makes you uneasy, get out or away.
- Walk or jog with a companion.
- Keep your car locked at all times.
- Avoid flashing cash or valuables.
- Have your key in hand as you approach your car, dorm or apartment.
- Call University Police for a personal safety escort if you feel concerned for your safety while on campus.

Reporting Criminal Actions or Emergencies

The Bentley University Police Department is responsible for campus law enforcement, security and emergency response. It is the department's mission to provide a comprehensive program of law enforcement, security and related public safety services to help ensure the campus remains a safe and pleasant place in which to live, study and work. The Michael Callahan Police Station headquarters is located on the main campus, on the hill at the Beaver Street entrance. It is open and staffed 24 hours a day by trained professional police, security and communication personnel. Members of the Bentley University community are urged to immediately report crimes, suspicious activity or other emergencies to the Bentley University Police Department by calling **781-891-3131**, and members of the University Police Department will promptly respond. A cell phone app RAVE Guardian can be used to call or text Bentley Police, access important documents or phone numbers, and share tracking information for safe travel. To obtain information or request security services, community members should call the University Police business line at **781-891-2201**. All phone lines routed to University Police are staffed 24 hours a day. Crimes can also be reported anonymously or confidentially by filling out and submitting the form provided on the University Police website **bentley.edu/police**. Well-marked red emergency phones are located throughout the interiors of campus buildings in the academic area of the university. Well-marked yellow emergency phones are located throughout the common corridors of residence halls. These phones directly connect the caller to the University Police dispatcher and can be used

to report police, fire or medical emergencies. In addition to the red emergency phones, there are a number of beige courtesy phones inside campus buildings that can be used to contact University Police for general business inquiries and non-emergency service requests. These phones can also be used to connect to any other campus phone. If you wish to contact University Police from the courtesy phones, simply dial **extension 2201**.

Exterior “help” phones with emergency direct-dial service to University Police are also located near entrances of buildings throughout the campus beneath large, blue reflective “Help” signs. Help phones at the exteriors of residence halls not only allow for emergency calls to the University Police but also allow users to dial a friend for access to a particular hall, and are free of charge to anyone seeking information or assistance. Labels bearing the University Police business, snow information, and emergency phone numbers are placed on all of the phones described above. These numbers are also found on publications printed by the University Police, as well as in the campus phone directory. The University Police Department maintains both direct telephone and two-way radio contact with the Waltham Police Department. University Police also has direct radio service with the Waltham Fire Department and local ambulance service through the city of Waltham’s 911 system.

Law Enforcement Authority and Interagency Relationships

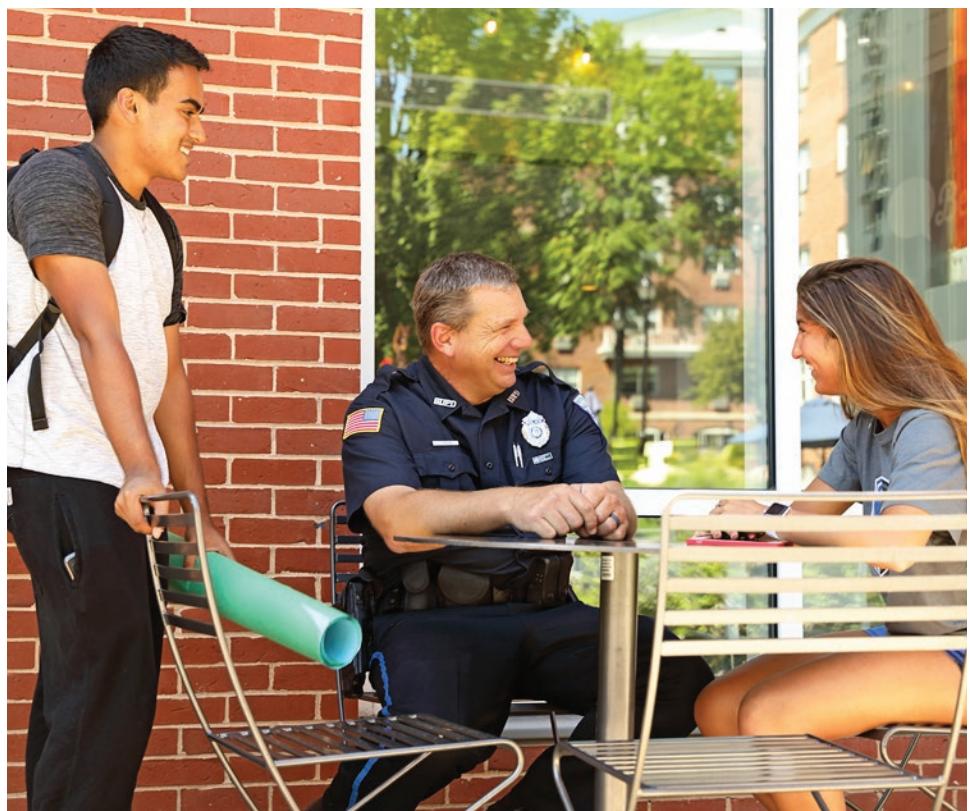
University Police officers are commissioned in accordance with the provisions of Chapter 22C Section 63 of the Massachusetts General Laws. They have full law enforcement authority, including arrest powers, in and upon all property owned, occupied or used by the Bentley community.

All University Police officers are graduates of a police academy conducted and sanctioned by the Massachusetts State Police or the Massachusetts Municipal Police Training Committee. Police officer recruit training academies comprise several months of in-depth training in all aspects of law enforcement, followed by several weeks of field training under the close supervision of a qualified Police Field Training Officer. In addition to formal law enforcement training, Bentley police officers are provided with training specific to campus law enforcement issues to enhance their ability to provide the best service possible to the campus community. Annual in-service training is provided to all officers, and they are frequently assigned to specialized training programs to enhance their professional development.

The University Police Department maintains excellent working relationships with the Waltham Police Department, the Middlesex County District Attorney's Office, the Massachusetts State Police, other local, campus,

state and federal law enforcement agencies and all appropriate segments of the criminal justice system. While there is no written memorandum of understanding with Waltham Police, there is frequent communication between the Chiefs of the departments to ensure our continued working relationship. Crime reports and information are exchanged on a routine basis, including information provided by Waltham Police regarding all reports involving Bentley students.

Various members of University Police participate actively in professional associations that enhance their proficiency in areas specific to their work responsibilities. Members of the department maintain active membership in the International Association of Campus Law Enforcement Administrators, the Northeast Colleges and Universities Security Association, the Massachusetts Association of Campus Law Enforcement Administrators, the American Society for Industrial Security, the Massachusetts Chiefs of Police Association, the International Association of Chiefs of Police, the Massachusetts Police Accreditation Commission and the Massachusetts Crime Prevention Officers Association.



Access to Campus Facilities

With the exception of residence halls, most campus buildings and facilities are accessible to members of the campus community, guests and visitors during normal hours of business, and during designated hours on weekends and holidays depending on the variety of events and activities taking place on campus. Once buildings are secured, people requiring access to academic or administrative buildings on campus must contact University Police at **781-891-2201** to be informed of the access requirements established by the university.

Exterior doors to all residence halls remain locked 24 hours a day. Access to residence halls is controlled by electronic card readers; unlimited access is available to all authorized resident students via their Bentley ID card. Guests and visitors who wish to enter residence halls should call their hosts or contact the Residential Center or University Police for assistance. All residence halls are equipped with door security cameras and intrusion alarms that detect unauthorized access and doors that are propped open. These alarms are monitored at University Police headquarters; University Police officers are dispatched to investigate any reported alarm violations.

Maintenance and Security of Campus Facilities

Bentley maintains a strong commitment to safety and security. Exterior lighting is an important component of keeping the campus safe. Motor vehicle parking lots, pedestrian walkways and building exteriors are well lighted. Members of the university community are strongly encouraged to always use designated walkways, pathways and crosswalks both on and off campus for their safety. The University Police and Facilities Management staff routinely conduct inspections and surveys of exterior lighting on campus to identify lighting problems. The Facilities Management Department gives high priority to maintenance of exterior lights in need of repair or replacement.

More serious maintenance problems are rectified immediately through an emergency notification system maintained between University Police and the Facilities Management trades supervisors. This system provides for the response of Facilities Management tradespeople 24 hours a day. Members of the campus community are encouraged to report any maintenance concerns to Work Order Control at **781-891-2208** during regular business hours or the University Police Department at **781-891-2201** after hours.

As a part of routine and directed patrols, University Police Department personnel inspect exterior doors on campus facilities. Doors are checked

to ensure that their automatic closing and locking units are working properly. Exterior doors on all campus academic and administrative buildings are locked and secured each evening by campus police and/or campus security officers from the University Police Department. These officers also report door and security hardware operating deficiencies to ensure prompt repairs are made.

Many parking lots and public areas of the campus are routinely monitored by closed-circuit cameras. These cameras forward their pictures to the display and control screens located in the University Police Department's communications area. Communications specialists routinely use the closed-circuit television system to identify problems that may require a police response.

Parking lots and public areas on campus are regularly patrolled by campus police and campus security officers.

Crime Reporting

Bentley makes every effort to keep the community informed about crime and crime-related problems. The university's duty to inform is taken very seriously. As a result, information related to crime and criminal activity is provided to the community in an accurate and timely fashion. Notification efforts and methods include, but are not limited to, the initiatives listed below.

ANNUAL CAMPUS SECURITY AND FIRE SAFETY REPORT: A comprehensive annual report of crime-related information is compiled, published and available online. The report is also available by request.

PUBLIC LOG: The University Police Department prepares and maintains an incident log for public viewing. This log is available for inspection during regular business hours.

CLERY LOG: The University Police Department prepares and maintains an incident log of all crimes committed on, or near, campus. This log is available to anyone who requests to view it.

RESIDENCE HALL CRIME PREVENTION PROGRAMS: Each residence hall program features an overview of how students can help in the prevention of crime. These programs are done in conjunction with Residential Center staff and address issues to enhance students' overall security awareness.

TIMELY WARNING NOTICES: University Police provide timely warning notices to the community, that withhold the names of victims as confidential, and that will aid in the prevention of similar occurrences, whenever an incident is considered by the university to represent a threat

to the community. Notices will be made using our emergency notification system and/or campus email.

Crime Definitions and Statistics

Convinced that an informed public is a safety-conscious public, Bentley gladly provides all information related to the safety and security of the campus community. The university willingly complies with all laws pertaining to the reporting of crime and the public's right to information. Bentley also maintains strict compliance with the privacy act, Buckley Amendment, and all other laws governing the release of personal information. Personally identifying information of victims is not included in publicly available logs. In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the following definitions and statistics are provided for your information. They are a compilation of the crimes (listed below) reported to Waltham Police, Bentley Police, or any Bentley Campus Security Authority. CSAs include any member of the Bentley University Police Department, any individual who has responsibility for security, but who is not a member of the Police Department, any individual identified by the University as someone to whom a crime should be reported; and any University official who has significant responsibility for student and campus activities. Individuals who fall under this definition may vary among departments and areas. The following are examples of CSAs, but not an exhaustive list:

- All Student Affairs staff members, including Vice President for Student Affairs/Dean of Students, Title IX Coordinator, all staff from the Residential Center, staff from the Health, Wellness, and Counseling Centers, and Athletics staff
- Staff from the Cronin Center for International Education
- Staff from Graduate and Undergraduate Academic Services

Crime statistics are collected and reported in accordance with the University Police Clery Reporting Procedure. If you have questions concerning these statistics or campus safety in general, contact the Director of Public Safety. All crimes are listed in the Clery Crime Log, however, only the following crimes are reported annually in this report.

MURDER/NON-NEGLIGENT MANSLAUGHTER: Defined as willful killing of one human being by another.

MANSLAUGHTER BY NEGLIGENCE: Defined as the killing of another person through gross negligence.

SEXUAL ASSAULT: Under the Violence Against Women Act (VAWA), the definition of sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent."

RAPE: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Massachusetts defines Rape as sexual intercourse or unnatural sexual intercourse with a person against his will, by force or threat of bodily injury.

FONDLING: The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Massachusetts defines Indecent Assault and Battery on a person age 14 or over as indecent assault and battery against a person's will. An indecent act is one that is fundamentally offensive to contemporary standards of decency. An assault and battery may be "indecent" if it involves touching portions of the anatomy commonly thought private, such as a person's genital area or buttocks, or the breasts of a female.

INCEST: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Massachusetts defines Incest as persons within degrees of consanguinity within which marriages are prohibited or declared by law to be incestuous and void, who intermarry or have sexual intercourse with each other, or who engage in sexual activities with each other, including but not limited to, oral or anal intercourse, fellatio, cunnilingus, or other penetration of a part of a person's body or insertion of an object into the genital or anal opening of another person's body, or the manual manipulation of the genitalia of another person's body.

STATUTORY RAPE: Sexual intercourse with a person who is under the statutory age of consent.

Massachusetts defines Statutory Rape as unlawful natural or unnatural sexual intercourse with a person under 16 years of age.

ROBBERY: Defined as taking or attempting to take anything of value from

the car, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

AGGRAVATED ASSAULT: Defined as an unlawful attack by one person upon 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.

BURGLARY: Unlawful entry of a structure to commit a felony or a theft.

MOTOR VEHICLE THEFT: Theft or attempted theft of a motor vehicle.

ARSON: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

DOMESTIC VIOLENCE: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family laws of the Commonwealth of Massachusetts, or by any other person against an adult or youth victim who is protected from the person's acts under the domestic or family violence laws of the jurisdiction.

Massachusetts law defines domestic violence as an assault or assault and battery on a household or family member. Household or family member is defined as persons who (i) are or were married to one another, (ii) have a child in common regardless of whether they have ever married or lived together or (iii) are or have been in a substantive dating or engagement relationship; provided, that the trier of fact shall determine whether a relationship is substantive by considering the following factors: the length of time of the relationship; the type of relationship; the frequency of interaction between the parties; whether the relationship was terminated by either person; and the length of time elapsed since the termination of the relationship.

DATING VIOLENCE: The VAWA definition of dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.



Per Massachusetts statute above, dating violence is included in the definition of domestic violence.

STALKING: The VAWA definition of stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for the person's safety or the safety of others; or (b) suffer substantial emotional distress.

For purposes of this definition- (a) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by an action,

method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with the person's property. (b) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. (c) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Massachusetts defines stalking as willfully and maliciously engaging in a knowing pattern of conduct or series of acts over a period of time directed at a specific person which seriously alarms or annoys that person and would cause a reasonable person to suffer substantial emotional distress, and making a threat with the intent to place the person in imminent fear of death or bodily injury.

LARCENY-THEFT: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

SIMPLE ASSAULT: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious

severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

INTIMIDATION: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

VANDALISM: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

LIQUOR LAWS: The violation of state and/or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages.

DRUG VIOLATIONS: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices used in their preparation and or use.

WEAPONS LAW VIOLATION: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Bentley University will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Criminal Offenses 2017 to 2019

CRIMINAL OFFENSES								
Type Of Offense	Year	ON CAMPUS			Non Campus Building or Property	Public Property	Totals	Unfounded
		Non Residential Facility	Residential Facility	Total On Campus				
MURDER/ NON-NEGIGENT MANSLAUGHTER	2019	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2019	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0
Rape *	2019	0	3	3	0	0	3	0
	2018	0	7	7	0	0	7	0
	2017	1	5	6	0	0	6	0
Fondling	2019	1	1	2	0	0	2	0
	2018	0	7	7	0	0	7	0
	2017	0	0	0	0	0	0	0
Incest	2019	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0
Statutory Rape	2019	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0
Robbery	2019	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0
Aggravated Assault	2019	4	1	5	0	0	5	0
	2018	1	1	2	0	0	2	0
	2017	0	0	0	0	0	0	0
Burglary	2019	0	2	2	0	0	2	0
	2018	0	2	2	0	0	2	1
	2017	0	4	4	0	0	4	0
Motor Vehicle Theft	2019	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0
	2017	1	0	1	0	0	1	0
Arson	2019	0	0	0	0	0	0	0
	2018	0	2	2	0	0	2	0
	2017	0	2	2	0	0	2	0
Domestic Violence	2019	0	2	2	0	0	2	0
	2018	1	3	4	0	0	4	0
	2017	0	0	0	0	0	0	0
Dating Violence	2019	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0
Stalking	2019	1	4	5	0	0	5	0
	2018	2	3	5	0	0	5	0
	2017	1	5	6	0	0	6	0

* Though not required to be reported, in the spirit of The Clery Act, we are disclosing that there was one additional rape reported in 2019. It occurred at a private residence near campus and involved two students.

Arrests and Referrals 2017 to 2019

CRIME	YEAR	ARRESTS						
		ON CAMPUS						
		Non Residential Facility	Residential Facility	Total On Campus	Non Campus Building or Property	Public Property	Totals	Unfounded
LIQUOR LAW VIO	2019	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0
DRUG VIOLATION	2019	0	0	0	0	0	0	0
	2018	2	0	2	0	0	2	0
	2017	1	0	1	0	0	1	0
WEAPON VIOLATION	2019	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0
	2017	0	0	0	0	0	0	0

CRIME	YEAR	JUDICIAL REFERRALS						
		ON CAMPUS						
		Non Residential Facility	Residential Facility	Total On Campus	Non Campus Building or Property	Public Property	Totals	Unfounded
LIQUOR LAW VIO	2019	19	153	172	0	0	172	0
	2018	18	231	249	0	0	249	0
	2017	15	271	286	0	0	286	0
DRUG VIOLATION**	2019	4	53	57	0	0	57	0
	2018	9	101	110	0	0	110	0
	2017	4	35	39	0	0	39	0
WEAPON VIOLATION	2019	0	0	0	0	0	0	0
	2018	0	1	1	0	0	1	0
	2017	1	1	2	0	0	2	0

Hate Crimes 2017 to 2019

2019

1 Intimidation in Non-Residence, On Campus, bias Religion

2018

There were no Hate Crimes reported

2017

1 Simple Assault in Non-Residence, On Campus, bias Sexual Orientation

1 Larceny in Residence Hall, On Campus, bias Sexual Orientation

Procedures for Missing Students Residing on Campus

If a member of the university community has reason to believe that a student who resides in on-campus housing is missing, the Bentley University Police should be notified. The Bentley University Police will generate an incident report and initiate an investigation in order to attempt to locate the missing student using a wide range of electronic resources as well as making personal contact with friends, classmates, co-workers and relatives. If University Police determines that a student is missing and has been missing for more than 24 hours, the Waltham Police Department, the police department of the community where the missing student maintains a home of record, and the person designated as the student's missing student contact will be notified no later than 24 hours after the student is determined to have been missing for 24 hours. If the missing student is under the age of 18 and is not an emancipated individual, Bentley University will notify the student's parent or legal guardian immediately after University Police has determined that the student has been missing for more than 24 hours.

In addition to registering the name of a person as an emergency contact, students residing in on-campus housing have the option to identify an individual to be contacted by Bentley in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Bentley will notify that individual no later than 24 hours after the student is determined to have been missing for 24 hours. Students who wish to identify a contact for this purpose can do so through the semester housing check in process or by contacting the Residential Center. This contact information will be registered confidentially and will be accessible only to authorized campus officials and law enforcement and may not be disclosed outside of a missing person investigation.

Emergency Response and Evacuation Procedures

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the Bentley community, Bentley University Police will send an emergency alert notification utilizing the Bentley Emergency Notification System. For less emergent but still serious notifications, the University may choose to send a campus wide email and/or post notices in affected areas. Based on the nature of the emergency, the responsibility for assessing the severity of the threat begins with the senior staff of University Police, Student Affairs, The Centers for Health, Counseling, and Wellness, Facilities Management and/or Risk Management. Once the threat is confirmed, the decision regarding emergency notification will be made by members of the Emergency Management Team. They will determine the content of the notification, and the notification will be sent, without delay, taking into account the safety of the community unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The emergency notification system utilizes email, text messaging, telephone voice messaging, sirens, and classroom notifications to alert the community. Emergency messages are also posted on the home page of the Bentley website. Messages will be sent to all community members in the affected area and will contain only a very brief description of the type of emergency along with instructions for self-protection. It is critical that community members follow the instructions immediately. After the initial alert message, additional information may be distributed by means of another alert message, by email, or by web at bentley.edu and bentley.edu/emergency. If an emergency will affect the greater community, Waltham Police will be alerted to contact campus neighbors. Parents and community members can access bentley.edu/emergency for information.

YOU MUST PROVIDE YOUR CONTACT INFORMATION TO BE INCLUDED IN THE EMERGENCY NOTIFICATION SYSTEM. Members of the Bentley community are invited to provide or update their contact information at the beginning of each semester, or may update their contact information at any time by logging into Workday and clicking Change Contact Information.”

A full-scale test of the Bentley emergency notification system is performed during the fall and spring semesters, and members of the Bentley community will be informed of at least one annual test date in advance by email. On some occasions, the test will be unannounced. Documentation of the tests performed, including a description of the exercise, the date and time, and whether it was announced or unannounced, is kept on file at the University Police Department.

In the event it becomes necessary to evacuate a building, the fire alarm system, or in some buildings a public announcement system, may be used to notify occupants. When the fire alarm sounds, building occupants should proceed quickly and calmly to the nearest exit, or follow the instructions provided over the announcement system. Always bring essentials with you such as a purse, keys, or jacket since you could be displaced from the building for an extended period of time. Do not use elevators. It is recommended that you familiarize yourself with two means of exit from areas where you routinely work, live or study. Remain outside the building until a public safety official authorizes reentry or directs you to an alternate location should the building need to be evacuated for an extended period of time.



Annual Fire Safety Report

Fire Safety in Residence Halls

The University through its Manager of Life Safety, administers a program of regular inspection, testing and maintenance of university premises to ensure compliance with applicable fire and life safety codes and standards. This includes conducting regular evacuation drills and offering a variety of educational and training programs in fire safety and prevention techniques for students, faculty and staff. All residence halls exceed local, state, and national fire safety codes and are equipped with modern fire detection, alarm, and suppression systems.

Reporting a Fire

If you discover or suspect a fire, activate the nearest fire alarm pull station and leave the building or area immediately. To activate the fire alarm, you must both pull the tamper cover and pull the lever. After activating the alarm, call University Police at **781-891-3131** or go to the nearest emergency help telephone that is a safe distance from the fire source to be connected to University Police. Provide the dispatcher with the specific location of the fire and any other pertinent information.

REMEMBER:

- Pulling the tamper cover to gain access to the fire alarm pull station will activate the tamper alarm only and will not report the alarm to University Police.
- After pulling the tamper cover, you must pull the lever on the fire alarm. By doing so, the building alarm will sound, alerting University Police and the Waltham Fire Department of the situation.

Fire Suppression Systems

All residence halls are equipped with automatic fire sprinkler systems. The system is comprised of sprinkler heads, associated piping, controls, and water under pressure. In the event of a fire, the sprinkler heads are designed to activate at a predetermined temperature. Do not hang items or material from the sprinkler head, as this may activate or interrupt the spray pattern

of the device. Do not tamper with any associated components of the water sprinkler fire suppression system.

Smoke Detectors

All residence halls are equipped with addressable fire alarm systems. When a device is activated or tampered with, a signal with the device location is sent to the fire alarm panel and to University Police. All detectors on campus are hard-wired to the main and backup electrical systems for their buildings. Tampering with a smoke detector is a violation of University judicial policies and could result in an electrical shock.



There are two types of alarms: supervisory and general. A supervisory alarm rings the alarms in the apartment where a smoke detector is activated. A general alarm rings the alarms in the entire building. Both signals are received by University Police who investigate all fire alarm signals. A general alarm will cause a signal to transmit to the Waltham Fire Department.

Tampering with or damaging any fire safety systems is a serious offense and can result in criminal prosecution and/or university disciplinary action.

Apartments and Suites

ORCHARDS, RHODES, FENWAY, COPLEYS, FOREST, KRESGE, FALCONE COMPLEX, AND NORTH CAMPUS APARTMENTS: Each bedroom and living room has a smoke detector. If one smoke detector is activated (causing a local alarm) the alarms in the apartment will ring and University Police will be notified. When the smoke condition clears, the alarm will silence by itself. If two smoke detectors are activated within an apartment or suite, the general alarm will ring for the building. This will cause University Police to respond along with the Waltham Fire Department.

The hallways are also equipped with smoke detectors. If one hallway or other common area (including lounges and study areas) is activated, the general alarm for the building will be activated.

COLLINS AND BOYLSTON: Each bedroom has a smoke detector. If one smoke detector is activated (causing a local alarm) the alarms in the apartment will ring and University Police will be notified. When the smoke condition clears,

the alarm will silence by itself. If two smoke detectors are activated within an apartment, the general alarm will ring for the building. This will cause University Police to respond immediately, followed by Waltham Fire Department.

A heat detector is located in each living room near the kitchen. They react to sudden and rapid changes in temperature over a specific time period or a high heat build-up. If this detector is activated, then the general alarm for the building will be activated and University Police will respond immediately.

The hallways are also equipped with smoke detectors. If one hallway or other common area (including lounges and study areas) is activated, the general alarm for the building will be activated.

Dormitories and Special Housing

SLADE, MILLER, TREES, STRATTON, CAPE AND CASTLE: All bedrooms and common areas (lounges, hallways, and study areas) are equipped with smoke detectors. If one smoke detector is activated, the general alarm will ring for the building. This will cause University Police to respond immediately, followed by Waltham Fire Department.

Preventing Fires

COOKING: All cooking appliances, except microwave ovens, are prohibited from suites and dormitory rooms. This includes hotplates, hotpots, toaster ovens, popcorn poppers, and any other appliances whatsoever. Apartments may have cooking appliances in the kitchen only. Cooking is allowed only in apartments and residence hall kitchens. When cooking, remember the following:

- Keep ovens clean at all times.
- Turn on smoke exhaust fans when cooking
- Do not leave the oven or other heat-producing appliances unattended while they are in operation.
- Use only U.L. listed appliances.
- If a pan of grease or a deep-fat fryer catches on fire, immediately turn off the heat, cover the burning pan with a lid if possible and, if available, throw baking soda into the flame. Do not try to extinguish the fire with water, flour, sugar or other materials. Never try to carry a cooking utensil with burning liquid.
- Do not open the door of your apartment or residence hall kitchen to clear cooking smoke. Instead, open a window. Otherwise you will set off the hallway smoke detectors and create a false alarm.

SPACE HEATERS: Space heaters are not allowed in any residence halls. In an emergency situation only, Facilities Management will provide an approved space heater for temporary heating purposes.

Additional Fire Prevention Guidelines

- Plug all types of multiple plug adapters directly into wall outlets. Do not use more than two extension cords in a single multiple-plug adapter. Check cords for wear and have faulty appliances repaired or removed from the residence.
- Halogen lamps and neon signs are prohibited, even if they are non-functional.
- Do not drape any type of combustible material over lamps or other electrical fixtures.
- Flammable and combustible liquids are prohibited in all residence halls. This includes charcoal briquettes, lighter fluids, gasoline, benzene, propane, alcohol, cleaning fluids, oil-based paints and thinners.
- Do not use flammable decorations at any time, including during the holiday season. Live trees or combustible ornaments are not permitted. This includes cardboard cut-outs from boxes.
- Combustible waste should be disposed of as soon as possible. Trash and garbage should be emptied in the proper refuse containers, not left in corridors or hallways since this may obstruct building egress. Limit room trash collection to a maximum of one 12-pack sized box of mixed recyclables and two kitchen-size trash bags or one large trash bag. Accumulations larger than this are not allowed.
- All types of open flames including candles and incense are strictly prohibited in all campus buildings.
- Do not hang any items from the ceiling as they may interfere with the designed spray pattern of the sprinkler system or the path of heat and smoke to a fire detection device.
- Room furnishings should not obstruct or hamper any access to an exit. All doors must be able to swing freely in their full range of motion.
- Do not prop open fire doors. Closed fire doors are designed to prevent smoke and fire from spreading.
- Bicycles chained to stairways or landings are prohibited and will be removed.
- Motorcycles, mopeds, gasoline engines, engine parts or any flammable fuels are prohibited in all campus buildings.

Smoking Policy

Smoking (including cigarettes, cigars, pipes, e-cigarettes, and any other smoke-producing tobacco products) is prohibited on all properties owned or leased by Bentley. This policy applies to students, faculty, staff, guests, visitors, and contractors. Campus property includes (but is not limited to): all interior space on campus and property leased by the university, all outside property or grounds including walkways, breezeways, patios, and parking lots — including vehicles, all outside property leased by the University, all vehicles leased or owned by the University and all indoor and outdoor athletic facilities.

Escaping From a Fire

When the fire alarm sounds, prepare to exit immediately. Touch your door to test its temperature. If it is hot, put towels or clothing around the door frame to prevent smoke from entering. Open your window and wave something white to attract attention.

If the door is cool, evacuate your room as soon as possible. Go to the nearest exit. DO NOT WAIT for a staff person to tell you to leave. It is your responsibility to evacuate the building in a quick and orderly fashion! If there is smoke in the hall, stay low and proceed to the nearest exit. There are two exits on every floor. Do not panic if one of the exits is blocked, proceed to the next one.

- Stay calm. Do not run or shout.
- Do not use an elevator. In the event that you are in an elevator when the alarm sounds, it will bring you to the main floor.

It is essential to determine which residents have safely escaped. You should assemble in designated spot for the building you are evacuating from. Evacuation locations are noted on the map at the end of this section. Do not attempt to re-enter the building until the Fire Department or University Police has declared the emergency over.

Fire Drills

Fire drills are conducted each semester to familiarize everyone with the sound of the alarms, building evacuation routes and designated gathering spots outside the building. Use the emergency exit locations to evacuate the building safely. Failure to evacuate when the fire alarm sounds is not only dangerous but punishable by a fine and/or other disciplinary action.

Fire extinguishers are located in all campus buildings. These are to be used only for their intended purpose, and should not be removed at any other time. Extinguishers are to be used only by trained personnel.

Fire Safety Education and Training

A fire safety education program is presented during the first week of classes for all incoming first-year resident students. Attendance at this presentation is mandatory. Procedures to follow in the event of a fire alarm are reviewed, as well as the fire safety policies that are in effect in the residence halls.

Plans for Future Improvements in Fire Safety

Bentley University intends to remain on task with regard to its prevention strategies (education, inspections, fire drills and device maintenance), and will continue to upgrade fire alarm systems throughout the campus. A deferred maintenance program replaces or upgrades existing fire alarm systems that are approaching their service life expectancy. Whenever buildings undergo major renovations, the life safety systems, fire detection and fire suppression systems are replaced with current code compliant systems.

Bentley University Annual Fire Report

2017 to 2019

Residential Building Name	Total Fires in Bldg			Fire Number			Date of Fire			Time of Fire			Category		
	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019	2017	2018	2019
Alder Hall 385 Beaver St															
Birch Hall 385 Beaver St															
Boylston A 385 Beaver St															
Boylston B 385 Beaver St															
Cape House 500 Beaver St															
Castle House 500 Beaver St															
Cedar Hall 385 Beaver St	1			1			2/25/17			0106			Intentional		
Collins Hall 385 Beaver St	1		1	1		1	12/10/17			2/10/19	1524		2037	Unintentional	Unintentional
Copley North 500 Beaver St				1		1				5/8/19			0027		Unintentional
Copley South 500 Beaver St															
Elm Hall 385 Beaver St															
Falcone East 385 Beaver St															
Falcone North 385 Beaver St															
Falcone West 385 Beaver St															
Fenway Apts. 500 Beaver St															
Forest Hall 385 Beaver St	1			1			4/18/17			0252			Unintentional		
Kresge Hall 385 Beaver St	1	1		1	1		9/14/17	2/19/18		0009	0450		Intentional	Intentional	
Maple Hall 385 Beaver St															
Miller Hall 385 Beaver St															
North Campus A 371 Forest	1			1				3/17/18			1843			Unintentional	
North Campus B 371 Forest															
North Campus C 371 Forest															
North Campus D 371 Forest															
Oak Hall 385 Beaver St															
Orchard North 500 Beaver St															
Orchard South 500	1			1				6/12/18			1519			Unintentional	
Rhodes Hall 385 Beaver St															
Slade Hall 385 Beaver St	1			1				2/3/18			2200			Intentional	
Spruce Hall 385 Beaver St															
Stratton House 357															
TOTALS	4	4	2	1	1	1									

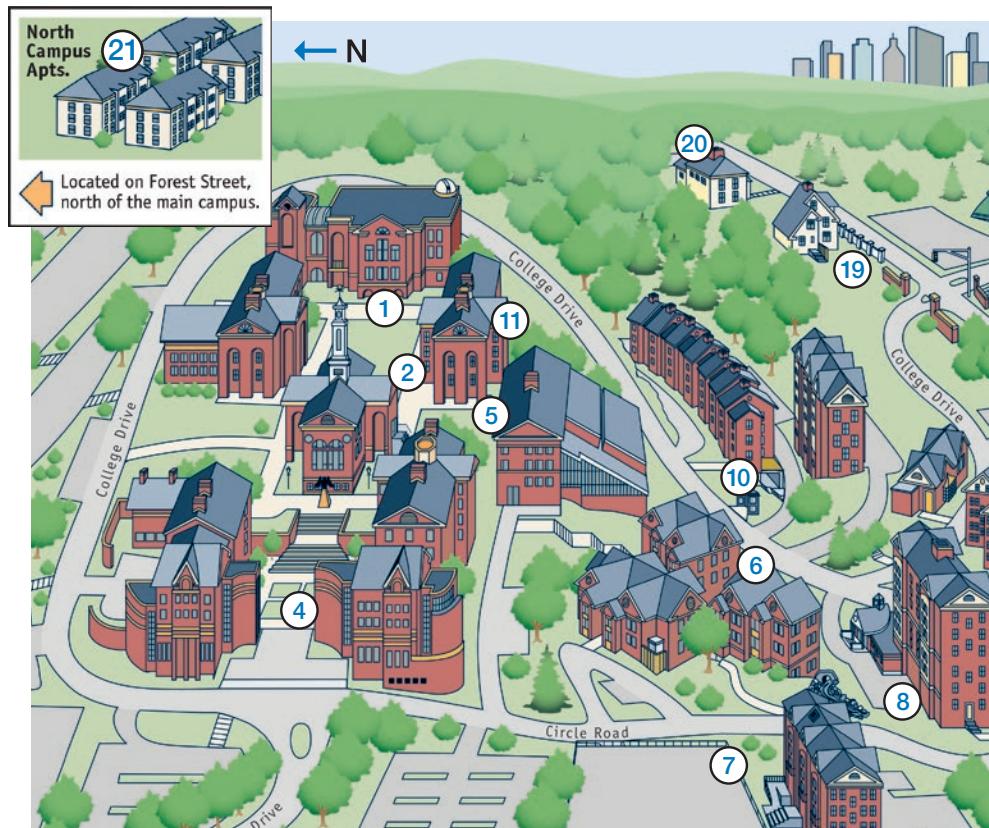
Bentley University Fire Safety System 2017 to 2019

Residential Building Name	Fire Alarm Device On Site Monitored By Bentley Police	Full Sprinkler	Smoke Detectors Bedrooms	Attic Heat Detectors	Number of Evacuation Test/Drills 2018
Alder Hall	X	X	X	X	2
Birch Hall	X	X	X	X	2
Boylston A	X	X	X	X	2
Boylston B	X	X	X	X	2
Cape House	X	X	X	N/A	2
Castle House	X	X	X	N/A	2
Cedar Hall	X	X	X	X	2
Collins Hall	X	X	X	X	2
Copley North	X	X	X	X	2
Copley South	X	X	X	X	2
Elm Hall	X	X	X	X	2
Falcone East	X	X	X	X	2
Falcone North	X	X	X	X	2
Falcone West	X	X	X	X	2
Fenway Apts.	X	X	X	N/A	2
Forest Hall	X	X	X	X	2
Kresge Hall	X	X	X	X	2
Maple Hall	X	X	X	X	2
Miller Hall	X	X	X	X	2
North Campus A	X	X	X	X	2
North Campus B	X	X	X	X	2
North Campus C	X	X	X	X	2
North Campus D	X	X	X	X	2
Oak Hall	X	X	X	X	2
Orchard North	X	X	X	X	2
Orchard South	X	X	X	X	2
Rhodes Hall	X	X	X	X	2
Slade Hall	X	X	X	X	2
Spruce Hall	X	X	X	X	2
Stratton House	X	X	X	N/A	2

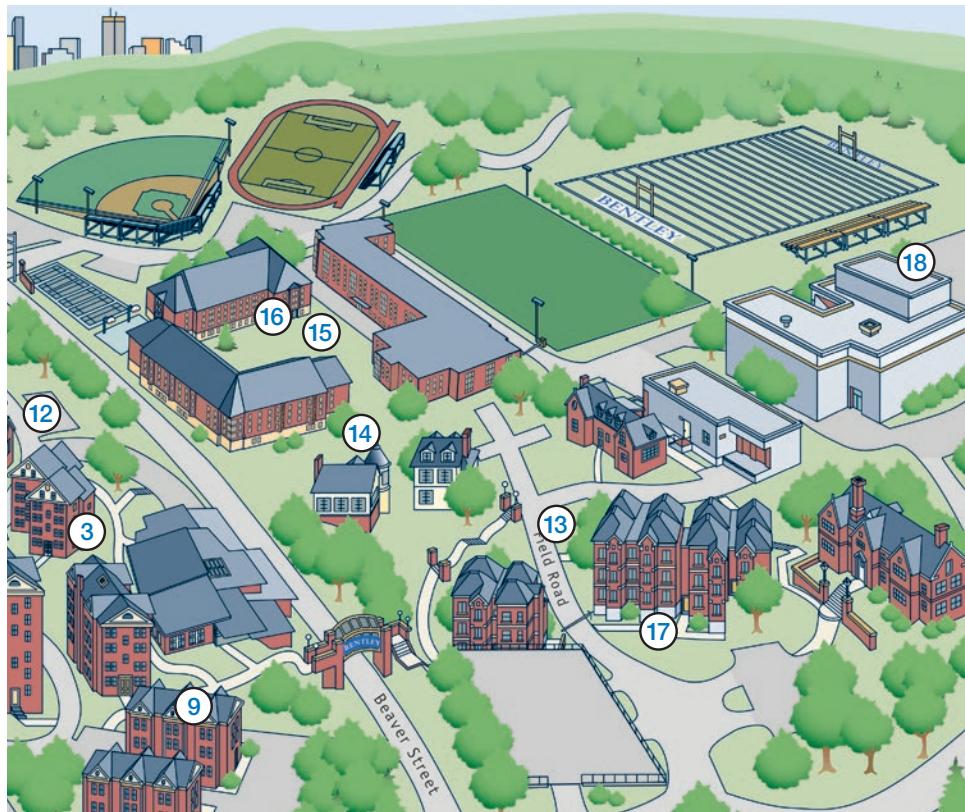
N/A =
No Attic



Evacuation Meeting Areas



NO.	Evacuating Building	Evacuation Meeting Area	NO.	Evacuating Building
1	Library	West porch of Adamian Academic Center	9	Kresge Hall
1	Morison Hall	West porch of Adamian Academic Center	9	Student Center
2	Adamian Academic Center	East porch of Baker Library	10	Slade Hall
3	Boylston Apartments	North entrance to Student Center	10	Tree Dormitories
3	Rhodes Hall	North entrance to Student Center	11	Lindsay Hall
4	Jennison Hall	LaCava Quad leading up to Library	12	University Police
4	LaCava Center	LaCava Quad leading up to Library	13	Orchard North
4	Rauch Building	LaCava Quad leading up to Library	13	Orchard South
5	Smith Technology Center	West porch of Lindsay	14	Cape and Castle Houses
6	Falcone Apartments	Greenspace	15	Copley North
7	Miller Hall	East side of north parking lot by parking deck		
8	Collins Hall	BBQ area at north side of Collins		
9	Forest Hall	Pedestrian walk intersection at Rhodes/Student Center/Kresge		



Evacuation Meeting Area

Pedestrian walk intersection at Rhodes/Student Center/Kresge
 Pedestrian walk intersection at Rhodes/Student Center/Kresge
 Lawn /bus stop at Circle Road by the Tree Dorms
 Lawn /bus stop at Circle Road by the Tree Dorms
 South side of rear parking lot
 Side of CP parking lot across from dispatch
 Lower Campus Greenspace
 Lower Campus Greenspace
 Lawn by entrance to Copley Circle

NO. Evacuating Building

15 Copley South
 16 Fenway Hall
 17 Lewis Hall
 18 Dana Athletic Center
 19 Stratton House
 20 Harrington House
 21 North Campus A
 21 North Campus B
 21 North Campus C
 21 North Campus D
 22 Dove Cote
 22 Maintenance Building

Evacuation Meeting Area

North entrance of Fenway Hall
 Main entrance to Copley South
 BBQ area at east side of Orchard South
 South side of parking lot
 South side of parking lot
 West parking area
 Center BBQ area of North Campus
 South entrance to Orchard South
 South entrance to Orchard South

North entrance of Fenway Hall

Title IX and Gender-Based Harassment and Discrimination Policy

THE MISSION OF BENTLEY UNIVERSITY: To educate creative, ethical, and socially responsible organizational leaders by creating and disseminating impactful knowledge within and across the business and the arts and sciences.

THE MISSION AND PURPOSE OF THIS POLICY: To eliminate all barriers on Bentley University's campus that are rooted in forms of discrimination, harassment, and retaliation on the basis of an individual's sex, gender, sexual orientation, gender identity, and/or gender expression. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity.

QUESTIONS REGARDING THIS POLICY: Please forward any questions, complaints, or notice of alleged policy violations, or regarding this policy and procedures, to those responsible for Bentley's Title IX and Gender-Based Harassment and Discrimination Policy compliance below:

Liz Humphries

Title IX Coordinator
Associate Director, Student Conduct
Student Center 320
ehumphries@bentley.edu
781-891-2225

Justin Woodard

Deputy Title IX Coordinator for Student Support
Associate Director, Residential Center
Student Center 320
jwoodard@bentley.edu
781-891-2319

George Cangiano

Deputy Title IX Coordinator for Faculty/Staff Support
Vice President, Human Resources
Rauch 201
781-891-3427

I. Policy Statement and Overview

Bentley University will always respond to complaints, reports, allegations, and information about harassment, sex-and gender-based discrimination, and retaliation regardless of how the information was brought to the University's attention. The University's response is designed to stop the prohibited conduct, prevent its recurrence, and address any lingering impact that it had on individuals, members of the campus community, and all University-related programs or activities.

Bentley University is firmly committed to establishing an environment free of harassment and discrimination on the basis of sex or gender in any of its education or employment programs and activities. This policy prohibits sexual and gender-based harassment, sexual assault (non-consensual sexual touching, forcible or not), stalking, domestic violence, and sexual exploitation, stalking, and retaliation (collectively referred to in this policy as prohibited conduct). These forms of prohibited conduct are harmful to the well-being of our campus community and its members, the learning and working environment, and collegial relationships among our students, faculty, and staff.

All violations of prohibited conduct under this policy will result in discipline, including potential separation from the University. Some forms of prohibited conduct may also violate state and federal laws, and criminal prosecution may occur independently of any disciplinary action imposed by the University.

This policy also sets forth the procedures that will be used to respond and investigate reports of prohibited conduct.

Bentley University complies with Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in the University's programs and activities; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA) as amended; Title VII of the Civil Rights Act of 1964; and its stated counterpart, M.G.L. c.151B; Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, and other applicable law.

Bentley also reaffirms the rights impacted parties to decide whether they wish to be involved in any of the University's processes to address sexual harassment and sex-and gender-based harassment, discrimination, and retaliation. Bentley is also strongly committed to supporting impacted parties through the numerous support service available. All students and employees have access to confidential resources that they may use for support and guidance regardless of whether they make a report to the University or participate in a University investigation and adjudication

process, please refer to Appendix A. The University encourages those who wish to receive confidential support services regarding sex-and gender-based discrimination and harassment under these policies to seek assistance from staff in the Counseling Center, the Health Center, the Boston Area Rape Crisis Center, REACH Beyond Domestic Violence, and/or seek medical attention.

Responsible employees of the University are expected to report allegations of sexual harassment and other forms of sex- and gender-based discrimination that they observe or learn about to the Title IX Coordinator. Employees whose positions legally require confidentiality (i.e., licensed mental health counselors and health professionals) are not responsible employees. To review the full list of designations of employees at Bentley University, please refer to Appendix E. If you have a question regarding reporting responsibilities, please contact the Title IX Coordinator.

All employees of Bentley University are strongly encouraged to offer information on how to report such incidents to students and colleagues, as well as report this conduct directly to the Title IX Coordinator. Responsible employees who fail to report allegations of sexual harassment and other forms of sexual misconduct that they observe or learn about may be subject to disciplinary action. Bentley University is mandated to respond promptly and appropriately to any allegations of sexual harassment or other forms of gender-based discrimination and retaliation. Under these policies, the University will consider the effects of off-campus conduct for faculty, staff, students, visitors, and community members when evaluating whether a hostile environment was created on campus.

Any person responsible for or involved in retaliation will be subject to disciplinary action up to and including expulsion or termination.

Retaliation against anyone who reports an incident of harassment, or discrimination as defined in this policy, brings forward a complaint or participates in an investigation and adjudication process under this policy is prohibited. Retaliation is also prohibited against those who, in good faith and reasonable manner, oppose an act or policy believed to constitute sex- or gender-based discrimination and harassment. It is the responsibility of Bentley University's Title IX Coordinator to ensure that inquiries into reports of misconduct described above are made, as well as formal investigations and resolutions consistent with applicable adjudication procedures that are described in this policy.

Additionally, Bentley seeks to ensure that our campus and culture are inclusive for all students, and, as such, has committed to engaging in several preventative and proactive educational programs and initiatives. For a list of some of the programs Bentley offers, please see Section XVII of this document.

Bentley reserves the right to amend this and other policies immediately to ensure compliance with federal and state rules, regulations, and laws.

II. Bentley's Title IX Coordinator and Title IX Staff

The Title IX Coordinator for Bentley University is responsible for providing leadership regarding Title IX and the Gender-Based Harassment and Discrimination Policy. The Title IX Coordinator has the primary responsibility for coordinating Bentley's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

The Title IX Coordinator will also ensure that ongoing training and education regarding sex/gender-based harassment, discrimination, and retaliation take place, as well as compliance-related reporting. Additionally, the Title IX Coordinator will be responsible for:

- Tracking and monitoring incidents, including sex-based discrimination, harassment, retaliation, and other sexual misconduct outlined in this policy;
- Ensuring that the University responds effectively to each report; and
- Provides appropriate supportive measures to parties involved with or without the filing of a formal complaint

After an alleged violation of this policy is reported, the Title IX Coordinator will ensure that the appropriate measures are taken, including providing supportive measures, obtaining an external investigator, assigning advisors, and which resolution process will apply based on the allegations raised. However, the Title IX coordinator will not participate in the investigation, the resolution process, or decision making regarding the investigation report (see Appendices C and D for more information on investigation procedures and protocols).

Bentley University also has two **Deputy Title IX Coordinators**. These individuals can offer further information to those who may have questions about these policies, and formal reports can be submitted to them. The Deputy Title IX Coordinators will also keep individuals involved in the formal investigations process and provide updates regarding its progress. Similar to the Title IX Coordinator, the Deputy Title IX Coordinators will not participate in the investigation, the hearing panel, or in the deliberations regarding the investigation report. The Title IX Coordinator and Deputy Title IX Coordinators will act with independence and authority free from bias and conflicts of interest.

The Title IX Coordinator and Deputy Title IX Coordinators are knowledgeable about and will provide information on all options for report resolution. Both

the Title IX Coordinator and the Deputy Title IX Coordinators can assist in providing supportive measures to remedy the impact of an incident.

In addition to the Title IX Team members listed above, Bentley has determined administrators as Officials with Authority to address and correct harassment, discrimination, and retaliation. These Officials with Authority listed below may also accept notice or complaints on behalf of the Bentley.

John Piga

Associate Dean of Student Affairs
Student Center 320
jpiga@Bentley.edu
781-891-2148

III. Scope of this Policy

The federal mandates established by Title IX and the Clery Act reaffirm that students, staff, faculty, and third parties (i.e., non-members of the University community, such as vendors, alumni/ae, and visitors) have the right to be free from discrimination based on their gender, sex, sexual orientation, and gender appearance/expression.

Third parties are both protected by and subject to this policy. A third party may report potential policy violations committed by a member of the University community, and the University will take appropriate steps to investigate and respond to the conduct consistent with the authority granted by the University's jurisdiction, if any, over the respondent. A third party who is accused of violating University policy may be permanently barred from the University or subject to other restrictions for failing to comply with this policy and may not be granted the full rights and processes afforded to Bentley community members through the provisions of this policy.

All procedures regarding incidents involving students can be found in Appendix C of this policy, while all procedures for incidents involving employees are found in Appendix D of this policy.

IV. Jurisdiction of this Policy

This policy applies to the education program and activities of the University, to any behaviors or conduct that takes place on the campus or property owned or controlled by the University, at University-sponsored events, or in buildings owned or controlled by student organizations that are recognized by the University.

This policy can also apply to the effects of off-campus misconduct. Thus, the policy applies to any behaviors involving community members both on and off-campus.

The University may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the behavior affects a substantial University interest.

Regardless of where the conduct occurred, Bentley will address any complaints and determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity. The alleged violations and/or the location (jurisdiction) of where the alleged behavior took place, will determine which adjudication process is applied: the Title IX Adjudication Process or the Gender-Based Harassment & Discrimination Adjudication (GBHD) Process. Examples of off-campus coverage of this policy include incidents that occur on faculty-led study abroad trips, the Commencement Week trip for graduating seniors, internship programs/sites, service-learning sites, and off-campus residences of students.

The Respondent must be a member of the University community in order for its policies to apply. However, if the Respondent is unknown or is not a member of the University's community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement if the individual would like to file a police report.

Furthermore, even when the Respondent is not a member of the Bentley community (where the University does not have disciplinary authority over the Respondent), the Title IX Coordinator will still take reasonably-available steps to support a Complainant through supportive measures, remedies, and resources.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to allege violations through that institution's policies.

Similarly, the Title IX Coordinator may be able to assist a student or employee Complainant who experiences discrimination in an externship, study abroad program, or other environments external to the University (whereas the facilitating or host organization may give recourse to the Complainant through its policies and procedures of sexual harassment, non-discrimination, and retaliation).

V. Coordination with Other Bentley University Policies

This policy addresses sexual and gender-based harassment, sexual assault (non-consensual sexual touching, forcible or not), stalking, domestic violence, and sexual exploitation, stalking, and retaliation (collectively referred to in this policy as prohibited conduct and defined in more detail below).

Other forms of sex discrimination (not based on harassment or violence), and discrimination and harassment based on race, color, nationality or ethnic origin, sex, age, or disability are governed by the University's Non-Discrimination Policy

In addition, the conduct of students, employees, and faculty is governed by the following policies:

1. Student Code of Conduct

- Applies to all other forms of student misconduct (e.g., alcohol, drug use, threats or physical abuse, possession of firearms, etc.)
- Overseen by Student Conduct System

2. Employment Policies and Practices

- Set the standards of personal conduct for employees
- Include the staff disciplinary and adjudication policies
- Overseen by Vice President and Chief Human Resources Officer

3. Faculty and Staff Handbook

- Sets the standards of personal conduct for faculty members
- Includes the statement of academic freedom (See Also Academic Freedom and Freedom of Speech, below)
- Consists of the University's adjudicatory policy
- Overseen by Vice President and Chief Human Resources Officer

4. University Policy on Consensual Relationships

- Prohibits romantic and/or sexual relationships between employees and students (undergraduate, graduate or doctoral), and employees and any individual whom that person supervises or evaluates in any way

Where conduct involves the potential violation of both this policy and another University policy, the University may choose to investigate other potential misconduct under the procedures outlined in this policy, instead of the procedures ordinarily used to address potential violations of such other University policies, provided that it does not unduly delay a prompt or equitable resolution of the report.

VI. Academic Freedom and Harassment

Bentley University is committed to principles of free speech and upholding the tradition of academic freedom. This policy is not intended to restrict teaching methods or freedom of expression, nor will it be permitted to do so. Harassment or discrimination prohibited by this policy is not a proper exercise of academic freedom.

VII. Accommodations for Students with Disabilities:

Bentley is committed to compliance with the Americans With Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws and regulations pertaining to individuals with disabilities.

By federal law, a person with a disability is any person who: 1) has a physical or mental impairment; 2) has a record of such impairment; or 3) is regarded as having such an impairment, which substantially limits one or more major life activities such as self-care, walking, seeing, hearing, speaking, breathing, or learning. A student requesting an accommodation regarding a Title IX investigation/adjudication process must follow the appropriate procedure for requesting an accommodation through the Office of Disability Services (located in Jennison Hall). Additionally, the Office of Disability Services can provide students with a comprehensive list of off-campus resources.

The Office of Disability Services will make a determination regarding the request and notify the appropriate parties. Reasonable accommodations depend upon the nature and degree of severity of the documented disability. While the ADA requires that priority consideration be given to the specific methods requested by the student, it does not imply that a particular accommodation must be granted if it is deemed not reasonable and other suitable techniques are available. For more information regarding options for assistance, regarding both immediate and ongoing concerns, please see Appendices A and B.

VIII. Resources for Information and Assistance

Bentley University offers various resources for students, staff, and faculty seeking information or support under Title IX and Gender-Based Discrimination and Harassment Policy. Bentley also acknowledges that each person experiences and responds in differing ways and there are a variety of formal and informal options for support. Please review the information regarding your options for support, assistance, and reporting so that you can make an informed decision

based on personal needs. Your needs may change over time, so please also know that you may choose to utilize different forms of response at different times.

Any member of the Bentley community (including visitors) is welcome to contact the Title IX Coordinator for information regarding these policies or the procedures outlined within it. The resources highlighted in Appendix A and B also provide information, assistance, and support to those who seek it.

IX. Confidentiality, Privacy, and Reporting Responsibilities of Bentley Employees

Issues of privacy and confidentiality play important roles in this policy and may affect individuals differently. While they are closely related, the concepts of privacy and confidentiality are distinct terms that are defined below.

A. Confidentiality

Confidentiality refers to the protection of information disclosed to individuals such as licensed professional mental health counselors, licensed medical professionals, and ordained clergy. When an individual shares information with a confidential resource (on campus or in the community), that is a confidential communication that will not be reported to the Title IX Coordinator under this policy.

At Bentley, complete confidentiality can only be guaranteed when a concern is shared with staff in the Health Center, the Counseling Center, and Spiritual Life Staff, and when the concern does not involve a continuing threat of serious harm to self or others. A list of Confidential Resources on and off-campus is available in Appendix E Confidential Resources submit non-personally-identifying information about Clery- reportable crimes to the Bentley University Police Department for purposes of anonymous statistical reporting under the Clery Act.

B. Privacy

Privacy refers to the discretion that will be exercised by the University in the course of any investigation or other processes under this policy. Bentley understands that breaches of privacy compromise the ability of the University to investigate and resolve claims of prohibited harassment, discrimination, and retaliation. The Title IX Coordinators will attempt to protect the privacy of all reports and proceedings to the extent reasonably possible. Information related to a report of prohibited conduct will be shared in the most limited manner possible with University employees who need to know in order to assist in the assessment, investigation, and resolution of the report and related issues. Additionally, in order to comply with its

obligations regarding campus safety and Title IX. The University employees receive training in how to safeguard private information. The University will make reasonable efforts to investigate and address reports of prohibited conduct under this policy, and information may be disclosed to participants in an investigation as necessary to facilitate the thoroughness and integrity of the investigation. In all such proceedings, the University will take into consideration the privacy of the parties to the extent reasonably possible.

The privacy of student education records is governed by the Family Educational Privacy Act (FERPA).

C. Disclosures and Reporting Responsibilities of Bentley Employees

All involved parties have many options, including seeking counseling or assistance from a Confidential Resource, making a report under this policy, and/or making a report to law enforcement. The University recognizes that deciding among these options can be difficult and is an intensely personal decision. Individuals are encouraged to seek assistance and to explore all potential reporting and support options.

Please note that faculty and staff members on campus have different roles and responsibilities for reporting information should a student disclose any prohibited conduct under this policy.

It is important to understand the different responsibilities of Bentley's employees. Every employee is designated as either a Confidential Employee, a Responsible Employee, and all Other Employees.

Confidential Employees: This is an employee who may talk to a student in confidence, and generally only report to the University that an incident occurred without revealing any personally identifying information. Disclosures to these employees (e.g., physicians, nurses, professional counselors, clergy) will not trigger an investigation into an incident against the student's wishes.

Responsible Employees: Include faculty and staff, who are encouraged to call the Title IX Coordinator when an incident of sexual violence, misconduct, gender-based harassment, discrimination and/or retaliation is reported to them, especially if there is cause for fear of a person's safety. The disclosure includes the identities of both the Complainant and Respondent to the Title IX Coordinator. A report to responsible employees constitutes a report to Bentley and obligates the University to respond to the incident and take appropriate steps to address the situation.

All Other Employee: Include faculty members and other Bentley staff employees who do not fall under the categories of Confidential Employees or

Responsible Employees. While these employees do not have any obligation to keep shared concerns confidential and are not required to report those concerns, the University encourages them to assist an individual who shares concerns. Individuals may seek advice from any other these employees on campus after an incident occurs. If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk with them.

This policy is intended to make members of the community aware of the various reporting and confidential disclosure options available to them. Ideally, this information will inform individuals so they can make deliberate choices about where to turn should they experience sexual misconduct, gender-based harassment, discrimination, and/or retaliation. Bentley encourages impacted parties to talk to someone identified in one or more of these groups. For more information on which employees serve in each of these capacities, please see Appendix E.

X. Supportive Measures

One way in which Bentley will support those who bring forward claims of sexual misconduct, sex-or gender-based discrimination, harassment, and retaliation is to offer individualized supportive measures, without any fee or charge. Supportive measures are non-disciplinary, non-punitive personalized services offered to parties. The goal of supportive measures is to provide support to remedy the impact of the alleged misconduct, preserve equal access to education, and protect safety. Supportive measures are available with or without the filing of a formal complaint.

Examples of supportive measures include:

- Implement contact limitations (“University No Contact Orders”) to all parties involved
- Changes in housing assignment or room combination
- Assistance from support staff
- Academic support services
- Help in rescheduling exams; extensions of a deadline; and other course- or program-related adjustments
- Limiting access to University facilities and activities pending resolution of the matter
- Change in class schedule, withdrawals, or leave of absence
- Change in work schedule or job assignment
- Arrangements for counseling, medical, and/or other health services
- Safety planning

- Providing campus security escorts
- Provide transportation accommodations
- Increased security and monitoring of certain areas of the campus

These are just some examples of the supportive measures that the University may take to support individuals involved in an incident of sexual misconduct, sex- or gender-based discrimination, harassment, and retaliation. As each individual will have their own needs and requests, the University is committed to tailoring supportive measures to the specifics of each incident, in a fair and equitable manner (without unreasonably burdening the other party). Individuals seeking to access supportive measures can contact the Title IX Coordinator or the Deputy Title IX Coordinators. The decision to impose supportive measures is made at the discretion of the Title IX Coordinator. The University will also enforce any orders that are issued by the Courts of the Commonwealth of Massachusetts.

XI. Emergency Removal

Bentley can act to remove a Respondent entirely or partially from its education program or activity on an emergency basis after an individualized safety and risk analysis, it is determined that such a removal is justified because the Respondent poses an immediate threat to the physical health or safety of any student or other individuals arising from the report or prohibited conduct under this policy. The risk analysis is performed by Senior Level Administrators, including the Title IX Coordinator, the Bentley University Police Department, and Student Affairs Staff Members using its standard objective violence risk assessment procedures. Under these circumstances, the Respondent will be notified in writing of the emergency removal from the University's education program or activity, and the Respondent will have an opportunity to immediately challenge the decision following the emergency removal.

XII. Defining and Recognizing Prohibited Conduct

Conduct that is prohibited and encompassed by the Title IX policy includes sexual harassment, as an umbrella category, includes the offense of sexual harassment, sexual assault, dating violence, domestic violence, and stalking. It is a violation of this policy to either commit these acts or attempt to commit them. These acts are also a violation of federal and state law (including Title IX, the Clery Act, and the Violence Against Women Act). These acts are prohibited in any sex or gender configuration (i.e., between the same or differing genders), regardless of sex and gender identity. Individuals found responsible for violating these policies will face sanctions that are commensurate with the severity of the policy violation, ranging from probation through expulsion.

A. Definition of the Prohibited Conduct Under the Title IX Policy:

1. SEXUAL HARASSMENT: Bentley University adheres to the following definition of sexual harassment as an umbrella category, which includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking.

Generally, this umbrella category prohibits unwanted conduct of a sexual nature that may take the form of sexual advances, inappropriate sexual or suggestive comments, inquiry, sounds or jokes; unsolicited touching or fondling; unwanted intercourse, or assault.

Sexual Harassment is defined as follows:

- i. Unwelcome requests for sexual favors; and/or
- ii. Other behavior of a sexual nature where:
 - a. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or participation in a university-sponsored educational program or activity. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual (often referred to as quid pro quo harassment); or
 - b. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, as well as creating an intimidating or offensive educational, social, living, or working environment.
- iii. Harassing conduct that is sufficiently severe, pervasive, and objectively offensive(often referred to the as hostile environment). Such conduct denies, limits, or interferes with the ability to participate in, or benefit from:
 - a. Educational programs, services, opportunities, or activities; or
 - b. Employment access, benefits, or opportunities.

2. SEXUAL ASSAULT is a form of sexual misconduct that is a violation of University policy as well as federal and state statutes. The Commonwealth of Massachusetts defines sexual assault as "any sexual activity that is forced, coerced, or unwanted" and refers to the crimes of rape and indecent assault and battery. Bentley University adheres to the following definitions of rape and indecent assault and battery:

- i. Rape includes penetration (oral, anal, or vaginal) no matter how slight, of any orifice with a body part or any object without effective consent.
- ii. Indecent Assault and Battery includes non-consensual sexual contact without penetration.

iii. Incest sexual activity between family members or close relatives.

iv. **Statutory rape**, which in Massachusetts is when a person has sexual intercourse with an individual under age 16.

The severity of the violation is the same whether the Respondent is a stranger or known to the Complainant . All students, faculty, and staff should be aware that the University is prepared to respond to any incidents of sexual assault. Individuals found responsible for violating this policy will face sanctions that are commensurate with the severity of the violation, including University expulsion.

3. RELATIONSHIP VIOLENCE: At Bentley, relationship violence encompasses dating violence and domestic violence and can involve current or former intimate partners, spouses, social or dating relationships.

i. **Dating Violence and Domestic Violence:** is any act of violence or pattern of abusive behavior in a relationship. The acts of violence or abuse can be but are not limited to actual or threatened physical, sexual, verbal, emotional, financial, or digital. It is unwanted and causes physical or emotional harm. Relationship violence occurs in both same-sex and opposite-sex relationships. The determination of the existence of a relationship is based on the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. All students, faculty, and staff should be aware that the University is prepared to respond to any incidents of dating violence and domestic violence. Individuals found responsible for violating this policy will face sanctions that are commensurate with the severity of the violation, including University expulsion.

Examples of relationship violence include, but are not limited to:

- Physical abuse: hitting, slapping, shoving, grabbing, pinching, biting, hair pulling, or throwing objects at a person.
- Sexual abuse: attacks on sexual parts of the body, forcing sex after physical violence, treating one in a sexually demeaning manner, coercing or attempting to coerce any sexual contact or behavior without consent, or marital rape.
- Psychological or emotional abuse: a pattern of behavior undermining a person's sense of self-worth or self-esteem, constant criticism, possessiveness, damaging possessions, threats, intimidation, diminishing a person's abilities, name-calling, public humiliation, and damaging a person's relationship with their friends or family.
- Financial abuse: Taking money from or prohibiting access to bank accounts.

- Digital abuse: Controlling social media accounts, or harassment through social media or other forms of technology.

4. STALKING: is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to fear for their safety, fear for the safety of others, or suffer emotional distress. Stalking can occur between strangers, individuals who know each other, or individuals who are or were previously in a relationship. Stalking behaviors may include unwanted following or watching, unwelcome gifts, or communications in person, in writing, or through the use of technology. It also includes accessing personal information to monitor a person's activity. Any stalking behavior can be done directly, indirectly, or through a third-party. For purposes of this definition, a reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant . Individuals found responsible for violating this policy will face sanctions that are commensurate with the severity of the violation, including University expulsion.

B. Other Prohibited Conduct – Gender-Based Harassment and Discrimination

In addition to the forms of sexual harassment described above, which fall within the coverage of Title IX, Bentley additionally prohibits the following offenses as forms of discrimination outside of Title IX when the act is based upon the Complainant 's actual or perceived membership in a protected class.

1. SEXUAL EXPLOITATION: Sexual exploitation occurs when a person takes non-consensual, unjust, or abusive sexual advantage of another for their own advantage or benefit, or for the benefit or advantage of anyone other than the one being exploited. This behavior may not fall within the definition of non-consensual sexual contact/activity or sexual harassment, but it is still a violation of policy.

There are many degrees and types of sexual exploitation, including, but not limited to:

i. Photographing or Video/Audio Taping Sexual Contact or Activity:

Photographing or taping someone (via audio or video) involved in sexual activity, or in a state of undress without their consent or knowledge constitutes prohibited sexual exploitation. Even if a person consented to the sexual activity or intercourse, photographing or taping someone without their knowledge goes beyond the boundaries of that consent.

ii. Disseminating Photographs or Video/Audio Tapes of Sexual Contact or Activity:

The dissemination of photographs or video/audio of someone involved in sexual activity, or in a state of undress without their knowledge or consent constitutes a separate and additional act prohibited by this policy.

iii. **Voyeurism:** Voyeurism is the act of observing, spying on, or listening to a person involved in sexual contact/activity, or in a state of undress without their knowledge or consent.

iv. *Inducing Intoxication/Incapacitation for the Purpose of Sexual Activity:*

Offering drugs, alcohol, or other substances to a person with or without their knowledge with the intent to impair their ability to withhold consent or their ability to knowingly consent to sexual activity is a violation of this policy. This type of conduct constitutes sexual exploitation, regardless of whether any sexual activity takes place.

2. HARASSMENT BASED ON SEXUAL ORIENTATION, GENDER, OR GENDER

IDENTITY: Harassment based on sexual orientation, gender, or gender identity is defined as derogatory comments, actions, or conduct that may include acts of verbal, nonverbal, cyber, or physical aggression, intimidation, or hostility, even if those acts do not involve conduct of a sexual nature. Such conduct is directed toward an individual by virtue of their actual or presumed sexual orientation, gender, or gender identity and:

- i. humiliates or intimidates an individual;
- ii. impedes academic or work performance; and/or
- iii. interferes with university life.

3. ONLINE MISCONDUCT: The University's harassment policies are written and interpreted broadly to include online and virtual conduct that have an effect on its education program and activities. Any behavior that is prohibited by the policy is also prohibited in cyber-forms through the use of technology, networks, or equipment.

While the University may not control websites, social media, and other venues in which harassing communications are made, however, when such communications are reported, it will respond in a variety of means to address and mitigate the effects.

Bentley encourages members of the community to be good digital citizens and to refrain from online misconduct. Examples of online misconduct include but not limited to: feeding anonymous gossip sites, sharing inappropriate content via web/video conferencing, text messages, emails, chats, instant messaging, screensavers, blog, or other social media sites, unwelcome sexting, revenge porn, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the campus community.

4. COMPLICITY: Complicity is any act taken with the purpose of aiding, facilitating, promoting, or encouraging the commission of an act of prohibited conduct by another person.

5. RETALIATION: Retaliation occurs when an adverse action is taken against an individual for raising concerns about conduct which is prohibited by law or policy. All members of the Bentley community have the right to raise concerns or file a complaint through the student conduct system without fear of retaliation. Additionally, it is both unlawful and a violation of University policy to retaliate against an individual for filing a report of sexual misconduct, gender-based discrimination, or harassment. Retaliation is also prohibited against anyone who participates, assisted, or refused to participate in an investigation or adjudication of sexual misconduct, gender-based discrimination, and harassment. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Bentley is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation. Examples of retaliation can include hostility, intimidation, threats, coercion, exclusion, or discrimination directly or indirectly. Individuals found responsible for violating this policy will face sanctions that are commensurate with the severity of the violation, including University expulsion.

XIII. Definition of Consent

A. Bentley's University's definition of consent applies to all of the acts listed above as prohibited conduct under this policy. Bentley University adheres to the following definition of consent:

Consent is a clear and voluntary agreement to engage in specific acts of sexual contact or activity, communicated through mutually understandable words or actions. Consent is always freely informed and actively given. Consent is an affirmative process. It is the responsibility of the person who wants to engage in sexual activity to make sure that they have received consent. If an individual initiating sexual activity is not sure if they have received consent, they have an obligation to seek additional clarification, as consent cannot be based on assumption. The existence of a dating relationship does not imply consent, and even once consent has been given, it can be withdrawn at any time. If consent is withdrawn, that sexual activity should cease immediately.

Consent can never be assumed or implied. The absence of "No" or silence does not mean that consent has been given. Additionally, consent to one form of sexual activity does not imply consent to other forms of sexual activity.

Consent is not present and may never be obtained:

- i. Through the use of coercion, manipulation, intimidation, or force;
- ii. From an individual who is incapacitated; or

- iii. From an individual who is under the legal age of consent (16 in the state of Massachusetts).
- iv. Definitions of coercion, force, and incapacitation are included below:

B. COERCION is unreasonable pressure for sexual activity. Coercion can include the use of verbal or physical conduct such as manipulation, intimidation, isolation, force, or threats. Coercion includes continued pressure after an individual has made it clear that they do not want to engage in the behavior. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

C. FORCE is not only limited to physical violence but also includes threats, intimidation, abuse of power, coercion, duress, or any combination of these behaviors to overcome an individual's freedom to choose whether to engage in sexual activity. Sexual activity that is forced is, by definition, non-consensual. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

D. INCAPACITATION consent is not present when an individual is incapacitated. An Incapacitated individual is someone who cannot make rational, reasonable decisions because they lack the capacity to understand the "who, what, when, where, why, or how" of sexual interaction. This includes a person whose incapacity results from mental disability, sleep, involuntary physical restraint, unconsciousness, or use of alcohol or other drugs. Incapacitation is a state beyond drunkenness or intoxication. A person is not necessarily incapacitated merely as a result of drinking or using drugs. The impact of alcohol and other drugs varies from person to person, and if there is any doubt as to the level or extent of the other person's intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity.

- a. In evaluating consent in cases of alleged incapacitation, the University asks two questions: (1) Did the person initiating sexual activity know that the other party was incapacitated? and if not, (2) Should a sober, reasonable person in the same situation have known that the other party was incapacitated? If the answer to either of these questions is "Yes," consent was absent, and the conduct is likely a violation of this policy.

E. UNDER LEGAL AGE, consent is never present if an individual is under the legal age of consent (16 in the state of Massachusetts).

XIV. Additional Provisions, Definitions, and Clarifications

A. COMPLAINANT: An individual bringing forth a report that they have experienced one or more alleged policy violations that could constitute harassment, discrimination, and/or retaliation under these policies.

B. RESPONDENT: An individual who is alleged to have carried out one or more of the prohibited acts or conduct defined in these policies.

C. ADVISOR: An Advisor (support person) is a party chosen by an involved individual or appointed by the University to accompany the party to meetings, related to the resolution or adjudication process, to advise the party on that process, and to ask questions of the party and witnesses at the hearing, if necessary. The Advisor can be a faculty member, staff member, coach, attorney, parents, friend, community advocate, or a labor union representative.

D. LENIENCY (AMNESTY): Students may be concerned about reporting sexual misconduct and gender-based harassment and discrimination, believing that their own behavior might subject them to disciplinary action (e.g., a Complainant or witness is underage and was using alcohol or drugs at the time of the incident). Witnesses and Complainants should be assured that the focus in matters of sexual misconduct, harassment, and discrimination is always on the reported behavior, not on whether someone was, for example, using alcohol or drugs at the time. Individuals are encouraged to come forward and report such conduct regardless of the surrounding circumstances. This is also in keeping with Bentley's medical amnesty and medical assistance policies.

In situations involving allegations of sexual misconduct, Bentley University will seek to make the sexual misconduct allegation the primary focus of any investigation or disciplinary action. In such circumstances, the University will exercise leniency regarding secondary conduct violations (e.g., underage drinking), and those issues will not be subjected to adjudication. It should be noted that the use of alcohol or drugs does not excuse sexual misconduct, and a person who has been incapacitated through the use of alcohol or drugs (or by any other means) cannot give effective consent to sexual activity.

E. USE OF ALCOHOL OR DRUGS: A person who has consumed alcohol and/or drugs still has a responsibility to obtain ongoing consent for any sexual activity with another person. The use of alcohol or other drugs by the person initiating sexual activity will never be accepted as an excuse for failing to obtain consent. Please see Bentley's definition of Consent, in Section XIII of this document, for more information.

F. PRESERVING EVIDENCE: All parties involved in a matter under the Title IX and Gender-Based Harassment and Discrimination policy should preserve as much evidence as possible. In addition to any physical evidence that

may be preserved, the following may also be helpful to an investigation and adjudication process:

- Any letters
- Notes
- Emails
- Phone calls
- Videos
- Photos
- Text Messages
- Social media postings (Facebook, Instagram, Twitter, Snaps, etc.),
- Computer and Phone screenshots
- Voicemails, or any other form of evidence that may be helpful.
- Chat room, message boards, blogs

XV. Reporting an Incident

All involved parties have many options, including seeking counseling or assistance from a Confidential Resource, making a Formal Report under this policy, and/or making a report to law enforcement. The University recognizes that deciding among these options can be difficult and is an intensely personal decision. Individuals are encouraged to seek assistance and to explore all potential reporting and support options.

Individuals may choose to seek action or assistance both on campus as well as through the surrounding community. Additional or supportive measures may be provided to remedy the impact of the alleged misconduct as well as an investigation and adjudication process. The following situations are an example of reasons why you might choose to report an incident of misconduct:

- To seek formal action against someone, such as removing them from a class or campus
- To educate the person about their behavior through the use of the University's processes and procedures
- To make Bentley aware of the behavior in case, it is part of a larger pattern
- To help prevent similar incidents happening again in the future
- To confront the individual and make your voice heard about how you feel about what happened
- To receive supportive measures such as assistance in changing classes or other on-campus arrangements
- To receive support in coping with an incident

A. REPORTING CONFIDENTIALLY If you are seeking support but want to maintain confidentiality, the best on-campus resources for you include the Health Center, staff in the Counseling Center, and the Spiritual Life staff. All of these resources are included in the cost of attendance for students, and the clinicians in the Health Center and Counseling Center staff can be seen on an emergency basis. The off-campus resources listed in Appendix E are also confidential resources. You may consider a confidential option if you:

- Would like to know about support and assistance but are not sure if you want to pursue formal action against the individual;
- Have questions or would like to process what happened with someone without involving police or Title IX procedures/Gender-Based Harassment and Discrimination procedures; and/or
- Do not want the Respondent (i.e., alleged violator) to know that you are seeking help or support

Please be aware that confidential resources have some obligations to report, notably when the individual is in imminent danger or posing imminent danger to others. There are also obligations to report situations involving the abuse of a minor.

B. INFORMAL RESOLUTION Individuals may seek an informal resolution in place of a formal report and investigation. In order to initiate informal resolution, a Complainant needs to submit a formal complaint. The University, however, has the discretion to determine whether the nature of the reported conduct is appropriate for an informal resolution, to determine the type of informal resolution that may be appropriate in a specific case, and to refer a report for formal investigation at any time.

Participation in an informal resolution process is voluntary and requires written consent from all involved parties. The University will not compel a complaining party or Respondent to engage in an informal resolution, will not compel a Complainant to directly confront the Respondent, and will allow a Complainant or Respondent to withdraw from the informal resolution process at any time. The University may decline the request for informal resolution in any particular case and may terminate an ongoing informal resolution process at any time. Pursuing an informal resolution does not preclude later use of a formal investigation if the informal resolution fails to achieve a resolution acceptable to the parties and the University. When the Complainant or the Respondent withdraws from an informal resolution process, or when an informal resolution is otherwise terminated for any reason, any statements or disclosures made by the parties during the course of the informal resolution may be considered in a subsequent formal investigation.

With any informal resolution, each party has the right to choose and consult with a support person. The support person may be any person, including an attorney, who is not otherwise a party or witness to the reported incident(s). The parties may be accompanied by their respective support persons at any meeting or proceeding held as part of the informal resolution. While the support persons may provide support and advice to the parties at any meeting and/or proceeding, they may not speak on behalf of the parties or otherwise participate in, or in any manner disrupt, such meetings and/or proceedings. Informal resolutions may include:

- i. ***Resolution with the Assistance of a Neutral Party:*** A Complainant may seek assistance in informally resolving a report of prohibited conduct from the Title IX Coordinator, who can arrange to have a trained, neutral party facilitate a meeting or meetings between the parties. The availability of this informal resolution is subject to the agreement of the Title IX Coordinator, the Complainant , and the Respondent.
- ii. ***Interventions and Remedies:*** Informal resolution agreements may involve a host of interventions and remedies, such as actions designed to maximize the complaining party's access to educational, extracurricular, and/or University employment activities; increased monitoring, supervision, and/or security at locations or activities where the prohibited conduct occurred or is likely to reoccur; targeted or broad-based educational programming or training for relevant individuals or groups; academic and/or University housing modifications for involved parties; workplace modifications; and/or any other remedial or protective measures that can be tailored to the involved individuals to achieve the goals of the Policy.

Any form of informal resolution and any combination of interventions and remedies may be utilized. If an agreement acceptable to the University, the Complainant , and the Respondent is reached through an informal resolution process, the terms of the agreement are implemented, and the matter is resolved and closed. If an agreement is not reached, and the Title IX Coordinator determines that further action is necessary, or if a Respondent fails to comply with the terms of the informal resolution, the matter may be referred for a formal investigation. The Title IX Coordinator will maintain records of all reports and conduct referred for informal resolutions. The Complainant and Responding parties should also know that the Complainant has the option to bring criminal or civil actions against the Respondent.

C. FORMAL REPORTING OPTIONS Bentley University encourages all students, faculty, and staff to file a formal report of an incident to designated campus officials. A list of all responsible employees (those designated officials who have a duty to report incidents of misconduct to the Title IX Coordinator) can

be found in Appendix E of this policy. Reporting to any of these individuals is considered official notice to the University. After you filed a report and requested an investigation, you should expect the University to investigate and properly resolve the incident through administrative procedures. Information disclosed in a formal report will be shared only with individuals who need to know of the incident, including the incident investigator, Respondent, witness(es), and Title IX Coordinators.

Please note that separate protocols exist for criminal reports. If you would like to file a criminal report, please contact University Police at 781-891-2201. Please note: University Police will meet with members outside of the Bentley Police station if requested.

Please note, privacy provisions in Section IX shall apply to a Formal Report.

You may consider filing a report if you:

- Would like formal action taken. Formal action can include assistance in obtaining a restraining order or University “No Contact” order, filing criminal charges, or conduct or employment action for the Respondent if they are found responsible for violating University policy.
- Would like the University to be aware of the situation in case it happens again.

For more information on Title IX and the Gender-Based Harassment and Discrimination procedures (including investigations and hearings), please contact the Title IX Coordinator or Deputy Title IX Coordinators. You can also review the full policy and appendices here.

XVI. Investigation and Adjudication Procedures and Protocols

For information regarding investigation and adjudication procedures and protocols for reports involving students, please see Appendix C of this policy. For procedures and protocols for reports involving only faculty and staff, please see Appendix D of this policy.

XVII. Prevention and Education

Bentley University prides itself on being a leader in providing ongoing educational programs, annual training, lectures, and initiatives for its community related to sex/gender-based discrimination risk reduction and bystander intervention. Examples of these educational efforts include:

- HAVEN (a mandatory online training that educates and raises awareness regarding sexual assault for both undergraduate and graduate students)

- AlcoholEdu (a mandatory online training that inspires students to reflect on and consider changing their drinking behaviors)
- Consent Day
- White Ribbon Campaign
- Walk a Mile in Her Shoes
- Guess the Straight Person
- Bystander training
- One Love Foundation's Escalation workshop
- Hook up culture panels
- Ally training
- Documentaries and guest speakers

XVIII. Training of Title IX Coordinators, Investigators, Hearing Officers, Appellate Authorities, Faculty and Staff

The University will provide appropriate training to all Title IX-related personnel with responsibilities under this policy, including the Title IX Coordinators, Deputy Coordinators, Investigators, and those with authority over University Adjudication Processes, and Appeals. The training will be conducted each academic year and will cover the University's applicable prohibited conduct, adjudication processes, due process, and applicable federal and state laws and regulations. The annual training will also ensure that all Title IX-related personnel will be able to appropriately address allegations, provide accurate information to members of the community, protect the safety, and promote accountability. These training materials are publicly available on the University's Title IX website and will be made available for in-person review upon request.

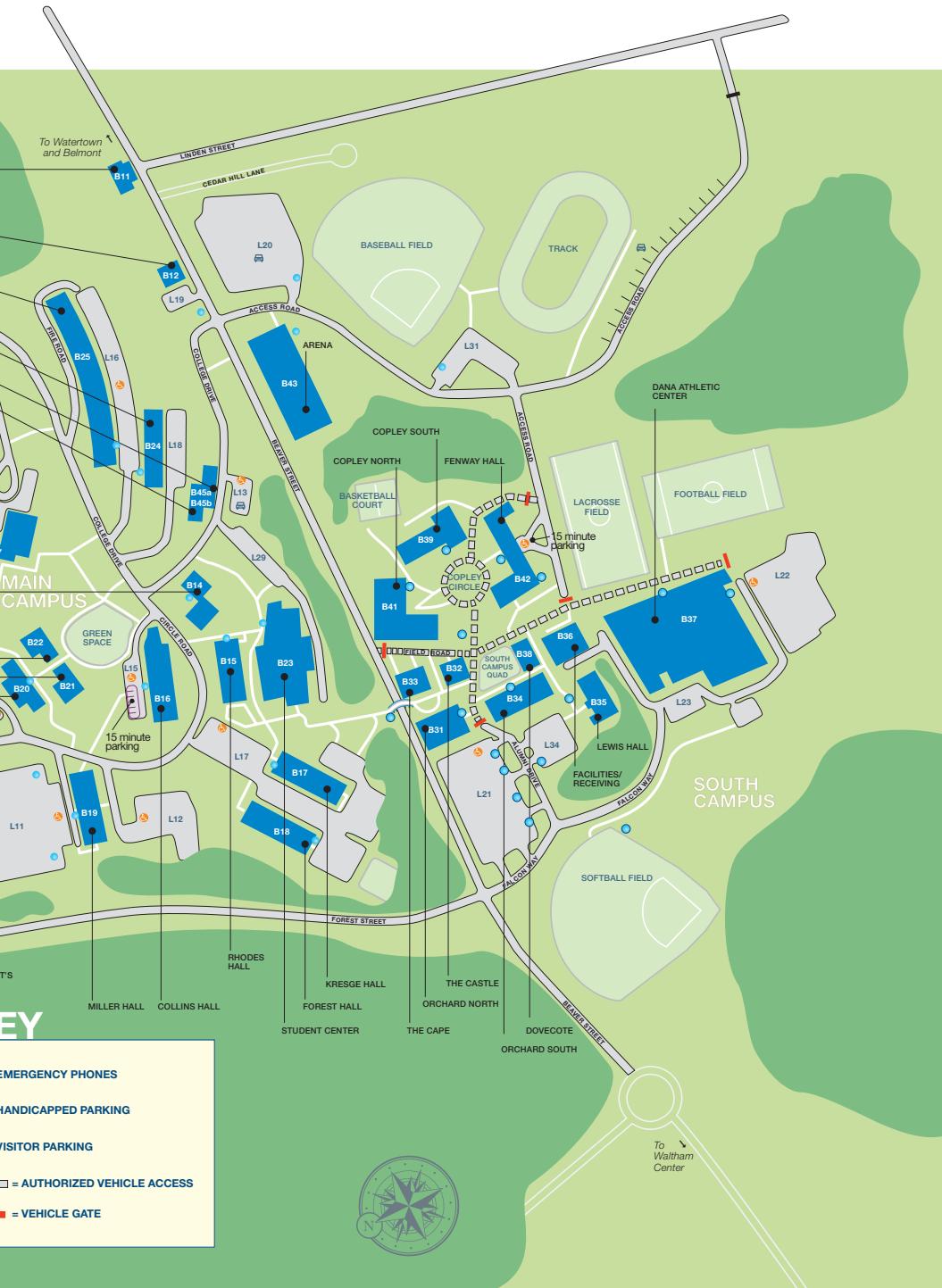
XIX. Annual Review

This policy is maintained by the Title IX Office. The University will review this policy on at least an annual basis. The review will capture evolving legal requirements, evaluate the supports and resources available to the parties, and assess the effectiveness of the resolution processes (including the fairness of the process, the time needed to complete the process, and the sanctions imposed). The review may incorporate feedback from parties and an aggregate view of reports, resolution, and climate.



PARKING LOTS

GENERAL PARKING	RESIDENT PARKING	FACULTY AND STAFF PARKING	FACULTY-ONLY PARKING
L1 LaCava 1	L11 Miller 1		
L2 LaCava 2	L12 Miller 2	L13 Police	L5 Main Campus
L3 Rauch	L16 Trees	L18 Slade	
L6 LaCava 3	L17 Forest	L23 Dana 2	
L7 Morison 7	L19 Stratton	L25 Harrington	
L8 Morison 8	L21 Orchard Decks	L29 Student Center	SERVICE AND VENDOR PARKING
L9 Morison 9	L44 North Campus A	L34 Lewis	L4 LaCava
L20 Arena	L45 North Campus B		L14 Jenningson (short-term)
L22 Dana 1	L46 North Campus C		L15 Collins (short-term)
L31 Athletics 3	L47 North Campus D		L27 Smith





IMPORTANT TELEPHONE NUMBERS

Bentley University Police

Emergencies 781-891-3131

Business Line 781-891-2201

Alcohol and Other Drug Resource Center 781-891-2777

Boston Area Rape Crisis Center Hotline 800-841-8371

Health Center 781-891-2222

Counseling Center 781-891-2274

Domestic Abuse Hotline 800-899-4000

Mount Auburn Hospital 617-499-5025

Newton-Wellesley Hospital Emergency Room 617-243-6193

Newton-Wellesley Urgent Care (Waltham) 617-243-5590

Student Programs & Engagement 781-891-2700

Residential Center 781-891-2148

Spiritual Life Center 781-891-2194

Waltham Police (business) 781-893-1212

Waltham Fire (business) 781-893-4105





MAIL Bentley University, 175 Forest Street, Waltham, MA 02452 USA

EMAIL ga_universitypolice@bentley.edu

WEB bentley.edu/police

PHONE +1 781-891-2201

FAX +1 781-891-2559

BENTLEY UNIVERSITY is one of the nation's leading business schools, dedicated to preparing a new kind of business leader — one with the deep technical skills, broad global perspective, and high ethical standards required to make a difference in an ever-changing world. Our rich, diverse arts and sciences program, combined with an advanced business curriculum, prepares informed professionals who make an impact in their chosen fields. Located on a classic New England campus minutes from Boston, Bentley is a dynamic community of leaders, scholars and creative thinkers. Bentley University Graduate School of Business emphasizes the impact of technology on business practice, in offerings that include MBA and Master of Science programs, PhD programs in accountancy and in business, and customized executive education programs. The university enrolls approximately 4,100 full-time undergraduate, 140 adult part-time undergraduate, 1,430 graduate, and 34 doctoral students. Bentley is accredited by the New England Association of Schools and Colleges; AACSB International — The Association to Advance Collegiate Schools of Business; and the European Quality Improvement System, which benchmarks quality in management and business education.