



**HOUSATONIC COMMUNITY COLLEGE**  
**SEXUAL VIOLENCE REPORT**  
**2016 SUBMISSION**

**FOR CONN. GEN. STAT. § 10a-55m(f)**



**FOR CONN. GEN. STAT. § 10a-55m(f)**  
**SEXUAL VIOLENCE REPORT**  
**2016 SUBMISSION**

**NARRATIVE**



**HOUSATONIC COMMUNITY COLLEGE**  
**SEXUAL VIOLENCE REPORT**  
**REPORTING YEAR 2015**

**NARRATIVE DESCRIPTION OF STATISTICS AND PROGRAMMING**

**Introduction to Housatonic Community College**

Housatonic Community College is located in Bridgeport, Connecticut's largest city, and serves an eleven-town area in Southwestern Connecticut. A member of Connecticut State Colleges & Universities, the college opened its doors in 1966 as a branch of Norwalk Community College and became independent in 1967. The Housatonic Museum of Art and Sculpture Garden are part of the teaching mission of the college. With nearly 4000 works in the collection and over 1700 displayed throughout the buildings.

Currently the college is expanding Lafayette Hall, adding 46,000 sq. ft. to the building. The space and subsequent renovation will create a new Welcome Center enabling students to more efficiently complete the registration and enrollment process. Additionally, the college library will be enlarged and new science labs, art studios, and student services offices will be added. Completion is expected in 2017, just in time for HCC's 50th Anniversary.

Housatonic is accredited by the New England Association of Schools and Colleges and the Connecticut Board of Regents for Higher Education.

In response to community and student needs, Housatonic offers associate degree programs in preparation for transfer to four-year institutions, as well as occupationally-oriented associate degree and certificate programs. Short-term, non-credit courses, seminars and workshops, as well as targeted student services help meet community and personal enrichment needs. These programs prepare students for employment, and advancement in business, industry, manufacturing, health services, fine arts, theater, digital media, early childhood education, natural sciences, computer arts and information systems, and human services. The college also assists local businesses and institutions to train and update the skills of their workers.

Housatonic is a student-centered institution and is a national Achieving the Dream institution. The college strives to provide high quality, accessible instructional and student services within an environment of mutual respect among faculty, staff, and students. These services are provided through an open-door admissions policy at affordable cost in a variety of settings and through a variety of teaching methods and approaches.

Special support services responding to student and community needs include disabilities support services, career and transfer counseling, academic support and tutoring, library facilities and instruction, English as a Second Language programming, and an array of student clubs and activities.



The student body reflects the diversity of the service region. Changes in student and educational goals, economic diversity, and industry needs are responded to with flexibility and responsible adjustment in programs and services. Outreach to the local community is part of the mission of the college. Non-credit courses, seminars, cultural events, and forums focus on the changing requirements of the workplace as well as personal enrichment.

### **Housatonic's Mission**

Housatonic Community College, though a collaborative, learner-centered, technology-rich and stimulating educational environment, empowers all individuals to develop to their full potential as lifelong learners. As a knowledgeable and dedicated faculty and staff, we inspire students to contribute responsibly to our dynamic regional and global society.

### **Housatonic's Vision**

By 2021, Housatonic Community College, empowered by resources and public support, will be a regional leader in higher education, workforce development, and community engagement with cutting-edge programs in science, technology, engineering, arts, mathematics and other disciplines that address the ever-changing needs of students, employers, and society.

### **Housatonic Places High Value On:**

#### ***Educational Excellence***

- Affordable, accessible, and high-quality higher education;
- Sensitivity to students with diverse backgrounds, needs and goals;
- Providing innovative programs that satisfy a variety of individual, regional, and global societal needs;
- Emphasizing critical thinking, empowering students to become independent learners, creative problem solvers, and engaged citizens;
- Sparking intellectual curiosity and promoting lifelong learning through a rich cultural and academic environment;
- Ensuring personal, academic, and organizational integrity and honesty in all endeavors;
- Promoting the belief that learning is the basis for personal growth and enrichment and that personal maturity is defined by responsibility, accountability, and transparency.

#### ***Diversity and Inclusion***

- Embracing cultural and intellectual differences;
- Fostering interpersonal engagements that are respectful of individuals and cultures;
- Cultivating an environment that encourages diverse populations to contribute to, and participate in, the educational process.

#### ***Services and Resources***

- Providing students with resources and support from entry to completion of their goals;
- Maintaining a safe and secure campus.

#### ***Personal Connection and Community Engagement***

- Providing opportunities for students to experience positive connections at Housatonic that last a lifetime;
- Building strong connections that contribute to, and support, community engagement.



Based on the requirements from Public Act 14-11 we have gathered and categorized information about the sexual assault, stalking and intimate partner violence incidence on campus, as well as the programs and campaigns we have held to educate our student body and campus community.

### **Programs and Campaigns: Prevention & Awareness**

Housatonic Community College has worked to address the issues of sexual violence and other forms of interpersonal violence on its campus, by providing programming through partnerships with multiple offices and community partners, hosting both annual and new programming. The transient nature of the community college population can make programming complicated. The initiatives need to take a variety of forms and be timed when the most students can take advantage of them. They are developed to both educate our students and raise their awareness level in these areas so they can feel more comfortable disclosing issues and reporting misconduct.

The Housatonic Community College Women's Center provides some of the school's annual programming initiatives most notably the No Witness play. The Women's Center staff is partially made up of work study students who provide a student perspective when planning events. The majority of the Center's programming is based on discussions and conversations rather than lectures to the student body.

The Title IX Coordinator's office also started some new programming initiatives during 2015, the new events included the New Student Orientation presentations, The Clothesline Project, and the Silent Witness Campaign. The new student orientation presentation was developed to educate students about campus policies and resources. The Clothesline Project and Silent witness campaign provided both opportunities for education and student engagement.

When examining our programming efforts, we can see some areas for improvement including risk reduction efforts, prevention efforts and passive campaigns. These areas can be addressed through increased passive programming focused on prevention and risk reduction. During 2014 we posted the Federal and State Regulations Coordinator position; the position was filled in April of 2015. This position also fulfills the role of Title IX Coordinator at Housatonic Community College. The Federal and State Regulations coordinator really helped to facilitate the creation of new programming and increased awareness on campus.

### **Statistics, Data & Context**

This report shows an increase in both reports and disclosures during the 2015 reporting year, compared to the 2014 report. We believe this increase in disclosures and reports is mostly due to an increase in awareness programming and an intentional effort to formalize campus procedures and a reporting structure. We plan to continue this increased awareness by instituting poster campaigns and additional active programs to be sure that students know their options and the resources available to them. The programming will also provide an understanding of how they can reduce their risk of victimization, work to prevent interpersonal violence and be aware of the prevalence of these crimes.



### Disclosures

During this reporting year Housatonic Community College had two disclosures both of which pertained to instances of intimate partner violence. The incidences both involved unaffiliated partners. Resources outlining options as well as contact information for service providers in the area were provided to the students in both cases. In one of the cases the unaffiliated partner called the disclosing student on a Housatonic Community College phone line so campus security did contact the ex-partner and explained that he should not contact the student on campus. Both of the disclosing students were informed of their right to take legal action if they chose to do so at that point or at any point in the future.

### Reports

During the 2015 reporting year Housatonic Community College had two reports of sexual assault. One of the reports was found to be unsubstantiated and was resolved with a mutually agreed upon continuation of the no contact order that was instituted as a temporary measure during the investigation. The second report was of an attempted sexual assault that occurred in a lounge area on campus. The act was committed by a former student who was on campus for social reasons. The respondent was informed that he was no longer allowed on campus based on the conduct reported and confirmed through security camera footage.

Housatonic's one report of stalking was resolved through mediation facilitated by the Dean of Students' Office staff. The involved students agreed to have no contact on HCC's campus. Our report of intimate partner violence was resolved when the complainant asked that her complaint be resolved with a no contact order if the respondent would agree to it and he did. The complainant did not want further action taken against the respondent. The no contact order was instituted along with both students being given resources. The Title IX Coordinator did explain that if the ex-boyfriend continued to call her home she should file a report with her local police department.

### Conclusion and Next Steps

The 2015 reporting year saw an increase in the number of disclosures and reports of sexual assault, stalking, and intimate partner violence. We believe this increase is due to more programming and campaigns, as well as the presence of new personnel dedicated to receiving reports and disclosures from students as well as other faculty or staff members. Multiple departments have become involved in awareness and prevention programming, including, but not limited to: Office of Student Activities, Title IX Coordinator's office, the Human Resources Office, and the Women's Center.

We plan to continue this increased awareness by instituting poster campaigns and additional active programs to show students their options and resources.





**FOR CONN. GEN. STAT. § 10a-55m(f)**  
**SEXUAL VIOLENCE REPORT**  
**2016 SUBMISSION**

**SEXUAL VIOLENCE STATISTICS & DATA**



## SEXUAL VIOLENCE REPORTABLE STATISTICS AND DATA

**CSCU INSTITUTION:** Housatonic Community College

**REPORTING OFFICE/DEPARTMENT:** Federal and State Regulations/Title IX Coordinator

**INSTITUTION CONTACT:** Marilyn Albrecht

**YEAR:** 2015

<b>I. SEXUAL VIOLENCE* PREVENTION, AWARENESS, AND RISK REDUCTION PROGRAMS:</b>			
<b>Program Category</b>	<b>Number of Programs:</b>		
	<b>Prevention:</b>	<b>Awareness:</b>	<b>Risk Reduction:</b>
<b>Sexual Assault</b>	2	4	1
<b>Stalking</b>	2	3	1
<b>Intimate Partner Violence</b>	2	4	1
<b>Program Types:</b> <b>(List and Describe Each Program Type)</b>			
<p><b>Haven Software</b>, January 2015: Haven was used as an online component to Housatonic Community College's interpersonal violence prevention education program for the students and staff.</p> <p><b>No Witness Play</b>, April 15, 2015: A play about a sexual assault case within a campus community. Some audience members participated as members of the jury and all members participated in a discussion about rape myths and stereotypes. The event was sponsored by the Title IX Coordinator's office, the Women's Center, and the Theater Arts Department.</p> <p><b>Women Center Staff Training</b>, April 20, 2015: A prevention educator came into the Women's Center and discussed domestic and dating violence. The educator also discussed the cycle of abuse and the dynamics of unhealthy relationships. The educator also addressed community resources that the work study students may be interested in or find helpful for the students who come into the Women's Center.</p> <p><b>New Student Orientation presentations (4 sessions, 240 students)</b>, Fall 2015: The Title IX Coordinator presented the Board of Regents sexual misconduct policy and other policies related to Title IX to all incoming students at the new student orientation. Also discussed was the process for reporting on campus as well as what conduct violates state and local laws, Board of Regents policies, community and campus resources, and definitions for relevant terms to be sure the campus community is operating based on the same information. The students were provided a booklet with information about sexual assault, consent, stalking, relationship violence, sexual harassment, bystander intervention, and information on reporting and disclosing grievances on campus. The booklet's content was then also emailed out to the entire Housatonic Community College student population.</p>			



**Enough Screening & Discussion, September 9, 2015:** Student Activities, The Women's Center and the Title IX Coordinator partnered to show the movie and held a discussion about domestic violence. The discussion did not only focus on the movie but also separating some of the common domestic violence myths from accurate facts and statistics. Professors were invited to have their students attend and participate in the discussion. The movie provided a context for discussion which allowed us to examine which myths are present and how they get perpetuated.

**The Clothesline Project, September 28 and 29 & October 4 and 5:** The Clothesline Project was a visual display of t-shirts that were designed and created by survivors of violence or by someone who loved someone who has been a victim of violence. The purpose of the Project was to increase awareness of the impact of interpersonal violence and break the silence around the issue. Survivors were given the opportunity to tell their story, make a t-shirt and hang it on the line, as well as make connections with other survivors. The line was a visual representation that they are not alone and the line is a tribute to survivors. It shows the magnitude of the problem.

- On the 28<sup>th</sup> and 29<sup>th</sup> the HCC students were given the opportunity to make shirts for the clothesline. They were provided the opportunity make a shirt based on the colors [White (Murder resulting from SV or DV); Red (Rape or Sexual assault); Yellow (Domestic Violence); Blue (Survivors of Incest or child sexual abuse); Purple (Attacked because they were or were thought to be lesbian/gay)] and decorated that shirt based on their experience. The shirts were collected and then displayed on campus.
- October 2, 5, & 6 –The shirts created by the students, faculty and staff on the preparation days were displayed in the HCC courtyard on October 2, 5, & 6. Information about counselors and resources for survivors was available in print for those who attended as well as online.

## II. SEXUAL VIOLENCE PREVENTION AND AWARENESS CAMPAIGNS:

Campaign Category	Number of Campaigns:	
	Prevention:	Awareness:
<b>Sexual Assault</b>		1
<b>Stalking</b>		1
<b>Intimate Partner Violence</b>	1	1
<b>Campaign Types:</b> <b>(List and Describe Each Campaign Type)</b>		

**Silent Witness Campaign, October 9-16, 2015:** During the week of the Silent Witness Exhibit there were silhouettes with facts, statistics, common myths and stories about domestic violence all around the Housatonic Campus. Students were encouraged to read the information and learn from the stories. There was an incentive program – a raffle using QR codes on each silent witness with questions based on the information on the flier and correct responses entered the student into a raffle for free admittance to a popular program later in the semester. The more witnesses they learned from the more likely their chance of winning. Silent Witness was a multi-day event, taking place in both Lafayette Hall and Beacon Hall on Housatonic Community College's Campus.

- *Silhouette locations on campus: Counseling Center, Advising Center, Security Office, Student Activities Office, The Dean of Students Office, Library, Financial Aid Office, Tutoring Center, Women's Center, & Bookstore.*



III. TOTAL REPORTED INCIDENTS OF SEXUAL VIOLENCE:		
Incident Category	Number of Incidents Reported:	Number of Incidents Disclosed:
<i>Sexual Assault</i>	2	
<i>Stalking</i>	1	
<i>Intimate Partner Violence</i>	1	2

IV.a. DISCIPLINARY CASES AND FINAL OUTCOMES OF DISCIPLINARY CASES RELATING TO SEXUAL VIOLENCE (STUDENTS):								
Case Category	Total Number of Cases:	Final Outcome:						
		Warning:	Probation:	Suspension:	Expulsion:	Persona Non Grata (PNG):	Sanctions/ Sexual Violence Remediation:	Other:
<i>Sexual Assault</i>	2					1		1
<i>Stalking</i>	1							1
<i>Intimate Partner Violence</i>	3	1						2

IV.b. FINAL OUTCOMES OF APPEALS OF ORIGINAL OUTCOMES OF CASES RELATING TO SEXUAL VIOLENCE (STUDENTS):			
Appeal Category	Total Number of Cases:	Outcome of Appeal Decision:	
		Upheld:	Overturned:
<i>Sexual Assault</i>	N/A		
<i>Stalking</i>	N/A		
<i>Intimate Partner Violence</i>	N/A		

V.a. DISCIPLINARY CASES AND FINAL OUTCOMES OF DISCIPLINARY CASES RELATING TO SEXUAL VIOLENCE (EMPLOYEES):						
Case Category	Total Number of Cases:	Final Outcome:				
		Reprimand:	Education/ Training:	Administrative Leave:	Termination:	Other:
<i>Sexual Assault</i>	N/A					
<i>Stalking</i>	N/A					
<i>Intimate Partner Violence</i>	N/A					



<b>V.b. FINAL OUTCOMES OF APPEALS OF ORIGINAL OUTCOMES OF CASES RELATING TO SEXUAL VIOLENCE (EMPLOYEES):</b>		
<b>Appeal Category</b>	<b>Outcome of Appeal Decision:</b>	
	<b>Upheld:</b>	<b>Overtured:</b>
<b>Sexual Assault</b>	N/A	N/A
<b>Stalking</b>	N/A	N/A
<b>Intimate Partner Violence</b>	N/A	N/A

<b>VI. TOTAL ANONYMOUS OR CONFIDENTIAL SEXUAL VIOLENCE REPORTS OR DISCLOSURES TO THE INSTITUTION:</b>				
<b>Category</b>	<b>Number of Reports:</b>		<b>Number of Disclosures:</b>	
	<b>Anonymous:</b>	<b>Confidential:</b>	<b>Anonymous:</b>	<b>Confidential:</b>
<b>Sexual Assault</b>	N/A	N/A	N/A	N/A
<b>Stalking</b>	N/A	N/A	N/A	N/A
<b>Intimate Partner Violence</b>	N/A	N/A	N/A	N/A

\*"Sexual Violence" was used aggregately to encompass sexual assault, stalking, and intimate partner violence, as defined by C.G.S. The full text of each of the above reportables is as follows:

- I. A copy of its most recent policies regarding sexual assault, stalking and intimate partner violence;
- II. A copy of its most recent concise written notification of the rights and options of a student or employee who reports or discloses an alleged violation of its sexual assault, stalking and intimate partner violence policy or policies;
- III. The number and type of sexual assault, stalking and intimate partner violence prevention, awareness and risk reduction programs at the institution;
- IV. The type of sexual assault, stalking and intimate partner violence prevention and awareness campaigns held by the institution;
- V. The number of incidences of sexual assault, stalking and intimate partner violence reported or disclosed to such institution;
- VI. The number of confidential or anonymous reports or disclosures to the institution of sexual assault, stalking and intimate partner violence;
- VII. The number of disciplinary cases at the institution related to sexual assault, stalking and intimate partner violence; and
- VIII. The final outcome of all disciplinary cases at the institution related to sexual assault, stalking and intimate partner violence, including, but not limited to, the outcome of any appeals of such final outcome, to the extent reporting on such outcomes does not conflict with federal law.



## STATUTORY REFERENCES AND DEFINITIONS

### SEXUAL ASSAULT

**Sec. 53a-70. Sexual assault in the first degree: Class B or A felony.** (a) A person is guilty of sexual assault in the first degree when such person (1) compels another person to engage in sexual intercourse by the use of force against such other person or a third person, or by the threat of use of force against such other person or against a third person which reasonably causes such person to fear physical injury to such person or a third person, or (2) engages in sexual intercourse with another person and such other person is under thirteen years of age and the actor is more than two years older than such person, or (3) commits sexual assault in the second degree as provided in section 53a-71 and in the commission of such offense is aided by two or more other persons actually present, or (4) engages in sexual intercourse with another person and such other person is mentally incapacitated to the extent that such other person is unable to consent to such sexual intercourse.

(b) (1) Except as provided in subdivision (2) of this subsection, sexual assault in the first degree is a class B felony for which two years of the sentence imposed may not be suspended or reduced by the court or, if the victim of the offense is under ten years of age, for which ten years of the sentence imposed may not be suspended or reduced by the court.

(2) Sexual assault in the first degree is a class A felony if the offense is a violation of subdivision (1) of subsection (a) of this section and the victim of the offense is under sixteen years of age or the offense is a violation of subdivision (2) of subsection (a) of this section. Any person found guilty under said subdivision (1) or (2) shall be sentenced to a term of imprisonment of which ten years of the sentence imposed may not be suspended or reduced by the court if the victim is under ten years of age or of which five years of the sentence imposed may not be suspended or reduced by the court if the victim is under sixteen years of age.

(3) Any person found guilty under this section shall be sentenced to a term of imprisonment of at least ten years, a portion of which may be suspended, except as provided in subdivisions (1) and (2) of this subsection, or a term of imprisonment and a period of special parole pursuant to subsection (b) of section 53a-28 which together constitute a sentence of at least ten years. Notwithstanding the provisions of subsection (a) of section 53a-29 and except as otherwise provided in this subsection, a court may suspend a portion of a sentence imposed under this subsection and impose a period of supervised probation pursuant to subsection (f) of section 53a-29.

**Sec. 53a-71. Sexual assault in the second degree: Class C or B felony.** (a) A person is guilty of sexual assault in the second degree when such person engages in sexual intercourse with another person and: (1) Such other person is thirteen years of age or older but under sixteen years of age and the actor is more than three years older than such other person; or (2) such other person is impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual intercourse; or (3) such other person is physically helpless; or (4) such other person is less than eighteen years old and the actor is such person's guardian or otherwise responsible for the general supervision of such person's welfare; or (5) such other person is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (6) the actor is a psychotherapist and such other



person is (A) a patient of the actor and the sexual intercourse occurs during the psychotherapy session, (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual intercourse occurs by means of therapeutic deception; or (7) the actor accomplishes the sexual intercourse by means of false representation that the sexual intercourse is for a bona fide medical purpose by a health care professional; or (8) the actor is a school employee and such other person is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (9) the actor is a coach in an athletic activity or a person who provides intensive, ongoing instruction and such other person is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (10) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and such other person is under eighteen years of age; or (11) such other person is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

(b) Sexual assault in the second degree is a class C felony or, if the victim of the offense is under sixteen years of age, a class B felony, and any person found guilty under this section shall be sentenced to a term of imprisonment of which nine months of the sentence imposed may not be suspended or reduced by the court.

**Sec. 53a-72a. Sexual assault in the third degree: Class D or C felony.** (a) A person is guilty of sexual assault in the third degree when such person (1) compels another person to submit to sexual contact (A) by the use of force against such other person or a third person, or (B) by the threat of use of force against such other person or against a third person, which reasonably causes such other person to fear physical injury to himself or herself or a third person, or (2) engages in sexual intercourse with another person whom the actor knows to be related to him or her within any of the degrees of kindred specified in section 46b-21.

(b) Sexual assault in the third degree is a class D felony or, if the victim of the offense is under sixteen years of age, a class C felony.

### **SEXUAL ASSAULT/INTIMATE PARTNER VIOLENCE**

**Sec. 10a-55m. (a) (1) "Affirmative Consent"** means an active, clear and voluntary agreement by a person to engage in sexual activity with another person.

**Sec. 10a-55m. (a) (5) "Intimate partner violence"** means any physical or sexual harm against an individual by a current or former spouse of or person in a dating relationship with such individual that results from any action by such spouse or such person that may be classified as a sexual assault under section 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b or 53a-73a, stalking under section 53a-181c, 53a-181d or 53a-181e, or family violence as designated under section 46b-38h.



**Sec. 53a-70b. Sexual assault in spousal or cohabiting relationship: Class B felony.** (a) For the purposes of this section:

(1) "Sexual intercourse" means vaginal intercourse, anal intercourse, fellatio or cunnilingus between persons regardless of sex. Penetration, however slight, is sufficient to complete vaginal intercourse, anal intercourse or fellatio and does not require emission of semen. Penetration may be committed by an object manipulated by the actor into the genital or anal opening of the victim's body; and

(2) "Use of force" means: (a) Use of a dangerous instrument; or (B) use of actual physical force or violence or superior physical strength against the victim. (b) No spouse or co-habitor shall compel the other spouse or co-habitor to engage in sexual intercourse by the use of force against such other spouse or co-habitor, or by the threat of the use of force against such other spouse or co-habitor which reasonably causes such other spouse or co-habitor to fear physical injury. (c) Any person who violates any provision of this section shall be guilty of a class B felony for which two years of the sentence imposed may not be suspended or reduced by the court.

### **STALKING**

**Sec. 53a-181c. Stalking in the first degree: Class D felony.** (a) A person is guilty of stalking in the first degree when such person commits stalking in the second degree as provided in section 53a-181d and (1) such person has previously been convicted of a violation of section 53a-181d, or (2) such conduct violates a court order in effect at the time of the offense, or (3) the other person is under sixteen years of age.

(b) Stalking in the first degree is a class D felony.

**Sec. 53a-181d. Stalking in the second degree: Class A misdemeanor.** (a) For the purposes of this section, "course of conduct" means two or more acts, including, but not limited to, acts in which a person directly, indirectly or through a third party, by any action, method, device or means, (1) follows, lies in wait for, monitors, observes, surveils, threatens, harasses, communicates with or sends unwanted gifts to, a person, or (2) interferes with a person's property.

(b) A person is guilty of stalking in the second degree when:

(1) Such person knowingly engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for such person's physical safety or the physical safety of a third person; or

(2) Such person intentionally, and for no legitimate purpose, engages in a course of conduct directed at a specific person that would cause a reasonable person to fear that such person's employment, business or career is threatened, where (A) such conduct consists of the actor telephoning to, appearing at or initiating communication or contact at such other person's place of employment or business, provided the actor was previously and clearly informed to cease such conduct, and (B) such conduct does not consist of constitutionally protected activity.

(c) Stalking in the second degree is a class A misdemeanor.



**Sec. 53a-181e. Stalking in the third degree: Class B misdemeanor.** (a) A person is guilty of stalking in the third degree when he recklessly causes another person to reasonably fear for his physical safety by wilfully and repeatedly following or lying in wait for such other person. (b) Stalking in the third degree is a class B misdemeanor.

### **PROGRAMMING:**

**Sec. 10a-55m. (a) (2)** "*Awareness programming*" means institutional action designed to inform the campus community of the affirmative consent standard used pursuant to subdivision (1) of subsection (b) of this section, and communicate the prevalence of sexual assaults, stalking and intimate partner violence, including the nature and number of cases of sexual assault, stalking and intimate partner violence reported at or disclosed to each institution of higher education in the preceding three calendar years, including, but not limited to, poster and flyer campaigns, electronic communications, films, guest speakers, symposia, conferences, seminars or panel discussions;

**Sec. 10a-55m. (a) (6)** "*Primary prevention programming*" means institutional action and strategies intended to prevent sexual assault, stalking and intimate partner violence before it occurs by means of changing social norms and other approaches, including, but not limited to, poster and flyer campaigns, electronic communications, films, guest speakers, symposia, conferences, seminars or panel discussions;

### **"Risk Reduction"**

"*Risk Reduction*" is not statutorily defined. However, the Federal regulations for the Violence Against Women Act amendments to the Clery Act (VAWA), provides the following definition:

- Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

While VAWA's definition is criticized as implying that victims can prevent sexual violence by participating in risk reduction programs, it is still helpful in categorizing institution's sexual violence programs and initiatives for reporting purposes. Examples of risk reduction programs related to sexual violence include, but are not limited to: blue safety lights on campus, self-defense classes, safety tips, bystander intervention techniques, the buddy system, rape whistles, and related educational programming.

### **CONCERNING "REPORTS" vs "DISCLOSURES" IN PART IV OF THE AFOREMENTIONED:**

A *disclosure* is a communication of an incident of sexual violence not accompanied with a request for an investigation or adjudication, although there may be a request for accommodations and referral to services.

A *report* is a disclosure accompanied by an immediate request for an investigation and adjudication.



**CSCU**

CONNECTICUT STATE  
COLLEGES & UNIVERSITIES

**FOR CONN. GEN. STAT. § 10a-55m(f)**  
**SEXUAL VIOLENCE REPORT**  
**2016 SUBMISSION**

**POLICIES**



**Board of Regents for Higher Education  
Connecticut State Colleges and Universities**

**Policy Regarding  
Sexual Misconduct Reporting, Support Services and Processes Policy**

***Statement of Policy***

The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education and development. The BOR and CSCU strive to maintain a safe and welcoming environment free from acts of sexual misconduct, intimate partner violence and stalking. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and intimate partner violence.

The BOR strongly encourages victims to report any instance of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence, as an effective means of taking action by reporting such acts to the appropriate officials and pursuing criminal or disciplinary remedies, or both. The only way that action can be taken against anyone who violates another in such a manner is through reporting. Each and every BOR governed college and university shall provide those who report sexual misconduct with many supportive options, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and general information regarding sexual misconduct. Each and every BOR governed college and university will preserve the confidentiality of those who report sexual misconduct to the fullest extent possible and allowed by law. All BOR and CSCU employees, victim support persons and community victim advocates being consulted will make any limits of confidentiality clear before any disclosure of facts takes place. Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all BOR and CSCU employees are required to immediately communicate to the institution's designated recipient any disclosure or report of sexual misconduct received from a student as well as communicate any disclosure or report of sexual misconduct the employee received from another employee when misconduct is related to the business of the institution.

Affirmative consent must be given by all parties before engaging in sexual activity. Affirmative consent means an active, clear and voluntary agreement by a person to engage in sexual activity with another person. Sexual misconduct, as defined herein, is a violation of BOR policies and, in addition, may subject an accused student or employee to criminal penalties. The BOR and each of its governed colleges and universities are committed to providing an environment free of personal offenses. Sexual relationships of any kind between staff/faculty and students are discouraged pursuant to BOR policy.

The Board of Regents for Higher Education hereby directs the Connecticut State Colleges and Universities to implement the Policy stated above pursuant to the following provisions:



Sexual Misconduct Reporting  
Support Services and Processes Policy

***Terms, Usage and Standards***

**Consent** must be affirmed and given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is a mutually affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. Consent may be revoked at any time during the sexual activity by any person engaged in the activity.

Affirmative consent may never be assumed because there is no physical resistance or other negative response. A person who initially consents to sexual activity shall be deemed not to have affirmatively consented to any such activity which occurs after that consent is withdrawn. It is the responsibility of each person to assure that he or she has the affirmative consent of all persons engaged in the sexual activity to engage in the sexual activity and that affirmative consent is sustained throughout the sexual activity. It shall not be a valid excuse to an alleged lack of affirmative consent that the student or employee responding to the alleged violation believed that the student reporting or disclosing the alleged violation consented to the activity (i) because the responding student or employee was intoxicated or reckless or failed to take reasonable steps to ascertain whether the student or employee reporting or disclosing the alleged violation affirmatively consented, or (ii) if the responding student or employee knew or should have known that the student or employee reporting or disclosing the alleged violation was unable to consent because the student or employee was unconscious, asleep, unable to communicate due to a mental or physical condition, or incapacitated due to the influence of drugs, alcohol or medication. The existence of a past or current dating or sexual relationship between the persons involved in the alleged violation shall not be determinative of a finding of affirmative consent.

**Report** of sexual misconduct is the receipt of a communication of an incident of sexual misconduct accompanied by a request for an investigation or adjudication by the institution.

**Disclosure** is the receipt of any communication of an incident of sexual misconduct that is not accompanied by a request for an investigation or adjudication by the institution.

**Sexual misconduct** includes engaging in any of the following behaviors:

- (a) **Sexual harassment**, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment; submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive educational or employment environment. Examples of conduct which may constitute sexual harassment include but are not limited to:

- sexual flirtation, touching, advances or propositions
- verbal abuse of a sexual nature
- pressure to engage in sexual activity
- graphic or suggestive comments about an individual's dress or appearance
- use of sexually degrading words to describe an individual



Sexual Misconduct Reporting  
Support Services and Processes Policy

- display of sexually suggestive objects, pictures or photographs
- sexual jokes
- stereotypic comments based upon gender
- threats, demands or suggestions that retention of one's educational status is contingent upon toleration of or acquiescence in sexual advances.

Retaliation is prohibited and occurs when a person is subjected to an adverse employment or educational action because he or she made a complaint under this policy or assisted or participated in any manner in an investigation.

- (b) Sexual assault shall include but is not limited to a sexual act directed against another person without the consent (as defined herein) of the other person or when that person is not capable of giving such consent:

Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b and 53a-73a of the Connecticut General Statutes.

- (c) Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- Going beyond the bounds of consent (for example, an individual who allows friends to hide in the closet to watch him or her having consensual sex);
- Engaging in non-consensual voyeurism;
- Knowingly transmitting an STI, such as HIV to another without disclosing your STI status;
- Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or
- Possessing, distributing, viewing or forcing others to view illegal pornography.

Sexual exploitation is further defined as a crime in Connecticut State Law.

- (d) Intimate partner, domestic and/or dating violence means any physical or sexual harm against an individual by a current or former spouse of or person in a dating or cohabitating relationship with such individual that results from any action by such spouse or such person that may be classified as a sexual assault under section 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b or 53a-73a of the general statutes, stalking under section 53a-181c, 53a-181d or 53a-181e of the general statutes, or domestic or family violence as designated under section 46b-38h of the general statutes. This includes any physical or sexual harm against an individual by a current or



Sexual Misconduct Reporting  
Support Services and Processes Policy

former spouse or by a partner in a dating relationship that results from (1) sexual assault (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment (5) sexual exploitation, as such terms are defined in this policy.

Offenses that are designated as "domestic violence" are against family or household members or persons in dating or cohabiting relationships and include assaults, sexual assaults, stalking, and violations of protective or restraining orders issued by a Court. Intimate partner violence may also include physical abuse, threat of abuse, and emotional abuse.

- Physical abuse includes, but is not limited to, slapping, pulling hair or punching.
- Threat of abuse includes but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
- Emotional abuse includes but is not limited to, damage to one's property, driving recklessly to scare someone, name calling, threatening to hurt one's family members or pets and humiliating another person.
- Cohabitation occurs when two individuals dwell together in the same place as if married.
- The determination of whether a "dating relationship" existed is to be based upon the following factors: the reporting victim's statement as to whether such a relationship existed, the length of the relationship, the type of the relationship and the frequency of the interaction between the persons reported to be involved in the relationship.

(e) ***Stalking***, which is defined as repeatedly contacting another person when contacting person knows or should know that the contact is unwanted by the other person; and the contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life.

As used in this definition, the term "contacting" includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, on-line community or any other internet communication) or remaining in the physical presence of the other person.

***Confidentiality***

When a BOR governed college or university receives a report of sexual misconduct all reasonable steps will be taken by the appropriate CSCU officials to preserve the privacy of the reported victim while promptly investigating and responding to the report. While the institution will strive to maintain the confidentiality of personally identifiable student information reported, which information is subject to privacy requirements of the Family Education Rights Privacy Act (FERPA), the institution also must fulfill its duty to protect the campus community.

Confidential resources are defined as follows: For the Universities, entities with statutory privilege, which include campus based counseling center, health center and pastoral counseling staff members whose official responsibilities include providing mental health counseling to members of the University community as well as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center and Domestic



Sexual Misconduct Reporting  
Support Services and Processes Policy

Violence Center. For the Colleges, confidential resources are limited to entities with statutory privilege, such as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center and Domestic Violence Center. The personnel of these centers and agencies are bound by state statutes and professional ethics from disclosing information about reports without written releases.

Information provided to a confidential resource by a victim of a sexual misconduct or the person reported to have been the victim of sexual misconduct cannot be disclosed legally to any other person without consent, except under very limited circumstances, such as an imminent threat of danger to self or others or if the reported victim is a minor. Therefore, for those who wish to obtain the fullest legal protections and disclose in full confidentiality, she/he must speak with a confidential resource. Each BOR governed college and university will provide a list of such confidential resources in the College or University's geographic region to victims of sexual misconduct as well as publish these resources on-line and in various publications.

Where it is deemed necessary for the institution to take steps to protect the safety of the reported victim and/or other members of the campus community, the institution will seek to act in a manner so as not to compromise the privacy or confidentiality of the reported victim of sexual misconduct to the extent reasonably possible.

***Mandated Reporting by College and University Employees***

Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all employees are required to immediately communicate to the institution's designated recipient (e.g., Title IX Coordinator) any disclosure or report of sexual misconduct received from a student regardless of the age of the reported victim. All employees are also required to communicate to the institution's designated recipient (e.g., Title IX Coordinator) any disclosure or report of sexual misconduct received from an employee that impacts employment with the institution or is otherwise related to the business of the institution.

Upon receiving a disclosure or a report of sexual misconduct, employees are expected to supportively, compassionately and professionally offer academic and other accommodations and to provide a referral for support and other services.

Further, in accordance with Connecticut State law, with the exception of student employees, any paid administrator, faculty, staff, athletic director, athletic coach or athletic trainer who, in the ordinary course of their employment, has a reasonable cause to suspect or believe that a person under the age of 18 years has been abused or neglected, has been placed in imminent harm or has had a non-accidental injury is required by law and Board policy to report the incident within twelve hours to their immediate supervisor and to the Department of Children and Families.

***Rights of Parties***

Those who report any type of sexual misconduct to any BOR governed college or university employee will be informed in a timely manner of all their rights and options, including the necessary steps and potential outcomes of each option. When choosing a reporting resource the following information should be considered:



**Sexual Misconduct Reporting  
Support Services and Processes Policy**

- All reports of sexual misconduct will be treated seriously and with dignity by the institution.
- Referrals to off-campus counseling and medical services that are available immediately and confidential, whether or not those who report feel ready to make any decisions about reporting to police, a college or university employee or the campus's Title IX Coordinator.
- Those who have been the victim of sexual misconduct have the right to take both criminal and civil legal action against the individual allegedly responsible.
- Those who seek confidentiality may contact a clergy member(s), a University counseling center psychologist, a University health center care provider, the Sexual Assault Crisis Center of Connecticut and/or the Connecticut Coalition Against Domestic Violence – all of whom are bound by state statutes and professional ethics to maintain confidentiality without written releases.

***Right to Notify Law Enforcement & Seek Protective and Other Orders***

Those who report being subjected to sexual misconduct shall be provided written information about her/his right to:

- (1) notify law enforcement and receive assistance from campus authorities in making the notification; and,
- (2) obtain a protective order, apply for a temporary restraining order or seek enforcement of an existing order. Such orders include:
  - ☐ standing criminal protective orders;
  - ☐ protective orders issued in cases of stalking, harassment, sexual assault, or risk of injury to or impairing the morals of a child;
  - ☐ temporary restraining orders or protective orders prohibiting the harassment of a witness;
  - ☐ family violence protective orders.

***Options for Changing Academic, Housing, Transportation and Working Arrangements***

The colleges and universities will provide assistance to those involved in a report of sexual misconduct, including but not limited to, reasonably available options for changing academic, campus transportation, housing or working situations as well as honoring lawful protective or temporary restraining orders. Each and every BOR governed college and university shall create and provide information specific to its campus detailing the procedures to follow after the commission of such violence, including people or agencies to contact for reporting purposes or to request assistance, and information on the importance of preserving physical evidence.

***Support Services Contact Information***

It is BOR policy that whenever a college or university Title IX Coordinator or other employee receives a report that a student, faculty or staff member has been subjected to sexual misconduct, the Title IX Coordinator or other employee shall immediately provide the student, faculty or staff member with contact information for and, if requested, professional assistance in accessing and using any appropriate campus resources, or local advocacy, counseling, health, and mental health services. All



Sexual Misconduct Reporting  
Support Services and Processes Policy

CSCU campuses shall develop and distribute contact information for this purpose as well as provide such information on-line.

***Employee Conduct Procedures***

Employees who are reported to have engaged in sexual misconduct are subject to discipline in accordance with the procedures applicable to the employee's classification of employment.

***Student Conduct Procedures***

The **Student Code of Conduct** provides the procedures for the investigation, definitions of terms, and resolution of complaints regarding student conduct, including those involving sexual misconduct, as defined herein.

The Title IX Coordinator can assist in explaining the student conduct process. The Student Code of Conduct provides an equal, fair, and timely process (informal administrative resolution or a formal adjudication) for reported victims and accused students.

Reported victims of sexual misconduct shall have the opportunity to request that an investigation or disciplinary proceedings begin promptly; that such disciplinary proceedings shall be conducted by an official trained annually in issues relating to sexual misconduct and shall use the preponderance of the evidence (more likely than not) standard in making a determination concerning the alleged sexual misconduct.

Both the reported victim of sexual misconduct and the accused student are entitled to be accompanied to any meeting or proceeding relating to the allegation of sexual misconduct by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled and provided such an advisor or support person may not directly address the Hearing Body, question witnesses or otherwise actively participate in the hearing process or other meeting pertaining to a report of sexual misconduct and each student shall have the opportunity to present evidence and witnesses on her/his behalf during any disciplinary proceeding.

Both the reported victim and accused student are entitled to be provided at the same time written notice of the results of any disciplinary proceeding, normally within one (1) business day after the conclusion of such proceeding, which notice shall include the following: the name of the accused student, the violation committed, if any, and any sanction imposed upon the accused student. Sanctions may range from a warning to expulsion, depending upon the behavior and its severity of the violation(s). The reported victim shall have the same right to request a review of the decision of any disciplinary proceeding in the same manner and on the same basis as shall the accused student; however, in such cases, if a review by any reported victim is granted, among the other actions that may be taken, the sanction of the disciplinary proceeding may also be increased. The reported victim and the accused student are entitled to be simultaneously provided written notice of any change in the results of any disciplinary proceeding prior to the time when the results become final as well as to be notified when such results become final.

Sexual Misconduct Reporting  
Support Services and Processes Policy

In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential.

***Dissemination of this Policy***

Upon adoption by the Board all CSU institutions shall, upon receipt, immediately post and maintain this policy at all times in an easily accessible manner on each institution's website. This policy shall thereafter be annually provided to all Title IX Coordinators, campus law enforcement officers and security personnel, and other campus personnel. Further, this policy shall be presented at student orientation and at student awareness and prevention trainings, and made broadly available at each campus. The policy shall be expanded upon by each institution to provide resources and contact information specific to their institution and geographic area as set forth above.



## Policy on Consensual Relationships

BOR approved 11/21/13; annual distribution to employees required. Rescinds Connecticut State University System Policy regarding Consensual Relationships adopted pursuant to BR#05-13

The Board of Regents for Higher Education (BOR) of the Connecticut State Colleges and Universities' respects that the educational mission of its institutions is founded on an atmosphere of mutual trust and respect between all members of the academic community. Faculty members, as well as those individuals upon whom the institution confers managerial, supervisory, or evaluative responsibilities, (including graduate assistants or undergraduate teaching assistants) carry a special responsibility to adhere to the highest ethical and professional standards and to avoid any actions that may appear to undermine this atmosphere of trust and respect and thereby hinder the institution's educational mission.

Because of the inherent imbalance of power and need for trust, faculty members, supervisory staff, and those with evaluative authority should be aware that dating or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between a staff member and a student as well as when they occur between a supervisor and employee.

Such relationships can create real conflicts, are susceptible to an appearance of exploitation, and can impair the trust and integrity of the teaching, coaching, or other supervisory or evaluative relationship and may cause a perception of favoritism or bias on the part of the staff. In addition, although these relationships may begin and remain consensual, they may easily be later characterized as non-consensual and could potentially lead to sexual harassment charges.

### Policy

#### Prohibited

**Between employee and student:** Consensual romantic, dating, or sexual relationships between any employee and any student over whom that employee exercises direct or otherwise significant academic, supervisory, or evaluative authority or influence are prohibited at all State Universities and Colleges. The evaluative relationship can take a variety of forms, such as teacher to student, advisor to advisee, coach to athlete, supervisor to student employee, or similar relationship.

#### Strongly Discouraged

**Between employee and student:** Romantic, dating or sexual relationships between employees and students over whom said employee does *not* have supervisory or evaluative authority are strongly discouraged. Such relationships are not only susceptible to future conflicts of interest, but also may present the appearance of impropriety.

If this situation exists, no employee should agree to supervise or evaluate a student with whom he or she has, or formerly had, a consensual relationship. A faculty member should inform the Dean if such a student wishes to enroll in a credit bearing course that he or she is teaching so that alternate arrangements can be made. Nor should a faculty member direct the student's independent study, internship, or thesis; participate in decisions regarding grades; or write letters of recommendation or reference.



**Between employee and employee:** BOR discourages employees with supervisory or evaluative authority from engaging in romantic, dating or sexual relationships with employees who they supervise or evaluate. If such a relationship exists or develops, the supervisory employee must notify his/her manager so that arrangements can be made for the unbiased supervision and evaluation of the employee. These situations are handled on a case-by-case basis and may require transfer or reassignment of one or more employees.

**In the event of a Sexual Harassment Charge**

Anyone who enters into a romantic, dating or sexual relationship where a professional power differential exists must realize that if a charge of sexual harassment is subsequently filed, it may be difficult to defend the charge by claiming that there was mutual consent. Employees could be held personally liable in a criminal or civil lawsuit.

**Sanctions**

All violations of this policy should be reported to Human Resources for investigation and appropriate administrative action, up to and including disciplinary action.



## Policy Regarding Reporting Suspected Abuse or Neglect of a Child

BOR approved 1/17/14 and Revised 1/15/15; requires annual distribution to employees

The Board of Regents for Higher Education (BOR) of the Connecticut State Colleges and Universities (CSCU) accept that institutions of higher education foster educational opportunities for people under the age of 18 years. The BOR, in acknowledging the special care required for children, strives to the utmost to protect children on its campuses from any form of abuse or neglect.

Pursuant to state law, with the exception of student employees, any paid administrator, faculty, staff, athletic director, athletic coach or athletic trainer, collectively referred to as "mandatory reporters" who in the ordinary course of their employment has a reasonable cause to suspect or believe that a person under the age of 18 years has been abused or neglected, has been placed in imminent harm or has had a non-accidental injury is required to cause a report to be made to the Department of Children and Families within 12 hours of becoming aware or suspecting abuse, neglect or imminent harm to a child.

The BOR recognizes that each CSCU campus must be a safe and secure environment for children to grow and develop. Therefore, the BOR further requires mandatory reporters to report any witnessed or suspected abuse or neglect of a child on a CSCU campus to their immediate supervisor in addition to DCF. The supervisor must report the incident to their director or vice president who must then inform the campus President and the System Office Vice President for Human Resources or his/her designee.

If the director or vice president reasonably believes that a reportable incident has occurred, and, if the suspected perpetrator is a BOR or CSCU employee, he/she will immediately contact their Chief Human Resources Officer who shall assign an objective person to investigate the report. An employee under investigation may be placed on administrative leave pending the results of the investigation. Employees who report suspicions of abuse or neglect are protected from any disciplinary action unless the report is determined to have been maliciously made. An employee who fails to report, but is later determined to have had previous knowledge of the abuse, may be subject to discipline.

A report is required if there is reasonable cause to suspect that a person under the age of 18 is in imminent harm, has had non accidental injuries or has been abused or neglected. Reasonable cause to believe or suspect that child abuse has occurred is sufficient to make a report.

All staff designated as mandatory reporters are required to take the Department of Children and Families Mandated Reporter Training, either on-line or in person, and Mandated Reporter Training will be included in New Employee Orientation. Compliance with training will be monitored by each CSCU campus's Department of Human Resources. A copy of this policy shall be disseminated annually to all employees.

Reasonable steps will be taken to preserve privacy while promptly investigating and responding to the report. While the institution will strive to maintain the confidentiality of the information reported, which information may be subject to privacy requirements of the Family Education



Rights Privacy Act (FERPA), the institution also must fulfill its duty to protect the CSCU community and to assure that the appropriate disciplinary processes are implemented.





## BOR/CSCU STUDENT CODE OF CONDUCT

### Contents

I. STUDENT CODE OF CONDUCT .....	1
PREAMBLE .....	1
INTRODUCTION .....	1
PART A: DEFINITIONS .....	2
PART B: APPLICATION, DISTRIBUTION, AND ADMINISTRATION OF THE STUDENT CODE OF CONDUCT .....	4
PART C: SCOPE OF AUTHORITY .....	5
PART D: PROHIBITED CONDUCT .....	6
PART E: HEARING PROCEDURES FOR SEXUAL MISCONDUCT, SEXUAL INTIMATE PARTNER, DOMESTIC VIOLENCE & STALKING REPORTS .....	11
PART F: CONDUCT AND DISCIPLINARY RECORDS .....	13
PART G: INTERPRETATION AND REVISION .....	13
II. CONDUCT AND DISCIPLINARY PROCEDURES APPLICABLE TO STATE UNIVERSITY STUDENTS .....	14
PART A: DISCIPLINARY PROCEDURES - ACADEMIC MISCONDUCT .....	14
PART B: DISCIPLINARY PROCEDURES - NONACADEMIC MISCONDUCT .....	15
PART C: INTERIM SUSPENSIONS AND RESIDENCE HALL SEPARATIONS .....	20
PART D: DISCIPLINARY SANCTIONS .....	21
1. Sanctions Which May Be Imposed for Violations of the Code: .....	21
2. Revocation of Admission and/or Degree .....	23
3. Consequences of Failure to Comply with a Duly Assigned Sanction .....	23
4. Sanctions Which May Be Imposed on Student Organizations .....	24
III. CONDUCT AND DISCIPLINARY PROCEDURES APPLICABLE TO COMMUNITY COLLEGE STUDENTS .....	25
PART A: DISCIPLINARY PROCEDURES .....	25
PART B: DISCIPLINARY SANCTIONS .....	27
IV. CONDUCT AND DISCIPLINARY PROCEDURES APPLICABLE TO CHARTER OAK STATE COLLEGE STUDENTS .....	29
PART A: RIGHTS AND RESPONSIBILITIES OF HEARING PARTICIPANTS .....	29
PART B: DISCIPLINARY PROCEDURES .....	30
PART C: INTERIM ADMINISTRATIVE ACTION .....	32
PART D: DISCIPLINARY SANCTIONS .....	32



## I. STUDENT CODE OF CONDUCT

### PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. In line with this purpose, the Board of Regents for Higher Education ("BOR") in conjunction with the Connecticut State Colleges and Universities ("CSCU") has the duty to protect the freedoms of inquiry and expression, and furthermore, has the responsibility to encourage all of its members to develop the capacity for critical judgment in their sustained and independent search for truth.

CSCU has certain self-defined institutional values. Principal among these values is respect for the safety, dignity, rights, and individuality of each member of the CSCU Community. The opportunity to live, study, and work in an institution which values diverse intellectual and cultural perspectives and encourages discussion and debate about competing ideas in an atmosphere of civility is a basic component of quality higher education.

All members of CSCU must at all times govern their social and academic interactions with tolerance and mutual respect so that the students who pass through a CSCU door are enriched by these experiences and are prepared for full and enlightened participation in a multi-cultural society. Because of the BOR's and CSCU's commitment to principles of pluralism, mutual respect, and civility, certain activities are not acceptable on CSCU campuses. Acts of intolerance, of hatred or violence based on race, religion, sexual orientation or expression, disability, gender, age, or ethnic background are antithetical to the BOR's and CSCU's fundamental principles and values. It is the BOR's and CSCU's responsibility to protect our students' right to learn by establishing an environment of civility.

The disciplinary process is intended to be part of the educational mission of CSCU. Student disciplinary proceedings are not criminal proceedings and are not subject to court rules of procedure and evidence.

### INTRODUCTION

This Student Code of Conduct (hereinafter the "Student Code" or "Code") is intended to present a clear statement of student rights and responsibilities established by the Board of Regents for Higher Education. The BOR has charged the President of the Board of Regents for Higher Education with developing procedures to protect those rights and to address the abdication of responsibilities in collaboration with the four State Universities, the twelve Community Colleges and Charter Oak State College. The Student Code describes the types of acts that are not acceptable in an academic community.

*Disclaimer: This Code is neither a contract nor an offer of a contract between any BOR governed institution and any student. The provisions of this Code are subject to revision at any time.*



**PART A: DEFINITIONS**

The following list of defined terms utilized throughout this Student Code is provided in an effort to facilitate a more thorough understanding of the Code. This list is not intended to be a complete list of all the terms referenced in the Student Code that might require interpretation or clarification. The Vice President for Student Affairs at a University, the Dean of Students at a Community College, the Provost at Charter Oak State College or their designee shall make the final decision of the interpretation of the definition of any term found in the Student Code. For purposes of interpretation and application of the Student Code only, the following terms shall have the following meanings:

1. ***"Accused Student"*** means any student accused of violating this Student Code.
2. ***"Advisor"*** means a person who accompanies an Accused Student or an alleged victim to a hearing (or a proceeding pertaining to a report of sexual violence) for the limited purpose of providing advice and guidance to the student. An advisor may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding pertaining to a report of sexual violence).
3. ***"Appellate Body"*** means any person or persons authorized by the University Vice President for Student Affairs, Community College Dean of Students, Charter Oak State College Provost or their designee to consider an appeal from a determination by a Hearing Body that a student has violated the Student Code.
4. ***"Calendar Days"*** means the weekdays (Mondays through Fridays) when the University or College is open.
5. ***"College"*** means either collectively or singularly any of the following institutions: Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.
6. ***"Complainant(s)"*** means the person(s) who initiates a complaint by alleging that a Student(s) violated the Code.
7. ***"CSCU"*** means either collectively or singularly, any of the following institutions: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University; Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.



8. ***"CSCU Affiliates"*** means individuals and/or entities with whom or with which the College or University has a contractual relationship.
9. ***"CSCU Official"*** means any person employed by the College or University to perform assigned administrative, instructional, or professional responsibilities.
10. ***"CSCU Premises"*** means all land, buildings, facilities, and other property in the possession of, or owned, used, and/or controlled by, the University or College, either solely or in conjunction with another entity.
11. ***"Disciplinary Officer" or "Conduct Administrator"*** means a University, College or CSCU official who is authorized to determine the appropriate resolution of an alleged violation of the Code, and/or to impose sanctions or affect other remedies as appropriate. Subject to the provisions of this Code, a disciplinary officer or conduct administrator is vested with the authority to, among other duties: investigate a complaint of an alleged violation of the Code decline to pursue a complaint, refer identified disputants to mediation or other appropriate avenues of resolution, establish charges against a student, enter into an administrative agreement developed with an Accused Student in accordance with Section II-B-3 of this Code, advise a Hearing Body, and present the case before the Hearing Body.
12. ***"Hearing Body" or "Hearing Panel"*** means any person or persons authorized by the University Vice President for Student Affairs, Community College Dean of Students or Charter Oak State College Provost to determine whether a student has violated the Code and to impose sanctions as warranted, including a hearing officer or hearing board.
13. ***"Institution"*** means the University or College within CSCU.
14. ***"Instructor"*** means any faculty member, teaching assistant or any other person authorized by the University to provide educational services, including, but not limited to, teaching, research, and academic advising.
15. ***"Member of the CSCU Community"*** means any person who is a student, an official or any other person who works for CSCU, either directly or indirectly (e.g., for a private enterprise doing business on a CSCU campus).
16. ***"Policy"*** means the written regulations, standards, and student conduct expectations adopted by the BOR and found in, but not limited to the Student Handbook, the Residence Life Handbook, the housing contract, the graduate and undergraduate catalogs, and other publicized University and College notices.
17. ***"Prohibited Conduct"*** means the conduct prohibited by this Code, as more particularly described in Part I-D of this Code.
18. ***"Reporting Party"*** means any person who alleges that a student has violated this Code.



19. **"Student"** means either (1) any person admitted, registered, enrolled or attending any CSCU course or CSCU conducted program, whether full-time or part-time, and whether pursuing undergraduate, graduate or professional studies, or continuing education; (2) any person who is not officially enrolled for a particular term but who has a continuing relationship with a CSCU; or (3) any person within two calendar years after the conclusion of their last registered Community College course unless the student has formally withdrawn, graduated or been expelled from the College.
20. **"Student Code" or "Code"** means this Student Code of Conduct.
21. **"Student Organization"** means an association or group of persons that have complied with the formal requirements for University or College recognition.
22. **"Support Person"** means a person, who accompanies an Accused Student, a Reporting Party or a victim to a hearing for the limited purpose of providing support and guidance. A support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process.
23. **"University"** means any of the following institutions: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, and Western Connecticut State University, whichever the alleged violation of the Code occurred.
24. **"Shall" and "will"** are used in the imperative sense.
25. **"May"** is used in the permissive sense.

## **PART B: APPLICATION, DISTRIBUTION, AND ADMINISTRATION OF THE STUDENT CODE OF CONDUCT**

1. Application of the Student Code: The Student Code shall apply to the four Connecticut State Universities, the twelve Community Colleges, and the on-line college: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University; Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.

An alleged violation of the Student Code shall be addressed in accordance with the Code of Conduct, even if the accused Student has withdrawn from the Institution prior to the completion of the disciplinary procedures.

The Student Code shall apply to Students and to University Student Organizations. The term "student" shall generally apply to the student as an individual and to a Student Organization as a



single entity. The officers or leaders of a particular Student Organization usually will be expected to represent the organization during the disciplinary process. Nothing in this Student Code shall preclude holding certain members of a Student Organization accountable for their individual acts committed in the context of or in association with the organization's alleged violation of this Code.

2. Distribution of the Student Code: The Student Code shall be made readily available electronically and/or in a printed publication to students, faculty and staff. The office responsible for Student Affairs will annually distribute and make available to students, faculty and staff, electronically and/or in a printed publication, any revisions to the Code.

3. Administration of the Student Code: A University's and Charter Oak State College's Provost or a Community College's Dean of Students shall be the person designated by the institution President to be responsible for the administration of the Academic Misconduct portion of the Student Code. A University's Vice President for Student Affairs, a Community College's Dean of Students, or Charter Oak State College's Provost shall be the person designated by the institution President to be responsible for the administration of the Non-Academic Misconduct portion of the Student Code.

## PART C: SCOPE OF AUTHORITY

A Student who is found responsible for engaging in conduct that violates the Student Code on any CSCU campus or on property controlled by the BOR or by any CSCU Affiliate or any CSCU sponsored function or event shall be subject to the sanctions described in this Code. The Student Code of Conduct also applies to online activities, where applicable. Students who attempt to engage in conduct that violates this Code, who knowingly encourage, aid or assist another person in engaging in such conduct, or who agree with another person, explicitly or otherwise, to engage in such conduct, may also be subject to disciplinary action.

Off-campus misconduct by University students may be subject to the jurisdiction of the University and addressed through its disciplinary procedures if one of the following conditions is met: (i) a Student engages in prohibited conduct at an official University event, at a University-sanctioned event, or at an event sponsored by a recognized University Student Organization; or (ii) a Student engages in prohibited conduct under such circumstances that reasonable grounds exist for believing that the Accused Student poses a threat to the life, health or safety of any member of the CSCU or to the property of the CSCU.

Community College students conduct is subject to the Code on campus and off-campus whenever such conduct impairs College-related activities or affairs of another member of the College community or creates a risk of harm to a member or members of the College community. Students must be aware that, as citizens, they are subject to all federal and state laws in addition to all CSCU regulations governing student conduct and responsibilities. Students do not relinquish their rights nor do they shed their responsibilities as citizens by becoming members of the CSCU Community. However, where a court of law has found a student to have violated the law, an institution has the right to impose the sanctions of this Code even though the conduct does not impair institution-related activities of another member of the university or college community and does not create a risk of harm to the college or university community. The decision to exercise this right will be in the sole discretion of the President of the impacted institution or his/her designee.



Charter Oak State College applies this Code to matriculated and non-matriculated students, including those participating in portfolio assessment, credential evaluation, testing, or contract learning. Jurisdiction shall be limited to student conduct that occurs while students are taking Charter Oak State College courses or availing themselves of Charter Oak State College services. However, if a matriculated Charter Oak State College student is found guilty of student misconduct at another institution, including but not limited to misrepresentation of records from other institutions, the student may be subject to disciplinary action at Charter Oak State College.

#### PART D: PROHIBITED CONDUCT

The following list of behaviors is intended to represent the types of acts that constitute violations of this Code.

1. Academic misconduct, which includes, but is not limited to, plagiarism and all forms of cheating.

*Plagiarism* is defined as the submission of work by a student for academic credit as one's own work of authorship which contains work of another author without appropriate attribution.

*Cheating* includes, but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests or examinations; (ii) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (iii) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and (iv) engaging in any other behavior specifically prohibited by a faculty member in the course syllabus.

2. Acts of dishonesty, including but not limited to the following:
  - a. Misuse of University or College documents, including, but not limited to forging, transferring, altering or otherwise misusing a student fee card, student payroll card, identification card or other College or University identification document, course registration document, schedule card, transcript, or any other institution-issued document or record.
  - b. Knowingly furnishing false information to any CSCU Official, faculty member or office.
3. Theft of property or services, or damage to, defacement or destruction of, or tampering with, real or personal property owned by the State of Connecticut, CSCU/BOR, the institution, or any member of the CSCU Community.
4. Actual or threatened physical assault or abuse, threatening behavior, intimidation, or coercion.
5. Sexual misconduct may include engaging in one of more behaviors:



(a) **Sexual harassment**, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct which may constitute sexual harassment include but are not limited to:

- sexual flirtation, touching, advances or propositions
- verbal abuse of a sexual nature
- pressure to engage in sexual activity
- graphic or suggestive comments about an individual's dress or appearance
- use of sexually degrading words to describe an individual
- display of sexually suggestive objects, pictures or photographs
- sexual jokes
- stereotypic comments based upon gender
- threats, demands or suggestions that retention of one's educational status is contingent upon toleration of or acquiescence in sexual advances.

(b) **Sexual assault** shall include but is not limited to a sexual act directed against another person when that person is not capable of giving consent, which shall mean the voluntary agreement by a person in the possession and exercise of sufficient mental capacity to make a deliberate choice to do something proposed by another.

A person who initially consents to sexual activity shall be deemed not to have consented to any such activity which occurs after that consent is withdrawn. Consent cannot be assumed because there is no physical resistance or other negative response. A lack of consent may result from mental incapacity (e.g., ingestion of alcohol or drugs which significantly impair awareness or judgment) or physical incapacity (e.g., the person is unconscious or otherwise unable to communicate consent). Consent must be affirmative. (See Sexual Misconduct Reporting, Support Services and Processes Policy).

Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b and 53a-73a of the Connecticut General Statutes.

(c) **Sexual exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:



- Prostituting another person;
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in non-consensual voyeurism;
- Knowingly transmitting an STI, such as HIV to another without disclosing your STI status;
- Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or
- Possessing, distributing, viewing or forcing others to view illegal pornography.

6. Intimate partner violence is defined as:

- Including intimate partner violence, which is any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault, as defined in section 5 above; (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment, as defined in section 5 above or, (5) sexual exploitation, as defined in section 5 above.
- Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.
- Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
- Emotional abuse, which can include but is not limited to, damage to one's property, driving recklessly to scare someone, name calling, threatening to hurt one's family members or pets and humiliating another person.

7. Violations of privacy, including, but not limited to, voyeurism and the use of web-based, electronic or other devices to make a photographic, audio or video record of any person without his or her express consent, when such a recording is intended or likely to cause injury or distress. This includes, but is not limited to: (i) surreptitiously taking pictures or videos of another person in spaces such as sleeping areas, bathrooms, gymnasiums, locker rooms, and changing areas; and (ii) sexually exploiting another person by electronically recording or permitting others to view or electronically record, consensual sexual activity without a partner's knowledge or permitting others to view or listen to such video or audio tapes without a partner's knowledge and consent. Publicizing or threatening to publicize such records will also be considered a violation of this Code.

8. Hazing, which is defined as an act which endangers the mental or physical health or safety of a Student, or which destroys, damages, or removes public or private property for the purpose of initiation or admission into, affiliation with or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense to an allegation of hazing. Consenting to the activity by remaining silent or not objecting in the presence of hazing is not a neutral act and is also a violation of this Student Code.



9. Stalking, which is defined as repeatedly contacting another person when:
- a. The contacting person knows or should know that the contact is unwanted by the other person; and
  - b. The contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life.

As used in this definition, the term "contacting" includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, on-line community or any other internet communication) or remaining in the physical presence of the other person.

10. Harassment, which is defined as conduct which is abusive or which interferes with a person's pursuit of his or her customary or usual affairs, including, but not limited to, such conduct when directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation or expression, age, physical attribute, or physical or mental disability or disorder, including learning disabilities and mental retardation.
11. Conduct that is disorderly, lewd or indecent (including, but not limited to, public nudity and sexual activity in areas generally open to members of the campus community), breach of peace or aiding, abetting or procuring another person to breach the peace on CSCU premises or at functions sponsored by, or affiliated with the University or College.
12. Behavior or activity which endangers the health, safety, or well-being of oneself or others.
13. Offensive or disorderly conduct which causes interference, annoyance or alarm or recklessly creates a risk thereof at CSCU or CSCU premises, CSCU web or social media sites, at a CSCU-sponsored activity or in college or university courses, including cyber bullying. This offense does not apply to speech or other forms of constitutionally protected expression.
14. Unauthorized possession, duplication or use of keys (including, but not limited to, card access, card keys, fobs, etc.) to any CSCU premises or forcible and/or unauthorized entry on or into CSCU premises.
15. Starting fires, causing explosions, falsely reporting the presence of fire, bombs, incendiary or explosive devices, or falsely reporting an emergency.
16. Unauthorized or improper possession, use, removal, tampering or disabling of fire and/or safety equipment and warning devices, failure to follow standard fire and/or emergency safety procedures, or interference with firefighting or emergency response equipment or personnel.



17. Use, possession, purchase, sale or distribution of alcoholic beverages, except as expressly permitted by law and CSCU regulations. Alcoholic beverages may not, under any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
18. Use, possession, purchase, sale, distribution or manufacturing of narcotics, controlled substances and/or drugs, including, but not limited to, marijuana and heroin, or drug paraphernalia, except as expressly permitted by law.
19. Use, possession or distribution of firearms, ammunition for firearms, other weapons or dangerous instruments, facsimiles of weapons or firearms, fireworks, explosives or dangerous chemicals. A dangerous instrument is any instrument, article or substance that, under the circumstances in which it is being utilized, is capable of causing death or serious physical injury. The possession of a deadly weapon or dangerous instrument on campus is strictly prohibited, even if such item is legally owned.
20. Gambling, including, but not limited to, promoting, wagering, receiving monies for wagering or gambling for money or property on CSCU premises.
21. Disruption or obstruction of any College or University function, activity or event, whether it occurs on or off the campus, or of any non-University or College function, activity or event which is authorized by the institution to occur on its premises.
22. Intentional obstruction of the free flow of pedestrian or vehicular traffic on CSCU premises or at University or College-sponsored or supervised functions or interference with entry into or exit from CSCU premises or with the free movement of any person.
23. Failure to comply with the directions of CSCU officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
24. Conduct that violates published BOR/CSCU policies, rules, and regulations, including, but not limited to, residence hall rules and regulations.
25. Conduct prohibited by any federal, state, and/or local law, regulation or ordinance.
26. Unauthorized use of CSCU property or the property of members of the CSCU Community or of CSCU Affiliates.
27. Theft, unauthorized use, or abuse of University or College computers and/or peripheral systems and networks, including, but not limited to:
  - a. Unauthorized access to CSCU computer programs or files;
  - b. Unauthorized alteration, transfer or duplication of CSCU computer programs or files;
  - c. Unauthorized use of another individual's identification and/or password;



- d. Deliberate disruption of the operation of CSCU computer systems and networks;
  - e. Use of the Institution's computing facilities and resources in violation of copyright laws (including unauthorized peer-to-peer file sharing of copyrighted material, including, but not limited to, copyrighted music, movies, and software);
  - f. Use of computing facilities and resources to send obscene messages (which are defined as messages which appeal mainly to a prurient, shameful or morbid interest in nudity, sex, excretion, sadism or masochism, go well beyond customary limits of candor in describing or representing such matters, and are utterly without redeeming social value); and
  - g. Violation of the BOR Policy Statement on Acceptable and responsible use of Information Technology resources and/or any applicable BOR computer use policy.
28. Abuse of the CSCU conduct and disciplinary system, including but not limited to:
- a. Failure to obey the notice from a Hearing Body or CSCU Official to appear for a meeting or hearing as part of the Student Conduct system;
  - b. Falsification, distortion, or intentional misrepresentation of information to a Disciplinary Officer or Conduct Administrator, or before a Hearing Body;
  - c. Initiation of a conduct or disciplinary proceeding knowingly without cause;
  - d. Disruption or interference with the orderly conduct of a disciplinary proceeding;
  - e. Attempting to discourage an individual's proper participation in, or use of, the disciplinary system;
  - f. Attempting to influence the impartiality of a Disciplinary Officer, Conduct Administrator or member of a Hearing Body prior to, and/or during the course of, the disciplinary proceeding;
  - g. Harassment (verbal or physical) and/or intimidation of a Disciplinary Officer, Conduct Administrator, or member of a Hearing Body prior to, and/or during the course of the disciplinary proceeding;
  - h. Failure to comply with the sanction(s) imposed under the Student Code; and
  - i. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

**PART E: HEARING PROCEDURES FOR SEXUAL MISCONDUCT, SEXUAL INTIMATE PARTNER, DOMESTIC VIOLENCE & STALKING REPORTS**

In addition to disciplinary procedures applicable to State University students in Section II, Community College students in Section III, or Charter Oak State College Students in Section IV, for any hearing



conducted involving allegations of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence the reported victim and the accused student shall each have the following rights::

1. At any meeting or proceeding, both the reported victim and accused student may be accompanied by an advisor or support person of the student's choice provided the advisor or support person does not cause a scheduled meeting or hearing to be delayed or postponed and provided an advisor or support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding or pertaining to a report of sexual misconduct);
2. The reported victim of sexual misconduct is entitled to request that disciplinary proceedings begin promptly;
3. Any hearing regarding an accusation of sexual misconduct shall (i) be fair, prompt and impartial; (ii) be conducted by a Hearing Body annually trained in issues relating to sexual misconduct (iii) use the preponderance of evidence (more likely than not ) standard; (iv) shall allow both the accused student and reported victim the opportunity to present evidence and witnesses on their behalf during any disciplinary proceeding; (v) shall provide both the accused student and the reported victim with equal access to any information that will be used during meetings and hearings; and (vi) invoke the standard of "affirmative consent"<sup>1</sup> in determining whether consent to engage in sexual activity was given by all persons who engaged in sexual activity .
4. In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential;
5. Any reported victim shall be provided written notice of the decision of the Hearing Body at the same time as the accused student, normally within one (1) business day after the conclusion of the Hearing. In accordance with the Family Educational Rights and Privacy Act (FERPA) the notice to any reported victim of sexual misconduct shall contain only the following: the name of the accused student, the violation committed, if any, and any sanction imposed against the accused student.
6. The reported victim shall have the same right to request a review of the decision of the Hearing Body (appeal rights) in the same manner and on the same basis as shall the accused student; however, if a request for review by a reported victim is determined to be properly made and if the review determines there is sufficient grounds for altering the decision of the Hearing Body, among the other actions that may be taken as set forth above, the sanction of the hearing may also be increased. Notwithstanding the foregoing, in any hearing pertaining to sexual misconduct both the reported victim and the accused student are entitled to be simultaneously provided notice of any change in the results of the hearing prior to the time when the results become final as well as to be notified when such results become final.

---

<sup>1</sup>The standard of "Affirmative Consent" is set forth in the BOR Sexual Misconduct Reporting, Support Services and Processes Policy and is incorporated herein by reference.



**PART F: CONDUCT AND DISCIPLINARY RECORDS**

The written decision resulting from an administrative conference or a hearing under this Code shall become part of the student's educational record and shall be subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). A student's disciplinary record shall be maintained separately from any other academic or official file maintained by the Institution. Disciplinary records will be maintained for a period of five (5) years from the date of the incident, except that the sanction of expulsion shall be noted permanently.

While student education records are generally protected from disclosure by FERPA, there are a number of exceptions to this rule. Students should be aware that a record concerning his/her behavior while a student at the College or University may be shared with other colleges or universities to which the student may subsequently wish to transfer or be admitted. Similarly, prospective employers may require a student to provide access to his/her education records as part of the employment application process. A record of having been sanctioned for conduct that violates Section I.D. of the Code may disqualify a student for admission to another college or university, and may interfere with his/her selection for employment.

**PART G: INTERPRETATION AND REVISION**

Questions regarding the interpretation of this Code shall be referred to the University's and Charter Oak State College's Provost or a Community College's Dean of Students or their designees for the administration of the Non-Academic Misconduct portion of the Student Code and to the University's Vice President for Student Affairs, a Community College's Dean of Academic Affairs or Charter Oak State College's Provost or their designees for the administration of the Academic Misconduct portion of the Student Code.

This Code shall be reviewed and revised, if and as necessary, every five (5) years, or as directed by the President of the Board of Regents for Higher Education.



## II. CONDUCT AND DISCIPLINARY PROCEDURES APPLICABLE TO STATE UNIVERSITY STUDENTS

Procedures for University students differ from those procedures applicable to either the Community Colleges or Charter Oak State College. This is due to the environmental, cultural, and administrative differences within the types of the institutions comprising CSCU. Procedures for addressing allegations and sanctions regarding academic misconduct (as defined in Section I.D.1) for University Students as set for in this Section II of the Code.

### PART A: DISCIPLINARY PROCEDURES - ACADEMIC MISCONDUCT

1. Instructor's Role:  
When the instructor of record or his or her designee believes that an act of academic misconduct has occurred, he or she shall notify the student of the allegation and save any evidence of such misconduct in its original form. (Copies of the Accused Student's work will be provided to the Student upon request.) In addition, the instructor shall not transmit a final grade to the Registrar until such time as the allegation(s) of academic misconduct are finally determined. Each institution shall establish implementation guidelines in accordance with this Code.
2. Information from Person Other than Student's Instructor: Any member of the CSCU Community may provide information which might lead to a complaint against a Student alleging academic misconduct.
3. The Academic Misconduct Hearing Board: There shall be an academic misconduct hearing board convened by the University's Disciplinary Officer to consider allegations of academic misconduct lodged against a Student. The University's disciplinary officer shall be a non-voting member of the board and act as convener.
4. Hearing Process: The Accused Student shall be afforded adequate notice of the allegation, an opportunity to discuss the allegation with the instructor, and adequate time to request and prepare for a hearing. All parties shall have an opportunity to be heard and a record of the proceedings shall be made. The decision of a hearing board shall be communicated in writing.
5. Sanctions: If the academic misconduct hearing board determines that the Accused Student is "Not Responsible," the board shall not impose any sanctions. The board shall so advise the Student's instructor and the instructor shall reevaluate the student's course grade in light of the Board's determination. If the academic misconduct hearing board determines that the Accused Student is "Responsible," the academic sanction set forth in the instructor's course syllabus shall be imposed.

The academic misconduct hearing board may make a recommendation to change the academic sanction imposed by the instructor on the basis of its hearing of the evidence of academic misconduct. (Should the academic sanction not be changed pursuant to this recommendation, the University reserve the right to change the academic sanction.) Upon



consideration of the Accused Student's record of misconduct and/or the nature of the offense, the academic misconduct hearing board may impose additional non-academic sanctions in proportion to the severity of the misconduct. These sanctions may include the following: warning, written reprimand, discretionary sanctions, suspension and/or expulsion, as described in II.D of this Student Code of Conduct.

6. Appeals: The decision rendered by the academic misconduct hearing board may be appealed to the Provost/Academic Vice President, who shall review the record of the hearing, including any and all documents presented to the academic misconduct hearing board. An appeal shall be in writing and shall be delivered to the Provost/Academic Vice President within three (3) calendar days of receipt of the academic misconduct hearing board's written decision.

An appeal may be brought on any of four grounds: (a) a claim that error in the hearing procedure substantially affected the decision; (b) a claim that new evidence or information material to the case was not known at the time of the hearing; (c) a claim that the non-academic sanction(s) imposed were not appropriate for the violation of the Code for which the accused student was found responsible; and/or (d) a claim that the academic sanction imposed has resulted in a palpable injustice. The Provost/Academic Vice President shall have the right to deny an appeal not brought on any of the foregoing grounds. The decision rendered by the Provost/Academic Vice President shall be final and there shall be no further right of appeal.

## **PART B: DISCIPLINARY PROCEDURES - NONACADEMIC MISCONDUCT**

The following procedures shall be followed in addressing allegations of non-academic misconduct.

1. Providing Information leading to a Complaint: Any person may provide information leading to the filing of a complaint against a Student or a Student Organization alleging a violation of the Student Code. A complaint must be made in writing and submitted to the University's Disciplinary Officer or Conduct Administrator.
2. Disciplinary Proceedings Against a Student Charged with a Violation of Law and a Violation of the Code: University proceedings may be instituted against an Accused Student who has been charged with a violation of state or federal law for conduct which also constitutes a potential violation of this Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following the institution of civil or criminal court proceedings against the Accused Student. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.



3. Disciplinary Proceedings Against a Student Charged with Sexual Assault, Sexual Intimate Partner, Domestic Violence or Other Sex Related Offense: See Section I.E
4. Pre-Hearing Investigation and Administrative Disposition:
  - a. The Disciplinary Officer or Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the Accused Student and the Disciplinary Officer or Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Disciplinary Officer or Conduct Administrator may also present the case for the University at any subsequent hearing, but if he or she does, he or she shall not serve as a member of the Hearing Body.
  - b. The Disciplinary Officer or Conduct Administrator may conduct an investigation to determine if there is reason to believe the student has committed a violation of any part of Section I.D. of the Code and, after considering both the possible violation and the prior conduct record of the student, if the Disciplinary Officer or Conduct Administrator determines that a sanction of less than residential hall separation or suspension or expulsion from the University is appropriate, the Disciplinary Officer or Conduct Administrator shall schedule an administrative conference with the student. The student shall be given reasonable notice of the time and place of the conference. At the administrative conference, the student shall have the opportunity to present information for the Disciplinary Officer's or Conduct Administrator's consideration. At the conclusion of the administrative conference, the Disciplinary Officer or Conduct Administrator shall determine whether it is more likely than not that the student has violated the Policy and, if so, impose a sanction less than residential hall separation, or suspension or expulsion from the University. The Disciplinary Officer or Conduct Administrator shall provide the student with a written explanation for the determination. The decision of the Disciplinary Officer or Conduct Administrator shall be final.
5. Hearing Bodies: A Student accused of misconduct has the right to be heard by an impartial Hearing Body. Any concern surrounding the impartiality of the Hearing Body or any member thereof will be referred to the Vice President for Student Affairs or his or her designee, who will review the matter and make a determination. Any Hearing regarding an accusation of sexual assault, sexual misconduct, intimate partner, domestic violence or other sex related offense or intimate partner violence shall be conducted by an impartial Hearing Body trained in issues relating to sexual assault, sexual violence, intimate partner, and domestic violence.
6. Hearing Procedures:
  - a. Notice of Hearing: Normally, a hearing will be conducted within ten (10) calendar days of the Accused Student being notified of the charges. Notice may be provided to the Accused Student by in-hand delivery, by registered mail, with delivery receipt attached or by certified mail, return receipt requested by University email or by overnight delivery with signature of recipient required. Should the



Accused Student refuse to accept in-hand delivery, a written statement of the attempted delivery of the notice signed by the person attempting to make such delivery shall constitute notice. Should the Accused Student refuse to sign for registered or certified mail, the postal document indicating such refusal shall constitute notice.

The notice shall advise the Accused Student of each section of the Student Code alleged to have been violated and, with respect to each such section, a statement of the acts or omissions which are alleged to constitute a violation of the Code, including the approximate time when and the place where such acts or omissions allegedly occurred.

The Accused Student shall be afforded a reasonable period of time to prepare for the hearing, which period of time shall not be less than three (3) Calendar Days. The Accused Student, the Reporting Party and/or any alleged victim may request a delay of the hearing due to extenuating circumstances. Any decision to postpone the hearing shall be made by the Disciplinary Officer or Conduct Administrator or by the Hearing Body, or by the designee of the Vice President for Student Affairs.

- b. Hearing: Hearings shall be closed, but the Hearing Body may, in its discretion, admit any person into the hearing room. The Hearing Body shall have the authority to discharge or to remove any person whose presence is deemed unnecessary or obstructive to the proceedings.

The Accused Student, the Reporting Party and any alleged victim shall have the right to be present at all stages of the hearing process except during the private deliberations of the Hearing Body and the presentation of sanctions. In hearings involving more than one Accused Student, the Hearing Body may determine that, in the interest of fairness, separate hearings should be convened.

In any Hearing alleging sexual assault, sexual, intimate partner, domestic violence or other sex related offense, any alleged victim and the Accused Student are entitled to:

- 1) be accompanied to any meeting or proceeding by an advisor or support person of their choice, provided that the advisor or support person does not cause a scheduled meeting to be delayed or postponed;
- 2) present evidence and witnesses on their behalf;
- 3) in accordance with the Family Educational Rights and Privacy Act (FERPA), to have their identities kept confidential.

In addition, the alleged victim of sexual assault, sexual, intimate partner, domestic violence or other sex related offense is entitled to request that disciplinary proceedings begin promptly.

- c. Record of Hearing: When expulsion or suspension from the University or residence hall separation is a possibility, the University shall make a recording of the hearing. The recording shall be the property of the University. No other recordings shall be made by any person during the hearing. Upon request, the Accused Student may



review the recording in a designated University office in order to prepare for an appeal of the decision rendered by the Hearing Body. Further disclosure of the recording shall be governed by applicable state and federal law.

- d. Opportunity to Present a Defense: The Accused Student shall have the full opportunity to present a defense and information, including the testimony of witnesses, in his or her behalf. The Reporting Party and the Accused Student may question the statements of any person who testifies in a manner deemed appropriate by the Hearing Body. The Reporting Party and the Accused Student may make concluding statements regarding the charges made and the information presented during the hearing. The Hearing Body may question the Accused Student and the Reporting Party, any witness presented by the Accused Student or the Reporting Party, and any other witness(es) the Hearing Body may choose to call to testify.
- e. Accused Student Can Choose Whether or Not to Testify in His or Her Own Defense: The Accused Student who is present at the hearing shall be advised by the Hearing Body that he or she is not required to testify, to answer questions, or to make any statement regarding the complaint or the allegations set forth in the complaint. Refusal to do so shall not be considered by the Hearing Body to constitute evidence of responsibility.
- f. Non-Appearance of Accused Student at Disciplinary Hearing: If an Accused Student does not appear at a disciplinary hearing, the Hearing Body shall enter a plea of "not responsible" on behalf of such student and the hearing shall proceed in the normal manner of hearing evidence, weighing facts, and rendering judgment. The failure of an Accused Student to appear at the disciplinary hearing shall not be considered by the Hearing Body to constitute evidence of responsibility.
- g. Advisors and Support Persons: The Reporting Party, any alleged victim, and the Accused Student shall each have the right to be accompanied by an Advisor and Support Person. The Advisor and the Support Person should be someone whose schedule allows attendance at the scheduled date and time for the disciplinary hearing because delays will not normally be allowed due to the scheduling conflicts of an Advisor or Support Person.
- h. Presentation of Evidence: Only evidence introduced at the hearing itself may be considered by the Hearing Body in determining whether it is more likely than not that the alleged violation was committed by the accused student.
- i. Evidence of Prior Convictions or Disciplinary Actions: Evidence of prior criminal convictions or University disciplinary actions may be presented to the Hearing Body only after a determination of responsibility has been made and only for consideration in connection with determining the sanction.
- j. Accommodation of Witnesses: The Hearing Body may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Reporting Party, the Accused Student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting



participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Hearing Body to be appropriate.

- k. Written Notice of Decision: The Accused Student shall receive written notice of the decision of the Hearing Body that shall set forth the decision rendered, including a finding of "responsible" or "not responsible," and the sanctions imposed, if any. The decision of the Hearing Body, as well as the sanction(s) imposed, if any, generally will not be released to third parties without the prior written consent of the Accused Student. However, certain information may be released if and to the extent authorized by state or federal law.

With respect to Hearings alleging sexual assault, sexual, intimate partner, domestic violence or other sex related offense, any alleged victim shall receive written notice of the decision of the Hearing Body at the same time as the Accused Student, normally within one (1) business day after the conclusion of the Hearing.

In accordance with the Family Educational Rights and Privacy Act (FERPA) the notice to any alleged victim of sexual assault, sexual, intimate partner, domestic violence or other sex related offense shall contain only the following: the name of the student, the violation committed and any sanction imposed against the student.

6. Review: An Accused Student may request that the decision of the Hearing Body be reviewed by the Vice President for Student Affairs or his or her designee. A request for review must be made in writing to the Vice President for Student Affairs or his or her designee within three (3) Calendar Days of the Accused Student's receipt of the written notice of decision. For good cause shown, the Vice President for Student Affairs may extend the three-University Calendar Day limitation on filing a request for a review. An Accused Student may request only one review of each decision rendered by the Hearing Body. A decision reached as a result of an Administrative Disposition may not be reviewed.
- a. Grounds for Review: The Accused Student has the right to request a review of the decision of the Hearing Body on the grounds that: (i) the procedures set forth in this Code were not followed and, as a result, the decision was substantially affected; (ii) the sanction(s) imposed were not appropriate for the violation of the Code for which the Accused Student was found responsible; and/or (iii) new information, sufficient to alter the decision, or other relevant facts were not brought out in the original hearing because such information and/or facts were not known to the Accused Student at the time of the original hearing. The review shall be limited to a review of the record except as required to explain the basis of new information.
- b. Review Procedures: In order to prepare for the review, the Accused Student may review the recording of the original hearing in a designated University office but will not be permitted to remove the recording from that office or make copies. The review will not be heard by anyone involved in the initial hearing. The review shall be considered and a decision rendered within ten (10) Calendar Days of the filing of the request for review.



If a request for review is granted, the matter shall be referred to the original Hearing Body for reconsideration of its original determination or to a newly-constituted Hearing Body for a new hearing, or the sanction imposed may be reduced, as appropriate. If a request is not granted, the matter shall be considered final and binding upon all involved.

- c. Status of Student Pending Review: All sanctions imposed by the Hearing Body shall be and continue in effect pending the outcome of a review. Any request to delay the commencement of sanctions pending a review must be made by the Accused Student, in writing, to the Vice President for Student Affairs or his or her designee.
- d. With respect only to Hearings related to sexual assault, sexual, intimate partner, domestic violence or other sex offense, the alleged victim shall have the same right to request a review in the same manner and on the same basis as shall the Accused Student as set forth above; however, in such cases, if a review by any alleged victim is granted, among the other actions that may be taken as set forth above, the sanction of the Hearing may also be increased.

Upon review, if the decision or sanction of the disciplinary proceeding is changed, any alleged victim must be notified in writing of the change in decision or sanction at the same time that the Accused Student is notified.

## PART C: INTERIM SUSPENSIONS AND RESIDENCE HALL SEPARATIONS

In certain circumstances, the Vice President for Student Affairs, or his or her designee, may impose an interim suspension or residence hall separation on an Accused Student prior to the hearing before the Hearing Body.

- 1. Basis for Imposition of Interim Suspension or Residence Hall Separation: An interim suspension may be imposed upon an Accused Student only: (i) to ensure the safety and well-being of members of the University Community or preservation of University property; (ii) to ensure the Student's own physical or emotional safety and well-being; or (iii) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.

A residence hall separation may be imposed if a Student's continued presence will disrupt the academic and social well-being of the residential community. Residence hall separation is the removal of a student from the University residence hall in which he or she resides. Such separation may include a restriction of access to all or designate University residence halls. During the period of the separation, the removed Student shall not be permitted to enter the designated hall(s) as a guest of another resident.

An interim suspension or residence hall separation is not a sanction and will continue in effect only until such time as a hearing on the alleged violation has been completed.



2. Effect of Interim Suspension or Residence Hall Separation: During the interim suspension or residence hall separation, the removed Student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the Student might otherwise be eligible, as the Vice President for Student Affairs, or his or her designee, may determine to be appropriate.
3. Procedure: The Accused Student shall be notified, either orally or in writing, of the pending imposition of an interim suspension or residence hall separation. Whenever possible prior to the imposition of the interim suspension or suspension, the affected Student will be afforded an opportunity to meet with the Vice President for Student Affairs, or his or her designee. Otherwise, the meeting will be held on the first Calendar Day that the Student is available.

At that meeting, the Accused Student will be advised of his/her reported behavior and be offered the opportunity to provide information upon which the determination may be based whether or not the Student engaged in conduct warranting an interim suspension or residence hall separation.

Any Student placed on an interim suspension will be given an opportunity to appear at an administrative conference or a formal hearing on the misconduct charges lodged against him or her in accordance with II.B.5 of this Code within ten (10) Calendar Days of being placed on such suspension, or as soon as practical after the Accused Student is prepared to participate in such a hearing.

#### PART D: DISCIPLINARY SANCTIONS

Sanctions which may be imposed for violations of the Student Code are listed below. In determining appropriate sanctions, the Hearing Body may take into consideration any and all prior violations of the Code for which the Accused Student was determined to be responsible. The Hearing Body shall have the authority to defer the imposition of any sanction when deemed appropriate. The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code, including the completion of all sanctions imposed, if any.

1. **Sanctions Which May Be Imposed for Violations of the Code:** The following sanctions may be imposed, individually or in various combinations, on any student found to have violated the Student Code, and will be entered into the Student's disciplinary records. Notation of disciplinary sanctions shall be on file only in the appropriate office in the Division of Student Affairs and shall not be released without the written consent of the Student except to appropriate University enforcement personnel, University police, staff and administrators, or as required by law.
  - a. Warning: A disciplinary warning is a written notice to a Student advising him or her that specific behavior or activity constitutes a violation of the Code and that the repetition of such behavior will likely result in the commencement of more serious disciplinary action by the University.



- b. Fine: A sanction involving the imposition of a specified dollar amount due and payable by a specified date.
- c. Probation: Disciplinary probation is a designated period of time during which a Student is given the opportunity to modify unacceptable behavior and/or to complete specific assignments in an effort to regain full student privileges within University Community. Disciplinary probation may involve the imposition of certain restrictions and/or conditions upon the Student including, but not limited to, financial restitution, community service, fines, referral for professional services such as counseling, participation in educational programs, parental notification under limited circumstances, and ineligibility to participate in University activities or events. Periodic contact with a designated member of the University Community or non-college professional may be required. If the Student fully complies with the terms and conditions imposed in connection with the disciplinary probation, full student privileges will be restored to the student upon termination of the probationary period. Failure to comply with the terms and conditions of the probation constitutes prohibited conduct that is separate from and in addition to the conduct for which the probation was imposed. A Student accused of violation of probation will be given due notice of the alleged violation and the procedures set forth in this Code shall be followed.
- d. Loss of Privileges: Denial of specified privileges for a designated period.
- e. Restitution: Compensation for loss, damage to real or personal property. This may take the form of appropriate service and/or monetary or material replacement.
- f. Discretionary Sanctions: Work assignments, essays, service to the University, or other related discretionary assignments, referral for professional services such as counseling, participation in educational programs, parental notification under limited circumstances, and ineligibility to participate in University activities or events. Periodic contact with a designated member of the University Community or non-college professional may be required.
- g. Residence Hall Warning: A written notice to a Student advising him or her that specific behavior or activity constitutes a violation of the Code and that the repetition of such behavior will likely result in the commencement of more serious disciplinary action by the University.
- h. Residence Hall Probation: Residence hall probation is a designated period during which an Accused Student is given the opportunity to modify unacceptable behavior and/or to complete specific assignments in an effort to regain full student privileges within the residence hall in which the Student resides. Residence hall probation may include restrictions and/or conditions on the exercise of residence hall activities and privileges. Periodic contact with a designated member of the residence hall staff or professional may be required. If the Accused Student fully complies with the terms and conditions imposed in connection with the residence hall probation,



full residence hall privileges will be restored to the Student upon termination of the probationary period. Failure to comply with the terms and conditions of the probation constitutes prohibited conduct that is separate from and in addition to the conduct for which the probation was imposed. A Student accused of violation of probation will be given due notice and the procedures set forth in this Code shall be followed.

- i. Residence Hall Separation: Separation of the Student from the residence halls for a definite period of time, after which the Student is eligible to return. Conditions for readmission may be specified.
  - j. Residence Hall Expulsion: Permanent separation of the Student from the residence halls.
  - k. Suspension: Suspension is temporary disciplinary separation from all universities among CSCU and the denial of all student privileges. Suspension shall be effective on the date that notice of the suspension is provided to the Accused Student, or later, if so stated in the notice, and shall prescribe the date and conditions upon which the Student may petition for readmission to the University. A Student separated from all universities within CSCU by suspension may under the terms of the suspension be excluded from the premises of all CSCU premises when in the judgment of the suspending authority, the Student's continued presence would constitute a danger to persons or property or a threat to the academic process. Notwithstanding the foregoing, the suspending authority of the suspended Student's home University or his or her designee may authorize a suspended student who has been excluded from all University premises to enter the premises of the student's home University for designated purposes.
  - l. Expulsion: Expulsion is permanent disciplinary separation from all universities within CSCU and the denial of all student privileges. Expulsion shall be effective on the date that notice of expulsion is provided to the Accused Student, or later, if so stated in the notice. A student separated from all universities of CSCU by expulsion may under the terms of the expulsion be excluded from all CSCU Premises when in the judgment of the expelling authority the Student's presence would constitute a danger to persons or property or a threat to the academic process.
2. **Revocation of Admission and/or Degree**: Upon the recommendation of the Hearing Body, admission to or a degree awarded from the University may be revoked by the University, acting through its President (or his or her designee) for fraud, misrepresentation, or other violation of University standards in obtaining admission or the degree.
  3. **Consequences of Failure to Comply with a Duly Assigned Sanction**: Failure to comply with sanctions which have been assigned through a formal judicial process may lead to one or more of the following consequences:
    - a. Denial of access to certain university services, including, but not limited to housing and parking;



- b. Denial of access to administrative processes, including, but not limited to, course add/drop, pre-registration, registration, and room selection; and/or
- c. Withholding of the privilege of participation in university sponsored activities and/or public ceremonies, or formal disciplinary charges under II.B hereof.

**4. Sanctions Which May Be Imposed on Student Organizations**

- a. Sanctions: Those sanctions listed in subsections 1.a through f of Section II.D.
- b. Loss of recognition: Loss of recognition for a specified period of time results in the loss of privileges, such as the use of university space, access to student activity fee funding, and/or the privilege of functioning as a student organization. Loss of recognition for more than two (2) semesters shall require that an organization reapply for University recognition. Conditions for future recognition may be imposed by the hearing body.



### **III. CONDUCT AND DISCIPLINARY PROCEDURES APPLICABLE TO COMMUNITY COLLEGE STUDENTS**

Procedures for Community College students differ from those procedures applicable to either the Universities or Charter Oak State College. This is due to the environmental, cultural and administrative differences within the types of the institutions comprising CSCU. Procedures for addressing allegations and sanctions regarding academic misconduct (as defined in Section I.D.1 above) for Community College Students as set for in this Section III of the Code.

#### **PART A: DISCIPLINARY PROCEDURES (Academic and Non-Academic Misconduct)**

In regard to College Students, the following procedures shall govern the enforcement of the Code:

1. Information that a student may have violated the Code should be submitted to the Dean of Students, Dean of Academic Affairs or other designee of the President (hereinafter referred to as "the Dean"), normally within thirty (30) calendar days of the date of a possible violation or within thirty (30) calendar days of the date that the facts constituting a possible violation were known.
2. Upon receipt of information relating to a possible violation, the Dean may immediately place restrictions on or suspend a student on an interim basis if, in the judgment of the Dean, the continued presence of the student at the College or continued participation in the full range of college activities poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process.
  - a. "Interim restrictions" are limitations on the Student's participation in certain College functions and activities, access to certain locations on campus or access to certain persons, that do not prevent the Student from continuing to pursue his/her academic program. A Student upon whom the Dean has placed interim restrictions shall be afforded written reasons for the restrictions, as well as the time period during which the interim restrictions shall apply. The decision of the Dean regarding interim restrictions shall be final.
  - b. "Interim suspension" is the temporary separation of the Student from the College that involves the denial of all privileges, including entrance to College premises. Prior to imposing an interim suspension, the Dean shall make a good faith effort to meet with the Student. At this meeting, the Dean shall inform the Student of the information received and provide the Student an opportunity to present other information for the Dean's consideration. Based upon the information available at that time, the Dean shall determine whether the Student's continued presence on campus poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process. A Student suspended on an interim basis by the Dean shall be provided written reasons for the suspension and shall be entitled to an administrative conference or a hearing as soon as possible, normally within ten (10) calendar days from the date the interim suspension was imposed. The decision of the Dean regarding an interim suspension shall be final.
3. Following the imposition of interim restrictions or interim suspension, if any, the Dean shall promptly investigate the information received by meeting with individuals who may have knowledge of the matter, including the accused Student, and by reviewing all relevant documents.



If upon the conclusion of the Dean's investigation, the Dean determines that there is insufficient reason to believe the Student has committed a violation of any part of Section I.D. of this Policy, the Dean shall dismiss the matter and shall so inform the Student in writing.

4. If upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the Student has committed a violation of any part of Section I. D. of this Code and, after considering both the possible violation and the prior conduct record of the Student, that a sanction of less than suspension or expulsion is appropriate, the Dean shall schedule an administrative conference with the Student. The Student shall be given reasonable notice of the time and place of the conference. At the administrative conference, the Student shall have the opportunity to present information for the Dean's consideration. At the conclusion of the administrative conference, the Dean shall determine whether it is more likely than not that the Student has violated the Policy and, if so, impose a sanction less than suspension or expulsion. The Dean shall provide the Student with a written explanation for the determination. The decision of the Dean shall be final.
5. If upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the Student has committed a violation of any part of Section I.D. of this Code and, after considering both the violation and the prior conduct record of the Student, that a sanction of suspension or expulsion is appropriate, the Dean shall provide the Student with reasonable written notice of a meeting and shall inform the Student that his/her failure to attend the meeting or to respond to the notice may result in the imposition of the maximum permissible sanction. At the meeting, the Dean shall provide the Student with a written statement that shall include the following:
  - a. a concise statement of the alleged facts;
  - b. the provision(s) of Section I.D. that appear to have been violated;
  - c. the maximum permissible sanction; and
  - d. a statement that the student may resolve the matter by mutual agreement with the Dean, or may request a hearing by notifying the Dean in writing, which must be received by 5:00pm on the following business day.
6. If the Student requests a hearing, he/she is entitled to the following:
  - a. to be heard within five (5) days or as soon as reasonably possible, by an impartial party or panel whose members shall be appointed by the Dean;
  - b. if the Dean appoints an impartial panel, to have a Student on the panel if requested by the Student;
  - c. to appear in person and to have an advisor who not shall attend as a representative of the Student. However, if there is pending at the time of the hearing a criminal matter pertaining to the same incident that is the subject of the hearing, a lawyer may be present for the sole purpose of observing the proceedings and advising the Student concerning the effect of the proceedings on the pending criminal matter;
  - d. to hear and to question the information presented;
  - e. to present information, to present witnesses, and to make a statement on his or her behalf; and
  - f. to receive a written decision following the hearing.
7. As used herein, the term "impartial" shall mean that the individual was not a party to the incident under consideration and has no personal interest in the outcome of the proceedings. Prior to the



commencement of the hearing, the Student who is subject to the hearing may challenge the appointment of an impartial party or panel member on the ground that the person(s) is (are) not impartial. The challenge shall be made in writing to the Dean and shall contain the reasons for the assertion that the person(s) is (are) not impartial. The decision of the Dean shall be final.

8. The written decision of the impartial party or panel shall specify whether, based on the information presented, it is more likely than not that the Student committed the violation(s) reported and shall state the sanction to be imposed, if any. The written decision shall be provided to the Student.
9. Sanctions imposed by an impartial party or panel are effective immediately. The President may, for good cause, suspend imposition of the sanctions imposed by the impartial party or panel to allow the Student time to prepare a written request for review. If a written request is received, the President may continue to suspend imposition of the sanctions until he has reviewed and acted on the Student's request.
10. A written request for review of the decision of the impartial party or panel must be received by the President within three (3) calendar days after the Student is notified of the decision and must clearly identify the grounds for review. The review by the President is limited to the record of the hearing, the written request, and any supporting documentation submitted with the request by the Student. The decision of the impartial party or the panel shall be upheld unless the President finds that:
  - a. a violation of the procedures set forth herein significantly prejudiced the Student; and/or
  - b. the information presented to the impartial party or panel was not substantial enough to justify the decision; and/or,
  - c. the sanction(s) imposed was (were) disproportionate to the seriousness of the violation.
11. Decisions under this procedure shall be made only by the college officials indicated.

## **PART B: DISCIPLINARY SANCTIONS**

The prior conduct record of a Student shall be considered in determining the appropriate sanction for a Student who has been found to have violated any part of Section I.D. of this Code. Sanctions shall be progressive in nature; that is, more serious sanctions may be imposed if warranted by the prior conduct record of the Student.

A "sanction" may be any action affecting the status of an individual as a Student taken by the College in response to a violation of this Policy, and for the purposes of this Section III of the Code include but are not limited to the following:

1. "Expulsion" is a permanent separation from the College that involves denial of all Student privileges, including entrance to College premises;
2. "Suspension" is a temporary separation from the College that involves denial of all Student privileges, including entrance to college premises for the duration of the suspension, and may include conditions for reinstatement;



3. "Removal of College Privileges" involves restrictions on Student access to certain locations, functions and/or activities but does not preclude the Student from continuing to pursue his/her academic program;
4. "Probation" is a status that indicates either (a) serious misconduct not warranting expulsion, suspension, or removal of College privileges, or (b) repetition of misconduct after a warning has been imposed;
5. A "Warning" is a written notice to the Student indicating that he or she has engaged in conduct that is in violation of Section I.D. of this Code and that any repetition of such conduct or other conduct that violates this Code is likely to result in more serious sanctions;
6. "Community Restitution" requires a Student to perform a number of hours of service on the campus or in the community at large.



## **IV. CONDUCT AND DISCIPLINARY PROCEDURES APPLICABLE TO CHARTER OAK STATE COLLEGE STUDENTS**

Procedures for Charter Oak State College students differ from those procedures applicable to either the Community Colleges or the Universities. This is due to the environmental, cultural, and administrative differences within the types of the institutions comprising CSCU. Procedures for addressing allegations and sanctions regarding academic misconduct (as defined in Section I.D.1 above) for Charter Oak State College Students as set for in this Section IV of the Code.

### **PART A: RIGHTS AND RESPONSIBILITIES OF HEARING PARTICIPANTS**

Hearing participants may include the accused student(s), a complainant, witnesses, support person(s), and the members of the hearing body.

The complaining party, any alleged victim, and the student who has been charged shall each have the right to:

1. Be notified of all charges.
2. Review any written complaint(s) submitted in support of the charge(s).
3. Be informed of the hearing process.
4. Request a delay of a hearing due to extenuating circumstances.
5. Be accompanied by an advisor or support person during the hearing.
6. Be present at all stages of the hearing process except during the private deliberations of the hearing body.
7. Submit a written statement regarding the incident.
8. Give a personal statement.
9. Question all statements and other information presented at the hearing.
10. Present information and witnesses when deemed appropriate and relevant by the hearing body.
11. Be informed of the finding(s) as well as any sanctions imposed.
12. Present a personal or community impact statement to the hearing body upon a finding of "Violation."

In addition to the above-mentioned rights, a student who has been charged with a violation of the Student Code of Conduct shall have the right to:

1. Be notified of the proposed information to be presented and to know the identity of witnesses who have been called to speak at the hearing when the Chair of the disciplinary hearing knows such information.
2. Request an alternate hearing panel member when there is reasonable cause to believe that the hearing panel will be unable to conduct an impartial hearing.
3. Be presumed not to be in "violation" of the code unless the facts presented at the hearing prove otherwise.
4. Deny or admit violating the Code of Conduct.
5. Decline to give a personal statement.
6. Present Character Witnesses, if appropriate.
7. Receive a written notice of the sanction(s) imposed.



**PART B: DISCIPLINARY PROCEDURES**

The Administration and the Faculty of Charter Oak State College believe that all members of the academic community are entitled to expect compliance with Section I.D.1 Prohibited Conduct. Accordingly, any Student or employee of the College may initiate a disciplinary process in the manner specified by this section. Once the process has been initiated, all subsequent decisions concerning possible discipline of a Student or students rest with the appropriate College officials. The President shall designate the Provost or another College official to have responsibility for the disciplinary procedures.

1. A statement of possible violation must be filed in writing with the Provost within thirty (30) business days of the date of the alleged violation or within thirty (30) business days of the date the alleged violation was known. Said statement must specify the Student conduct in question and the part or parts of Section I.D.1 Prohibited Conduct, which it is alleged said conduct violates, if applicable.
2. If the Provost determines that the alleged conduct may violate the provisions of the Code or otherwise threatens the safety or order of the College, the Provost shall, within ten (10) business days of receiving a written statement, provide written notice to the Student of the statement of possible violation(s) and the fact that the allegations will be investigated. The investigation shall be conducted by the Provost and/or his or her designee(s), and may include but not be limited to interviews with witnesses, the complainant(s), and review of any pertinent materials and information, and shall include an interview with the Student suspected in engaging in misconduct conduct unless the Student suspected declines to be interviewed. The investigation shall be completed within thirty (30) business days of the Provost's receipt of the written statement of possible violation. A record of the investigations will be maintained.
3. Following completion of the informal investigation specified above, the Provost will (a) determine that there is insufficient basis in fact and dismiss the matter or (b) conclude that there is a sufficient factual basis for discipline.
4. If the Provost determines there is a sufficient factual basis for moving forward with disciplinary proceedings, he or she shall cause a written statement of charges to be provided to the Student. Said statement shall contain (a) a concise statement of the facts on which the charge is based; (b) a citation of the rule or rules alleged to have been violated; (c) a statement of the maximum penalty sought; (d) a statement that the Student may request a hearing by responding in writing to the Provost within thirty (30) business days requesting such hearing; and (e) a statement that failure to request a hearing may result in imposition of the penalty sought.
5. If the Student requests a formal hearing, the Student is entitled to the following: (a) a hearing be conducted within thirty (30) business days after receipt by Provost of a written request for a hearing; (b) to be heard by an impartial panel chaired by the Dean of the Faculty or his/her designee and composed of no fewer than two members of the Charter Oak State College Faculty, one appointed by the Dean of the Faculty and one Student appointed by the Student Association; (c) to appear in person or through a conference call or other mutually agreed upon electronic means; or to have a representative attend on his/her behalf; (d) be accompanied by a support person during the hearing; (e) to hear and have a reasonable opportunity to question adverse witnesses and to present evidence and testimony in his/her behalf; and (f) to receive a written decision within ten (10) business days following the hearing specifying the panel's



findings and the penalty assessed, if any. The hearing shall be taped and a record shall be maintained of this hearing.

6. Hearing: A hearing shall be conducted following the guidelines specified below:

*On-site:*

- a. A hearing shall be conducted in private.
- b. Admission of any person into the hearing room shall be at the discretion of the chair of the hearing body. The chair, who is the Dean of the Faculty or his/her designee, shall have the authority to discharge or to remove any person whose presence is deemed unnecessary or obstructive to the proceeding.
- c. Except as directed by the chair, support persons shall limit their role in a hearing to that of a consultant to the accused, to the complainant or to the victim.
- d. The complainant and the accused are responsible for presenting their respective witnesses, any additional information, and any concluding statements regarding the charges and the information.
- e. In a manner deemed appropriate by the chair, the complainant and/or the accused may question the statements of any person who testifies.
- f. The hearing panel may question any witness presented by the accused and the complainant, including the complainant and the accused as well as any other witnesses the chair may choose to call.
- g. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the Hearing Body at the discretion of the chair.
- h. All procedural questions are subject to the final decision of the chair or the Provost.
- i. After the hearing has concluded, the hearing panel, in private, will decide whether the Student charged with misconduct is in violation of the Student Code of Conduct. The Dean of the Faculty or his/her designee may participate in the discussion, but is a non-voting member. Only evidence introduced at the hearing shall be considered in the determination of the decision. Each decision shall be made on the basis of whether or not the information presented at the hearing substantiates the charges in a more likely than not manner.
- j. If the panel finds that the student violated the Student Conduct Code, the panel, in private, shall review the Student's academic transcript and disciplinary record, hear a character witness, if appropriate, and impose the appropriate sanction (s). The decision of the panel will be provided in writing to the Provost. The decision and sanction will be sent to the student in writing by the Provost.
- k. A taped record of the hearing will be maintained. The record shall be the property of the College.

*Via the Phone:*

- a. For the accused or complainant who cannot attend in person, Charter Oak State College will set up a conference call.
- b. Twenty-one (21) business days before the hearing, the Provost must receive all materials to be presented by the accused and by the complainant, including the names and relationships of the character witnesses and support persons. The Provost will send copies of the materials to the hearing panel, the accused, and



- the complainant at least seven (7) business days before the hearing. The Provost will arrange for the conference call.
- c. The procedures outlined in the "on-site" section will be followed, unless they specifically apply only to the on-site hearing.
  - d. Within ten (10) business days of the conclusion of the formal hearing, a Student may appeal the decision, in writing, to the President. An appeal shall be limited to a consideration of the verbatim record of the hearing and supporting documents for one or more of the following: a.) the process set forth in the guidelines was not followed and resulted in prejudice to the Student; b.) the evidence presented was insufficient to justify the decision; and c.) sanction(s) imposed was/were disproportionate to the gravity of the offense. The President may accept the decision of the hearing panel, overturn their decision, return the matter to the original hearing panel, or appoint a new hearing panel. The decision of the original hearing panel or the new hearing panel or the President will be sent to the Student in writing by the President and will be final.
  - e. During any appeal period, any sanctions will remain in place and the Student will not be allowed to participate in a graduation ceremony nor graduate until the review process has been completed and a final decision rendered.

#### **PART C: INTERIM ADMINISTRATIVE ACTION**

The President or his/her designee may impose an interim "College Suspension" and/or other necessary restrictions on a Student prior to a hearing on the Student's alleged violation. Such action may be taken when, in the professional judgment of the President or his/her designee, a threat of imminent harm to persons or property exists.

Interim Administrative Action is not a sanction. Rather, it is an action to protect the safety and well-being of an accused Student, or other members of the College community, or greater community or to protect property. Such action is in effect only until a hearing is completed.

#### **PART D: DISCIPLINARY SANCTIONS**

Disciplinary penalty shall mean any action affecting the status of an individual as a Student taken by the College in response to a Student's misconduct in violation of Section I.D.1 Prohibited Conduct above, which penalties shall include but not be limited to:

1. Warning - A written notice that the Student has violated College Policy and a warning that another violation will likely result in a more severe sanction.
2. Restitution - Compensation for loss of or damage to property.
3. Academic Sanctions
4. Suspension - Suspension is a temporary disciplinary separation from the College involving denial of all Student privileges, including entrance to College premises. A notation of "suspension" will be placed in the Student database but will not be placed on the Student transcript. Charter Oak State College will not accept credits earned at another institution or through any other means during a period of suspension. Suspensions shall range from one semester to two years.
5. Students who are suspended will receive no refund of tuition or fees.
6. A Student who has been suspended must apply for re-matriculation if he/she plans to return.
7. Expulsion - Expulsion is mandatory separation from the College involving denial of all Student privileges, including entrance to college premises for a minimum of 5 years.



After the length of the term for expulsion has expired, the Student may request in writing directed to the Provost permission to re-matriculate. That permission must indicate why Charter Oak State College should allow the Student to return.

8. Charter Oak State College will not accept credits earned at another institution or through any other means during a period of expulsion. A permanent notation of "Dismissed" shall be placed on the Student's transcript.

Failure to comply with requirements of Restitution or Academic Sanctions above will result in dismissal from the institution. The Student must complete the requirements of the sanction before he/she would be allowed to apply for readmission and/or graduate.





**FOR CONN. GEN. STAT. § 10a-55m(f)**  
**SEXUAL VIOLENCE REPORT**  
**2016 SUBMISSION**

**PUBLIC AWARENESS, PREVENTION, AND RISK REDUCTION INFORMATION**



## Statement Regarding Sexual Violence

### ***In General***

The College is committed to creating a community that is safe and supportive of people of all gender and sexual identities; this statement pertains to the entire campus community, whether on ground or virtual, students, faculty, and staff. Two of the College's primary concerns are the health and well-being of each individual and fostering healthy interpersonal relationships. The principles of the Board of Regents ***Policy on Student Conduct*** (integrity, equity, respect and responsibility) address elements necessary for healthy interpersonal relationships and these principles are especially important when relationships become intimate. Sexual intimacy is permissible only if it is agreed to by all participants and all activity is affirmatively consensual at all times. Sexual misconduct, including sexual harassment, sexual assault and intimate partner violence, against anyone is unacceptable and is both a crime under State law and a violation of College policies, including but not limited to: ***Policy on Student Conduct, Violence Prevention and Response Statement, Statement Against Harassment***. The College is committed to providing an environment free of personal offenses.

### ***Reporting Encouraged***

The College strongly encourages the reporting of sexual misconduct, including sexual harassment, sexual assault and intimate partner violence, as an effective means of taking action by reporting such acts to the appropriate officials and pursuing criminal or disciplinary remedy, or both. The only way that action can be taken against anyone who violates another in such a manner is through reporting. The College can provide those who report sexual misconduct with many supportive options, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and general information regarding sexual assault. The College will preserve the confidentiality of those who report sexual misconduct to the fullest extent possible and allowed by law. College employees, victim advocates or community victim advocates being consulted will make any limits of confidentiality clear before any disclosure of facts takes place.

### ***Mandated Reporting***

Mandated reporting requirements of the Child Protection Law may require that a report be made to the Connecticut Department of Social Services whenever the College receives a report that a person under eighteen (18) years of age may have been sexually assaulted. In addition, those College employees who qualify as Campus Security Authorities under the Jeanne Clery Act have a duty to report information that comes to their attention of a possible sexual assault regardless of the age of the reported victim. The College also employs individuals who are members of professions that are mandated reporters under Connecticut law, such as early childhood professionals, nurses and others. In order to comply with the ethical requirements of their profession and the law, any such professional who receives a report of sexual violence may not be able to maintain the confidentiality of the reported violence.

### ***Privacy of Information Reported***

When the College receives a report of sexual assault and/or sexual misconduct, reasonable steps will be taken to preserve the privacy of the person reported to have been the victim while promptly investigating and responding to the report. While the College will strive to maintain the confidentiality of the information reported, which information is subject to privacy requirements of the Family Education Rights Privacy Act (FERPA), the College also must fulfill its duty to protect the College community and to assure that the appropriate disciplinary processes are implemented. As such, complete confidentiality cannot always be guaranteed.

Confidential resources, such as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center are bound by state statutes and



professional ethics from disclosing information about reports without written releases. Information that such persons receive from the reporter of a sexual assault or the person reported to have been assaulted cannot be disclosed legally to any other person without consent, except under very limited circumstances, such as an imminent threat of danger to self or others or if the reported victim is a minor. Therefore, for those who wish to obtain the fullest legal protections and disclose in full confidentiality, s/he must speak with a full confidential resource. The following is a partial list of such confidential resources in the College's service region:

The Center for Women and Families, Bridgeport (203) 384-9559  
Women's Center of Greater Danbury (203) 731-5204  
Women and Families Center, New haven (203) 235-4444  
Center for Sexual Assault Crisis, Stamford (203) 348-9346  
Adult Survivors of Child Abuse, Norwalk (203) 348-9346

Where it is deemed necessary for the College to take steps to protect the safety of the reported victim and/or other members of the College community, the College will seek to act in a manner so as not compromise the privacy or confidentiality of the person reported to be a victim of a sexual assault to the extent reasonably possible.

#### ***Rights and Options of Those Who Report***

Those who report any type of sexual misconduct, including sexual harassment, sexual assault or intimate partner violence, to a College employee will be informed in a timely manner of all their rights and options, including the necessary steps and potential outcomes of each option. When choosing a reporting resource the following information should be considered:

- All reports of sexual misconduct, including sexual harassment, sexual assault and intimate partner violence, will be treated seriously and with dignity by the College.
- Referrals to off-campus counseling and medical services that are available immediately and confidentially, whether or not those who report an assault feel ready to make any decisions about reporting the assault to police, the Dean of Students or the College's Title IX Coordinator.
- Those who have been assaulted have the right to take both legal action (criminal/civil action) and action in accordance with the ***Policy on Student Conduct*** and ***Policy Against Harassment*** against the individual allegedly responsible.
- Those who may wish that her/his report of an assault to be handled in a confidential manner may contact the Center for Sexual Assault Crisis, Stamford (203) 348-9346 - bound by state statutes and professional ethics to maintain confidentiality without written releases.

#### ***Options for Changing Academic, Transportation and Working Arrangements***

Housatonic Community College will provide assistance to those involved in a report of sexual harassment, sexual assault or intimate partner violence, including but not limited to, reasonably available options for changing academic, campus transportation or working situations as well as honoring lawful protective or temporary restraining orders.

- ***The procedures to follow after the commission of such violence, including people or agencies to contact for reporting purposes or to request assistance, and information on the importance of preserving physical evidence;***

Housatonic's Office of Public Safety (203) 332-5025  
Connecticut State Police (203) 696-2500  
Bridgeport Police Department (203) 576-7671



**Agency Contact Information**

It is the Practice of the College that whenever the College's Title IX Coordinator or other employee receives a report that a student, faculty or staff member has been subjected to sexual misconduct, including sexual harassment, sexual assault or intimate partner violence, the College's Title IX Coordinator or other employee shall immediately provide student, faculty or staff member with contact information for and, if requested, professional assistance in accessing and using campus, local advocacy, counseling, health, and mental health services. The following list of services, including contact information, is provided for this purpose:

The Center for Women and Families, Bridgeport (203) 384-9559  
Women's Center of Greater Danbury (203) 731-5204  
Women and Families Center, New haven (203) 235-4444  
Center for Sexual Assault Crisis, Stamford (203) 348-9346  
Adult Survivors of Child Abuse, Norwalk (203) 348-9346  
Housatonic Department of Public Safety (203) 332-5025  
Bridgeport Center for Women & Children (203) 333-2233  
St. Vincent's Medical Center (203) 576-5171  
Connecticut Sexual Assault Crisis Services 1-888-999-5545  
Bridgeport Hospital 1-888-357-2396  
Connecticut Office of Victim Services 1-800-822-8428

**Right to Notify Law Enforcement & Seek Protective and Other Orders**

Those who report being subjected to sexual misconduct, including harassment, sexual assault or intimate partner violence, shall be provided written information about her/his right to:

- (1) notify law enforcement and receive assistance from campus authorities in making the notification; and,
- (2) obtain a protective order, apply for a temporary restraining order or seek enforcement of an existing order. Such orders include:
  - standing criminal protective orders;
  - protective orders issued in cases of stalking, harassment, sexual assault, or risk of injury to or impairing the morals of a child;
  - temporary restraining orders or protective orders prohibiting the harassment of a witness;
  - relief from physical abuse by a family or household member or person in a dating relationship; and
  - family violence protective orders.

Information pertaining to how to apply for a restraining is available at:

<http://jud.ct.gov/Publications/fm142.pdf> as well as through the Office for Victim Services.

In addition, the Office of Victim Services (OVS), Connecticut Judicial Branch, is the state's lead agency established to provide services to victims of violent crime. For further information, including contact information for the OVS, see: <http://jud.ct.gov/crimevictim/index.html> or call 1-800-822-8428.

Students should be aware that under Connecticut law (Public Act 12-114, entitled An Act Concerning Domestic Violence) that became effective on October 1, 2012, among other provisions, requires clerks of court, upon request of the protected person, to send notice of a protective order to the President and the special police force, if any, at the College or University at which the victim is enrolled. The full text of the statute can be found at: <http://www.cga.ct.gov/2012/ACT/PA/2012PA-00114-R00HB-05548-PA.htm>



### ***Student Conduct Procedures***

The ***Board of Regents Policy on Student Conduct*** provides the procedures for the investigation and resolution of complaints regarding student conduct, including those involving sexual harassment, sexual assault and intimate partner violence.

The College's Dean of Students or Title IX Coordinator can assist in explaining the student conduct process. The Dean of Students, Title IX Coordinator or designee are the designated recipients of reports of violations of the ***Expectations for Student Conduct*** set forth in the ***Policy on Student Conduct***. The Dean of Students also administers the ***Policy on Student Conduct*** process regarding any such reports. The ***Policy on Student Conduct*** provides an equal, fair, and timely process (informal administrative resolution or a formal adjudication) for complainants and accused students.

### ***Time to Report***

To summarize the procedures, normally reports must be received by the Dean of Students or other designee of the President Director of Public Safety, Master Sergeant Chris Gough ( 203) 332-5024 within thirty (30) days of the date of a possible violation or within thirty (30) days of the date the facts constituting a possible violation were known. However, the College recognizes that the decision to file a report of sexual misconduct or relationship violence is difficult and may take some time. Because memories may fade and witnesses may become inaccessible, the sooner information is gathered, the greater is the ability of the College to effectively investigate and resolve the matter fairly to all parties concerned.

### ***Danger to Persons, Property or Academic Process: Interim Suspension or Restriction***

Upon receipt of a report, the Dean must initially determine if, based upon the reported incident, the continued presence of the reported violator would constitute an unreasonable danger to the persons, property or academic process of the College. If the Dean so determines, the Dean is authorized to suspend or restrict the reported violator on an interim basis.

### ***Investigation***

The Dean is expected to conduct a thorough and impartial investigation into the report and, upon the conclusion of the investigation, the Dean must decide whether the information gathered leads to the conclusion that the reported student committed the reported violation.

### ***Range of Sanctions***

The ***Policy on Student Conduct*** provides sanctions for any violation of the Policy that range from a warning to separation from the College depending on the severity and the extent of the behavior, among other factors. The purpose of sanctions includes, but is not limited to: changing student behavior, protecting the College community from further violations and fostering a campus environment that is conducive to learning, teaching and working.

Upon the conclusion of the investigation, the Dean must determine whether or not the sanction for the violation involves suspension or expulsion from the College.

- ***Violation Not Warranting Suspension or Expulsion***

If the Dean determines the violation does not warrant suspension or expulsion from the College, then the Dean is expected to conduct an Administrative Conference and decide, after informing the accused student of the results of the investigation and after providing the accused student with an opportunity to provide additional information, whether a violation has occurred and, if so, what sanction not involving suspension or expulsion is appropriate. There is no right of review from such a decision of the Dean.



- ***Violation Warranting Suspension or Expulsion: Resolution Options***

If upon the completion of the investigation the Dean determines that the reported student has violated the ***Expectations for Student Conduct*** and that suspension or expulsion is warranted, the Dean shall offer the accused student a statement of the results of the investigation, a proposed agreement in lieu of a hearing and a statement of the student's rights at a hearing should there be a hearing.

***Rights of Both the Reported Victim and the Accused***

Additionally, both the reported victim and the accused student are entitled to the following:

- to be accompanied to any meeting or proceeding by an advisor or support person of their choice, provided that the advisor or support person does not cause a scheduled meeting to be delayed or postponed;
- to request that student conduct proceedings begin promptly;
- to have student conduct proceedings be conducted by an official trained in issues relating to sexual assault and intimate partner violence;
- to present information, including other persons, on their behalf;
- to have the student conduct proceedings use the more likely than not standard in determining whether a violation of the ***Expectations for Student Conduct*** has been committed, i. e., whether it is more likely than not that the reported act of sexual misconduct, including sexual harassment, sexual assault or intimate partner violence, was committed by the accused student.
- to be informed in writing of the results of the proceeding as soon as possible after it concludes, normally no later than the next business day after it concludes; and
- consistent with the requirements of the Family Educational Rights and Privacy Act (FERPA) and other federal and State laws, have their identities kept confidential.

***Key Definitions***

Sexual assault is defined to mean first, second, third and fourth degree sexual assault as well as aggravated first degree sexual assault and third degree sexual assault with a firearm as more specifically defined in Connecticut State law.

Sexual Misconduct is defined as:

- Non-consensual sexual intercourse, which includes any sexual intercourse (anal, oral, or vaginal), however slight, with any body part or object, by a man or a woman, without effective consent.
- Non-consensual sexual contact, which includes sexual touching, however slight, with any object, by a man or a woman, without effective consent.
- Sexual exploitation, which includes non-consensual, unjust or abusive sexual advantage taken by a student of another, for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute non-consensual sexual intercourse, non-consensual sexual contact or sexual harassment. Examples of sexual exploitation include, but are not limited to: prostitution, videotaping consensual sex without a partner's consent, peeping tommy and knowingly transmitting sexually transmitted infections without a partner's knowledge.

Consent is defined as informed, freely and actively given assent, involving an understandable exchange of affirmative words or actions, which indicates a willingness to participate in mutually agreed upon sexual activity. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. The lack of a negative response is not consent. Consent may not be given by a minor or



## **RESOURCES**

A variety of support resources are available on campus and in the community to assist in dealing with sexual violence. These resources are available whether or not the incident occurred on campus or off campus.

The College and community partners provide a range of services, resources, and mechanisms. In all cases, the choice may begin with an exploratory conversation. Making contact does not obligate anyone to utilize services or make any report.

For support and information on available options contacting any of the following is encouraged:

- Housatonic's Office of Public Safety (203) 332-5025
- Housatonic's Women's Center (203) 332-5268
- Housatonic's Counseling Center (203) 332-5097
- Dean of Students Office (203) 332-5184

### ***Additional Resources (Available 24 hours a day, 7 days a week)***

- The Center for Women and Families, Bridgeport (203) 384-9559
- Women's Center of Greater Danbury (203) 731-5204
- Women and Families Center, New haven (203) 235-4444
- Center for Sexual Assault Crisis, Stamford (203) 348-9346
- Adult Survivors of Child Abuse, Norwalk (203) 348-9346
- Adult Survivors of Child Abuse, Norwalk (203) 348-9346
- Housatonic Department of Public Safety (203) 332-5025
- Bridgeport Center for Women & Children (203) 333-2233
- St. Vincent's Medical Center (203) 576-5171
- Connecticut Sexual Assault Crisis Services 1-888-999-5545
- Bridgeport Hospital 1-888-357-2396
- Connecticut Office of Victim Services 1-800-822-8428

## **SEXUAL ASSAULT AWARENESS & EDUCATION**

Training is planned for faculty, staff members, and administrators. Each entering student will be given an emergency sexual assault notification card that explains available services for victims of sexual assault, as well as the immediate response role of College personnel.

## **CONCLUSION**

All members of the College community share a responsibility for upholding this practice as we strive to attain our goal of creating a community that is safe and free of violence.





# **Silent Witness**



**10/12-10/16**

**Silent Witness is a movement dedicated to raising awareness about domestic violence.**

**Each silhouette exposes a myth about domestic violence.**

**Visit all 10 silhouettes!!  
Enter the prize raffle!!**





# Silent Witness Fall 2015

## Domestic and Dating Violence

### Myth # 1

Survivors of Domestic violence who kill their batterers in self-defense are not prosecuted because “self-defense is not murder.”

#### FACT:

Survivors are regularly prosecuted for killing their batterers. In California there are at least 70 women in prison for killing their batterer in self-defense. There are thousands of women in prison for other crimes — failing to protect their children from the abuse, drug addiction as a coping mechanism, etc. On average it cost taxpayers \$25, 607 to keep one of them in prison for one year.

Follow this  
link to enter the raffle.





# Silent Witness Fall 2015

## Domestic and Dating Violence

### Myth # 2

Survivors of domestic violence could easily flee their relationships if they really wanted to do so.

#### FACT:

Fleeing a violent relationship requires resources that may not be available to all survivors. At a minimum it would require money and effective transportation to make any run a reality.

Follow this link to enter  
the raffle.





# Silent Witness Fall 2015

## Domestic and Dating Violence Myth # 3

Domestic violence is only physical abuse.

**FACT:**

Domestic violence can be economic, sexual,  
and psychological abuse.

Follow this link to enter  
the raffle.





# Silent Witness Fall 2015

## Domestic and Dating Violence

### Myth # 4

Alcohol and drug use are major causes of domestic violence.

**FACT:**

Alcohol and drug use is often associated with domestic violence but are not causes of domestic violence. There are people who beat their partners do not drink. And people who beat their partners don't go around beating everybody — friends, co-workers, etc.

Follow this link to enter  
the raffle.





# Silent Witness Fall 2015

## Domestic and Dating Violence

### Myth # 5

Domestic violence is due to poverty and/  
or a lack of education.

**FACT:**

Domestic violence is common throughout society,  
regardless of economic status or education level.

Follow this link to enter  
the raffle.





# Silent Witness Fall 2015

## Domestic and Dating Violence

### Myth # 6

Domestic violence is not a common occurrence.

**FACT:**

29% of women and 22% of men experienced physical, sexual, or psychological intimate partner violence during their lifetime. In the US every year, about 1.5 million women and more than 500,000 men were raped or physically assaulted by an intimate partner.

Follow this link to enter  
the raffle.





# Silent Witness Fall 2015

## Domestic and Dating Violence

### Myth # 7

Children who are raised in an abusive household, and are not physically abused themselves are not affected by the abuse.

#### FACT:

The psychological impact of being raised in an abusive household can be profound. Many children develop cognitive and psychological problems after having experienced abuse second-hand. Ex. Eating disorders, aggressive behaviors, depression, stuttering and shaking.

Follow this link to enter  
the raffle.





# Silent Witness Fall 2015

## Domestic and Dating Violence

### Myth # 8

A battered woman has no legitimate reasons for staying in a violent relationship.

**FACT:**

There are many social, economic, cultural and rational reasons a woman might choose to stay in an abusive relationship. Often, there is no place for her to go and no way for her to support herself and her children. She may be reluctant to leave for emotional or religious reasons.

**Separation violence:** Battered women are in the greatest danger of severe or lethal attacks when they attempt to leave the relationship, so only they can judge when it is right for them.

Follow this link to enter  
the raffle.





# Silent Witness Fall 2015

## Domestic and Dating Violence

### Myth # 9

Men are victims of domestic violence as often as women are.

**FACT:**

Research shows that women are victims in 95% of domestic violence cases. To the extent women do use violence, it is generally in self-defense. Reports of violence are often exaggerated because abusers will accuse their partners as a way to avoid or minimize their own responsibility.

Follow this link to enter  
the raffle.





# Silent Witness Fall 2015

## Domestic and Dating Violence

### Myth # 10

You have never met a survivor of domestic violence.

**FACT:**

We all know victims, we just may not know it. World-wide statistics suggest that between 1/4 and 1/2 of all women experience violence in an intimate relationship.

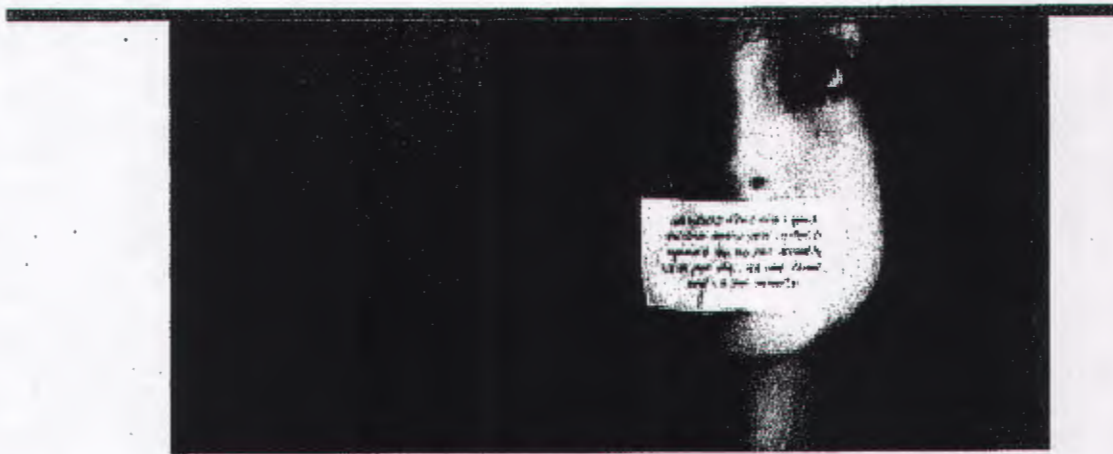
Follow this link to enter the raffle.





# No Witness Play:

An Interactive Play



Actors will portray the trial of a defendant accused of rape, and after hearing all the testimony members of the audience will be selected as jurors to decide the case's verdict. While the jury deliberates, A facilitator from the Center for family Justice will lead a discussion with the rest of the audience. The play is designed to make people question their own assumptions about date rape and perceptions of rape survivors.

Wednesday, April 15<sup>th</sup>

11:00 am

Performing Arts Center





Dear Student,

The administration and Student Life Office of Housatonic Community College shares your exceptional vision and ambition for all aspects of your life, in and out of the classroom. Your personal and professional development, and that of your peers, is the cornerstone of a partnership that will last during your years here and beyond. It is an exciting journey on which we embark together!

As always, your commitment to yourself comes with a shared commitment to the health and welfare of others. Just as you have throughout your life, you will have a special opportunity to impact the lives of your peers in positive and productive ways, and we are committed to helping you do so in any way that we can.

This is why HCC has partnered with EverFi, whose mission is to help students address critical life skills such as alcohol abuse prevention, sexual assault prevention and financial literacy, in high schools and higher education institutions across the country. Each year over ½ million students complete these courses.

As part of our comprehensive prevention efforts for new students, Housatonic Community College **expects you to complete "Haven"**. This online course is a thoughtful, educated, and educating program for adults committed to thinking about their life choices. **A communication with registration information will follow.**

**Course Details:**

<b>Haven Understanding Sexual Assault</b> – Learn about healthy relationships, the importance of consent and being a good communicator, and the many ways you can help create the safe, positive campus you want to be a part of.		
<b>COURSE OPENS</b>	<b>Monday, January 5, 2015</b>	<p><b>Haven</b> UNDERSTANDING SEXUAL ASSAULT</p> <p>Time required to complete Haven: ~1 hour</p> <p>Part 1: Course Content (Modules 1 to 6)</p> <p>Part 2: Assessment</p> <p>Pre-Survey → Course Content → Exam → ~30-45 day Intercession → Post Survey</p>
<b>Part 1 Due</b>	<b>Tuesday, January 13, 2015</b>	
<b>Part 2 Due</b>	<b>Friday, February 20, 2015</b>	

Please note the course may include surveys to help personalize your experience and measure your attitudes and behaviors. All survey responses are confidential; the school will only receive information about the student body as a whole and will never see any individual student's answers.

HCC is deeply committed to the greatest health and welfare, and ultimate success and happiness, of all of our members. We hope you enjoy the course!

Sincerely,  
**Kelly K. Hope**  
Director of Student Activities

900 Lafayette Boulevard, Bridgeport, CT 06604-4704 203.332.5000 Fax: 203.332.5123

A Member of the Connecticut Community College System  
An Equal Opportunity Employer



Enough Screening Discussion -- Think Again Question -- Myths in the movie.

J. Lo walked away a free woman after killing her batterer because "self-defense is not murder".

Fact: J. Lo probably would've been convicted of 1<sup>st</sup> degree murder and sentenced to life in prison. Many women in prison for killing their batterer in self-defense or failing to protect their children.

- Taxpayer cost \$25,607 per prison per year.

J. Lo's batterer is representative of most batterers: one-dimensional, obviously psychopathic.

Fact: Many perpetrators of domestic violence have a public and private face: outwardly, they may be charming gentlemen, but in the privacy of the home they are abusive.

Survivors of domestic violence have the resources to flee to other states to escape the abuse.

Fact: Fleeing to several other states to escape the abuse is not a realistic option for most.

- Most survivors do not have the money to fund leaving in secret, especially in financial abuse cases.

J. Lo would not be charged with kidnapping for taking her daughter to another state.

Fact: Abused women who flee the state with their children can be convicted of parental kidnapping.

Domestic violence is only physical abuse.

Fact: Domestic violence can be economic, sexual, and psychological abuse.

Restraining orders are just a piece of paper.

Fact: A study of women with restraining orders found that: 70% the violence stopped, 19% a decrease, and 11% remained the same/got worse.

More Myths:

Domestic violence is due to poverty or lack of education.

False. Domestic violence is common throughout all levels of society, whether rich or poor.

Alcohol and drugs is a major cause of domestic violence.

False. They are often associated with DV, not a cause of DV. Ppl who beat partners do not beat other ppl.

Domestic violence is not a common occurrence.

False. 29% of women and 22% of men experienced physical, sexual, or psychological IPV during their lifetime. Yearly, about 1.5 mill. women and more than 800,000 men are raped or physically assaulted by IP.

If you are not physically injured it is not abuse.

False. Abuse comes in many forms: sexual, physical, verbal, and emotional. Repeated scaring, intimidating, harassing, isolating, humiliating, or threatening the other person is abuse.

A battered woman leaves her husband many times.

True. Contrary to portrayals of battered women as helpless, most women surviving in abusive relationships leave many times and routinely act in ways to try to minimize the abuse and to protect their children.

Children who are raised in an abusive household, but are not abused themselves, are not affected by the abuse.

False. The psychological impact of being raised in an abusive household can be profound. Many children develop cognitive and psychological problems after having experienced abuse second-hand.



A battered woman has many legitimate reasons for staying in a violent relationship.

True: There are many social, economic, cultural and rational reasons a woman might choose to stay in an abusive relationship. -- Separation violence: Battered women are in the greatest danger of severe or even lethal attacks when they attempt to leave.

Men are victims of domestic violence as often as women are.

False: Research shows that women are victims in 95% of domestic violence cases.

Everyone knows a victim of domestic violence.

True: We all know victims. World-wide between  $\frac{1}{4}$  and  $\frac{1}{2}$  of all women experience IPV.

Key Questions:

Is domestic violence caused by the patriarchal values of our culture, or is domestic violence caused by individual socioeconomic and/or psychological factors (e.g. substance abuse, mental illness, unemployment)? Causes?

Should the police be required to arrest a perpetrator of domestic violence?





**The Clothesline Project** is a visual display of t-shirts decorated to represent the impact of domestic and sexual violence. Students will be given the opportunity to make shirts with messages of hope or to let go of something from a time of violence in their past.

**BREAK THE SILENCE  
MAKE A TSHIRT**

**9/28 and 9/29  
11AM-2PM, LH Atrium**

The Clothesline Project will be displayed from **October 2nd**  
**until October 6th** in the Beacon Hall Atrium.



**HOUSATONIC**  
COMMUNITY COLLEGE

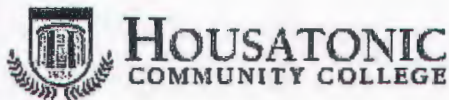




**FOR CONN. GEN. STAT. § 10a-55m(f)**  
**SEXUAL VIOLENCE REPORT**  
**2016 SUBMISSION**

**SUPPLEMENTAL INFORMATION**





## Title IX

**Title IX of the Education Amendments of 1972** is a federal law that protects all students attending or accessing services at an educational institution that receives federal funding. It allows all students to attend school in an environment free of harassment and gender based violence. Violations of your rights under Title IX would be sexual assault, sexual harassment, sex discrimination or gender discrimination. Here at Housatonic Community College we take our responsibility to address and protect these rights very seriously. If you would like to report a Title IX violation or if you would like more information please do not hesitate to contact our Title IX Coordinator.

**Marilyn Albrecht**  
Lafayette Hall – A202  
203-332-8521  
[malbrecht@hcc.commnet.edu](mailto:malbrecht@hcc.commnet.edu)

### Statement Regarding Sexual Violence

>> Housatonic Community College's Internal Procedures for Title IX grievances

>> Continuing Notice of Non-Discrimination

>> Frequently Asked Questions

>> Annual Events

### **Sexual Misconduct Policy**

The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college or university community has the opportunity to participate fully in the process of education and development. The BOR and CSCU strive to maintain a safe and welcoming environment free from acts of sexual misconduct and relationship violence. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and relationship violence.

The BOR strongly encourages the reporting of sexual misconduct, including sexual harassment, sexual assault and intimate partner violence, as an effective means of taking action by reporting such acts to the appropriate officials and pursuing criminal or disciplinary remedies, or both. The only way that action can be taken against anyone who violates another in such a manner is through reporting. Each and every BOR governed college or university shall provide those



who report sexual misconduct with many supportive options, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and general information regarding sexual assault. Each and every BOR governed college or university will preserve the confidentiality of those who report sexual misconduct to the fullest extent possible and allowed by law. All BOR and CSCU employees, victim advocates or community victim advocates being consulted will make any limits of confidentiality clear before any disclosure of facts takes place.

Sexual intimacy is permissible only if it is agreed to by all participants and all activity is affirmatively consensual at all times. Sexual misconduct, including sexual harassment, sexual assault, sexual exploitation and intimate partner violence, against anyone is unacceptable and is both a crime under State law and a violation of BOR policies. The BOR and each of its governed colleges and universities are committed to providing an environment free of personal offenses. Consensual sexual relationships between staff, faculty and students are discouraged pursuant to BOR policy.

### **Policy against Sexual Harassment**

Sexual harassment is a form of sex discrimination which is illegal under state and federal law and is also prohibited by the Connecticut Board of Regents for Higher Education Non-Discrimination Policy. In accordance with the Board policy sexual harassment may be described as:

Any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, (2) submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting the individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment or educational environment.

For the complete description of conduct which may constitute sexual harassment see the Connecticut Board of Regents Sexual Misconduct, Sexual Assault, and Intimate Partner Violence Policy and the Connecticut Board of Regents Student Code of Conduct in Appendix I.

Should you find yourself in a situation which you suspect may be a type of sexual harassment, you are urged to speak with the Title IX Coordinator, the Dean of Students' office, or the Director of Human Resources/Affirmative Action Officer. Any of these individuals will advise you of appropriate channels available to you and will respect the confidentiality of the situation.

### **Domestic Violence**

Domestic Violence knows no gender, class, religion, education, or economic standing. Housatonic is a community, and domestic violence needs to be addressed by the community. Knowledge and understanding are important and effective tools that faculty, students and staff can call upon to help a victim stay safe. Resource material is available for viewing or loan in the Women's Center, room BH-371 in Beacon Hall. If you would like to report a violation of the Domestic violence policy please contact the Title IX coordinator's office, the Dean of students' office, or the Director of Human Resources/Affirmative Action Officer.

### **Housatonic Community College's Internal Procedures for Title IX grievances**

**[Download Document Here](#)**

### **Continuing Notice of Non-Discrimination**

Housatonic Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression or genetic information in its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record.

Housatonic Community College no discrimina con base en la raza, color, creencias religiosas, edad, sexo, origen nacional, estado civil, descendencia, historia de enfermedades mentales presentes o pasadas, discapacidad física o mental, orientación sexual, identidad y expresión de género o información genética en sus programas y actividades. Además, Housatonic Community College no discrimina en el empleo con base adicional en el estatus de veterano o antecedentes criminales.



All programs are open to students. These programs are described in the Degree and Certificate Programs section of the *HCC College Catalog and Student Handbook*. There is selective admission criteria for the following Career and Technical Education Programs: Nursing and Occupational Therapy Assistant. Refer to the programs for special admission requirements.

The following person has been designated to handle inquiries regarding the non-discrimination policies: **Director of Human Resources/Equal Employment Opportunity Officer/Title IX, Mrs. Theresa Eisenbach Room LH-A203, phone (203) 332-5013; Federal and State Regulations Coordinator/Title IX Coordinator Marilyn Albrecht Room LH-A202, phone (203) 332-8521; and Section 504/ADA Coordinator, Dean of Students Office, Room LH-A110, phone (203) 332-5183; Housatonic Community College, 900 Lafayette Boulevard, Bridgeport, CT 06604.**

## Frequently Asked Questions

### 1. What is sexual misconduct?

- a. Sexual misconduct includes a range of offenses, which may include engaging in one or more behaviors: sexual harassment, sexual assault, sexual exploitation, or other nonconsensual acts. All such acts are forms of harassment and are covered under Title IX.

### 2. How do I know if I have been sexually harassed?

- a. Sexual harassment, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct which may constitute sexual harassment include but are not limited to:

- i. sexual flirtation, touching, advances or propositions
- ii. verbal abuse of a sexual nature
- iii. pressure to engage in sexual activity
- iv. graphic or suggestive comments about an individual's dress or appearance
- v. use of sexually degrading words to describe an individual
- vi. display of sexually suggestive objects, pictures or photographs
- vii. sexual jokes
- viii. stereotypic comments based upon gender
- ix. threats, demands or suggestions that retention of one's educational status is contingent upon toleration of or acquiescence in sexual advances.

### 3. How do I know if I have been sexually assaulted?

- a. Sexual assault shall include but is not limited to a sexual act directed against another person when that person either cannot or does not give consent, which shall mean the voluntary agreement by a person in the possession and exercise of sufficient mental capacity to make a deliberate choice to do something proposed by another.
  - i. Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b and 53a-73a of the Connecticut General Statutes.

### 4. How is consent relevant to sexual assault?

- a. A person who initially consents to sexual activity shall be deemed not to have consented to any such activity which occurs after that consent is withdrawn. Consent cannot be assumed because there is no physical resistance or other negative response. A lack of consent may result from mental incapacity (e.g., ingestion of alcohol or drugs which significantly impair awareness or judgment) or physical incapacity (e.g., the person is unconscious or otherwise unable to communicate consent).

### 5. What should I do if I have been sexually assaulted?

- a. It is hard to give a uniform answer to this question because everyone's response to an assault is different. Know that you are not alone and there are resources to support you both on and off campus. Here are some options for you to consider. Your safety is important so get somewhere where you feel safe and if you are in immediate danger or seriously injured, call 911. If you are not feeling safe but don't require 911 consider reaching



out to someone you trust. You do not have to go through this alone. Also remember that this is not your fault. What happened to you was not something you wanted and that is not okay. If you want to speak to someone to better understand your options consider calling the national hotline at 800.656.HOPE (4673). The person on the other end of the call will be trained staff member from an agency in your area. They will be able to discuss options with you and be able to listen to you. They can provide you with information about receiving medical attention, reporting options, and preserving evidence.

**6. Is it possible to be sexually harassed/assaulted by someone of the same gender?**

- a. Yes. If you have been subjected to unwanted sexual contact or sexual harassment, your gender and the gender of the alleged perpetrator are irrelevant. Title IX prohibits this type of conduct regardless of gender.

**7. If an incident of sexual violence occurs off-campus, can the College investigate?**

- a. Yes, if the incident has sufficient ties to HCC (if it occurs at an HCC event, if it involves an HCC student, staff member, or faculty member, etc.) then the Title IX Coordinator can investigate and provide a resolution.

**8. What do I do if I need help, but want my situation to remain confidential?**

- a. The privacy of the parties is a priority for the Title IX office. However, limited information must be disclosed in order to fully investigate a complaint. Student complainants may make a request for confidentiality directly to the Title IX Coordinator, in accordance with the stipulations in the Student Sexual Misconduct, Relationship Violence, and Stalking Process. To access confidential services you can reach out to local confidential service providers. Most of these agencies have websites with locations and contact information. Here is a list of some service providers around the state. (linked attachment)

**9. What if I want to remain anonymous?**

- a. Your privacy will be protected to the maximum extent possible, but total anonymity may hinder an investigation into your complaint. The Title IX Coordinator's office will do everything possible to protect the privacy of the parties involved throughout the process.

**10. What do I do if I want to file a report with the college, the police, or both?**

- a. To report sexual misconduct at Housatonic Community College you can contact the title IX coordinator, the Dean of students' office, or public safety. You can then meet with the Title IX coordinator and they will do an investigation in the conduct and take steps to address the conduct and remedy future conduct.

**11. How can I help a friend who has experience sexual misconduct?**

- a. It is not easy to share or discuss an experience with sexual misconduct. Having an awareness about that difficulty can allow you to be more supportive and helpful to your friend. and knowing that consider the following ways of showing support:
- Listen. Be there. Communicate without judgment.
  - If they need medical attention or plan to report, offer to be there. Your presence can offer the support they need.
  - Encourage the survivor to get support. Offer to help them find what they need, but realize that only they can make a decision about what is best for them.
  - Be patient. There is no timetable for recovering from trauma. Avoid putting pressure on them to engage in activities they aren't ready to do yet.

**12. I'm concerned that reporting might make matters worse. Should I still file a complaint?**

- a. Housatonic Community College has a strong stance against retaliating against someone who reports a Title IX violation in good faith. This policy is aggressively enforced if a complainant or a witness is retaliated against for participating in a Title IX investigation. When you are interviewed by the Title IX office, please inform us if you feel threatened in any way, so we can take steps to address it for you.

**13. Who has the duty to report sexual misconduct?**



- a. If you are an HCC employee you have a duty to report violations of sexual misconduct. This includes faculty, administrators, staff, and student employees who have supervisory, evaluative, grading, or advisory responsibility over other members of the community. Any employee who receives a complaint of sexual misconduct, learns of what may be potential sexual misconduct, or observes conduct that may constitute a violation of the policy is required to report the alleged conduct immediately to the Title IX Coordinator.

#### **14. Someone has filed a complaint against me, what do I do?**

- a. Do not contact the alleged victim through any means – in person, by phone, by mail, by social media or electronic communication or through someone else. Familiarize yourself with the HCC's internal Title IX grievance procedure for so that you know what to expect.

#### **15. What is a Title IX Coordinator?**

- a. The Title IX Coordinator is the HCC official responsible for ensuring that Housatonic Community College complies with Title IX, including responding to and investigating all complaints of gender discrimination (including sexual harassment and sexual violence) at Housatonic Community College.

#### **16. Who is the Title IX Coordinator?**

Marilyn Albrecht  
Lafayette Hall – A202  
203-332-8521  
[malbrecht@hcc.commnet.edu](mailto:malbrecht@hcc.commnet.edu)

## **Annual Events**

### *Clothesline Project*

The Clothesline Project is a visual display of t-shirts that have been designed by survivors of violence or by someone who loves someone who has been a victim of violence. The purpose of the Project is to increase awareness of the impact of interpersonal violence and break the silence around the issue. Survivors are given the opportunity to tell their story, make a t-shirt and hang it on the line, as well as make connections with other survivors. The line is a visual representation that they are not alone and the line is a tribute to survivors. It shows the magnitude of the problem. This project happens all over the United States and Housatonic is joining the movement. HCC students will be given the opportunity to make shirts for the clothesline the shirts will be collected and then be displayed on campus.

### *Silent Witness*

During the Silent Witness Exhibit there will be silhouettes with facts, statistics, common myths and stories about domestic violence all around the Housatonic Community College Campus. Students will be encouraged to read the information and learn from the stories. Silent Witness is a multi-day event, taking place in both Housatonic Community College Buildings. There will be nine silhouettes in various locations around the campus.

### *Title IX Information Sign*

8.5x11 signs were created and posted in every bathroom on the HCC campus. The signs had information about the Title IX statute as well as information about HCC policy and the identity, office location, and contact information for the title IX coordinator.

### *Empty Chair Campaign*

The Empty Chair campaign is a week-long event held here at Housatonic Community College. The campaign raises awareness and seeks to prevent incidents of domestic violence, sexual assault, stalking, and other forms of interpersonal violence on campus.

During the event nine purple folding chairs will be assembled in different spots around the campus, each containing a sheet with several accounts of these forms of violence under the banner "I am not on campus"



today because..." as well as brochures in order to highlight the fact that this sort of violence impacts many facets of a person's life and can impede their participation in various activities.

#### *No Witness*

A play about acquaintance rape within a campus community. The play has a substantial amount of audience participation as the viewers can play roles and some of them are selected to be members of the jury. While the jury deliberates on the decision of guilt or innocence a facilitator leads a discussion with the remaining members of the audience. The play is co-sponsored by the Women's Center, The title IX coordinator, and the Theater Arts Department.

[Become A Student](#) | [Academics](#) | [Campus Resources](#) | [College Info](#) | [Directories](#)

© Housatonic Community College • 900 Lafayette Blvd., Bridgeport, CT 06604 • (203) 332-5000 • All Rights Reserved

The College reserves the right to modify any statement on the website due to typographical errors, change in policy, etc.  
Students are responsible for complying with policies and procedures contained in the official College Catalog.



### **Title IX Statement**

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities at institutions that receive federal funding. To ensure compliance with Title IX and other federal and state civil rights laws, Housatonic Community College, hereafter referred to as the College, enforces the Board of Regents for Higher Education policies that prohibit sexual misconduct and discrimination on the basis of sex (see Student Handbook). The actions and behaviors governed by the aforementioned laws and policies include gender- and sex-based harassment and discrimination, sexual misconduct (sexual violence, sexual assault, etc.), as well as domestic violence and dating violence, for the purpose of this procedure all of these terms will be referred to under the general term, misconduct. The College has also developed internal procedures for how these types of grievances will be processed.

The College is committed to providing a workplace or learning environment or both that are free from misconduct. The grievance procedures below are specifically for the adjudication of complaints of misconduct when such complaints involve the College's students, faculty, staff, administrators, and third parties. Inquiries regarding Title IX can be referred to The College's Title IX Coordinator or to the Office for Civil Rights under the Federal Department of Education (contact information for both entities is provided later in these procedures).

Anyone who believes he or she has been subjected to misconduct is encouraged to report these incidents. Upon receiving a grievance report, The College will respond promptly, equitably, and thoroughly. The College will take appropriate steps to prevent the recurrence of the misconduct and correct its effects.

### **Title IX Coordinator**

In accordance with Title IX, the College has designated a Title IX coordinator, who is responsible (1) for tracking and monitoring incidents of misconduct, (2) for ensuring the College responds effectively to each person making a complaint, and (3) for conducting investigations of situations where necessary. College staff and students can contact the Title IX coordinator with questions or concerns about Title IX as well as complaints of non-compliance.

#### **Title IX Contact Information:**

Marilyn A. Albrecht  
Office: Lafayette Hall, A202  
Phone: (203) 332-8521  
Email: [malbrecht@hcc.commnet.edu](mailto:malbrecht@hcc.commnet.edu)

#### **Office for Civil Rights Contact Information:**

U.S. Department of Education  
Office for Civil Rights  
Telephone: 1-800-421-3481  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

### **Note on Confidentiality**

Any College official (e.g., faculty member, staff member, dean, etc.) informed of an allegation of misconduct involving students or other members of the College community is required to file a report with the Title IX Coordinator.

While there is no guarantee of confidentiality, the College will make all reasonable efforts to maintain the privacy of the parties involved in investigations. Breaches of confidentiality by parties involved will be reviewed and may be considered a violation of college policy and could



result in additional disciplinary action. Any action that could be deemed retaliatory will be dealt with according to this procedure (see "Retaliation").

When a report of misconduct is investigated, the complainant, the respondent, and all identified witnesses who are interviewed will be notified of the College's expectation of confidentiality.

#### **DEFINITIONS**

---

**complainant**, a student or employee of the College who alleges that he or she has been subjected to discriminatory practices or sexual misconduct. Complainants may be individuals or groups.

**gender discrimination or gender harassment**, discrimination or harassment that can be physical, or verbal, or both which is based on the person's gender but is not sexual in nature.

**grievance**, a description of facts that alleges a violation of The College's policy against discrimination or sexual misconduct. The Title IX Coordinator may request that the grievance be made in writing.

**Identified witnesses**, persons who have information about the alleged sexual misconduct that will tend to prove, disprove, or otherwise illuminate an investigation of a grievance.

**respondent(s)**, a person or persons who are members of the campus community who allegedly violated the College's policies regarding sex- and gender-based discrimination or sexual misconduct. Respondents may be individuals, groups, programs, academic or administrative units, or the college itself.

**retaliation**, actions taken against an individual because he or she: (a) made a report of discrimination or sexual misconduct in good faith, (b) assisted someone with a report of discrimination or sexual misconduct, or (c) participated in any manner in an investigation or resolution of a report of discrimination or sexual misconduct. If retaliation occurs, the person may report it, and it shall be processed through these procedures.

**sex discrimination**, a behavior or action that denies or limits a person's ability to benefit from or fully participate in educational activities or employment opportunities because of a person's sex. Examples of discrimination that are covered under Title IX include but are not limited to the following:

- sexual misconduct
- sexual harassment
- sexual violence
- employment discrimination
- failure to provide equal opportunity in educational programs and co-curricular programs including athletics
- discrimination based on pregnancy



**sexual misconduct**, a range of behaviors including sexual harassment and sexual violence. It includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature (1) which is so sufficiently severe, persistent, or pervasive that it limits a student's ability to participate in or benefit from an education program, (2) which creates a hostile or abusive educational environment, (3) which obviously or subtly affects an individual's employment, unreasonably interferes with an individual's work performance, or (4) which creates an intimidating, hostile, or offensive work environment.

**third-party complainant**, an individual who reports a grievance on behalf of another member of the campus community who has allegedly been the subject of discrimination or sexual misconduct.

**temporary measures**, restrictions the College may institute at any point in the grievance process. The College can place the respondent on investigative leave, reassign the respondent to alternative work or class assignments, establish limited or no contact provisions, or authorize other types of short term restrictions which will be decided on a case by case basis.

#### **HOW TO FILE A GRIEVANCE**

---

A grievance reporting alleged misconduct by a student, faculty member, or staff member can be filed with the Title IX Coordinator (see contact information on page 1). Students and college community members should be advised that any staff member who is made aware of a potential Title IX violation is obligated to forward the information to the Title IX Coordinator, who then must act on the information to ensure measures are taken for the safety of the College community.

Individuals who wish to take legal action must also report criminal acts of misconduct to the appropriate police department. Individuals can file reports with the College, or with the police, or with both systems. Because the standards for finding a violation of criminal law are different from the standards in this policy, the determination of either is not indicative of the determination of the other process.

The College encourages prompt reporting, but it does not have a limited timeframe in which to file the grievance; however, the College's ability to take action may be negatively affected by an extended length of time between the alleged incident and the report.

No person shall make an allegation that he or she knows to be untrue or knowingly provide false information during the course of an investigation. An individual who makes a false complaint or provides false information during the process of an investigation is in violation of the College's policy and may be subject to sanction(s) by the College.



## POTENTIAL OUTCOMES FROM FILED GRIEVANCE

---

**Mediation** shall be pursued only with the consent of both parties. If the mediation results in a resolution, the formal grievance procedure shall be concluded; and the case will be closed. If the parties are unable to reach a resolution in a timely manner or if either party requests that the mediation be terminated, the grievance process shall proceed with an investigation.

- Mediation is never an option for resolution in cases involving allegations of sexual assault. In cases involving other forms of alleged sexual misconduct, the Title IX Coordinator shall determine whether mediation is an appropriate mechanism of resolution based on the situation.

**Investigation** into reports of discrimination or sexual misconduct shall incorporate the following standards:

1. The Title IX Coordinator is the designated person to conduct investigations into allegations of misconduct and to coordinate the College's response.
2. The respondent shall be provided with a copy of the written complaint or documentation of the grievance or both. If respondent cannot be located, the attempts to locate him or her will be documented.
3. The individual(s) conducting the investigation will be familiar with the policies prohibiting misconduct and have training in conducting investigations.
  - a. The investigation shall generally include interviews with both parties (the complainant and the respondent), interviews with witnesses, and the review of pertinent documents.
  - b. Disclosure of facts to witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation.
  - c. Participants in an investigation shall be advised that maintaining confidentiality is essential to protect the integrity of the investigation, and so they must refrain from discussing the pending investigation with other members of the College community.
4. Throughout the investigation protections or accommodations may be instituted, and failure to comply with the terms of the temporary measures may be considered a separate violation of college policy.
5. The investigation shall be completed as promptly as possible. Written notification confirming the completion of the investigation and the investigation's result will be sent to both parties.
  - a. The complainant shall be notified that the matter has been referred for disciplinary action but shall not be informed of all the specific details of the recommended disciplinary action without the consent of the respondent.
  - b. The respondent shall be informed of the findings and of actions taken or recommended to resolve the complaint. The respondent shall be notified of referrals for disciplinary action and the recommended disciplinary action.
  - c. Both the complainant(s) and respondent(s) may request a copy of the investigation report.



6. The written report of the investigation should include the following: a statement of the allegation(s), a summary of the information considered, the findings, a determination whether or not the policy has been violated, and the maximum possible sanctions for the violation. There are three possible findings from the investigation. The allegations may be found to be (1) substantiated, that is, that it is more likely than not that the allegation is true; (2) unsubstantiated, that is, that it is not possible to determine whether the allegation is true (there is insufficient evidence to prove or disprove that the allegation is true); (3) unfounded, that is, that it is more likely than not that the allegation, while made in good faith, is untrue. A finding that the allegations are unfounded does not indicate that the complaint was improper or knowingly false.
7. The report will contain a recommendation for actions to resolve the complaint, including but not limited to educational programs, counseling, mediation, remedies for the complainant, and a referral to disciplinary procedures, as appropriate. The report may be used as evidence in other related procedures, such as subsequent complaints, grievances, or disciplinary actions.
8. Copies of the investigation report will be provided to those individuals who are directly responsible for implementing measures to correct and prevent the misconduct.
9. Either the complainant or respondent can request a hearing to appeal the results of the investigation. They have the right to the following:
  - a. to be heard within five days or as soon as possible, by an impartial panel whose members shall be appointed by the Title IX coordinator,
  - b. to appear in person and have an advisor attend as a support person for the student (this advisor will not speak on behalf of the student but rather lend them support),
  - c. to hear and question the information presented,
  - d. to present information, to present witnesses, to make a statement on his or her behalf, and to receive the panel's decision in writing.
10. The sanctions imposed by the panel are effective immediately.
11. A written request for the review of the panel's decision must be received by the President of the College within three calendar days after the student is notified of the panel's decision. The written request must clearly explain the grounds for review. The review by the President is limited to the record of the hearing, the written request, and any supporting documentation submitted with the request. The decision of the panel will be upheld unless the President finds one or more of the following:
  - a. that a violation of the procedures set forth herein significantly prejudiced the respondent or
  - b. that the information presented to the panel was not substantial enough to justify the decision or
  - c. that the sanction or sanctions imposed were disproportionate to the seriousness of the violation.



**Housatonic Community College**  
**Sexual Assault, Sexual harassment, Stalking, or Intimate Partner Violence Disclosure**

**Date of Disclosure/Report:** \_\_\_\_\_

**To:** Title IX Coordinator -- Marilyn A. Albrecht, M.S.W.

**From:** Faculty Member \_\_\_\_\_ Department \_\_\_\_\_  
Staff Member \_\_\_\_\_ Department \_\_\_\_\_

**Subject:** Sexual Assault, Sexual Harassment, Stalking and or Intimate Partner Violence incidences  
*Definitions on reverse side or in the College Catalog and Student Handbook, pages 128-129*

**Name of Student or Employee:** \_\_\_\_\_ **Banner ID:** \_\_\_\_\_

**Expectation of Student/Employee:**

\_\_\_\_\_ **Disclosure only:** Share information without a request for investigation.

\_\_\_\_\_ **Filing a Report:** Investigation and action by college requested.

\_\_\_\_\_ **Resource materials provided to the Student/Employee.** If so please list:

\_\_\_\_\_  
\_\_\_\_\_

**Date of Incident:** \_\_\_\_\_

**General category of report/disclosure:**

\_\_\_\_\_ Sexual Harassment  
\_\_\_\_\_ Sexual Assault  
\_\_\_\_\_ Stalking  
\_\_\_\_\_ Intimate Partner Violence  
\_\_\_\_\_ Domestic Violence  
\_\_\_\_\_ Dating Violence

**Consent Statement by student/employee:**

I \_\_\_\_\_ consent to the disclosure of this report/complaint of sexual violence and its contents to the person named as the offender and to others as necessary to investigate and resolve this report/complaint.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*It is strongly advisable to submit this report or disclosure to Marilyn Albrecht, Title IX Coordinator, located in Lafayette Hall-B103 within 48 hours of being informed of the incident.*



## Definitions

**Sexual Misconduct** may include engaging in one or more of the following behaviors:

- ❖ **Sexual harassment**, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; (2) submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.
  - Examples of conduct which may constitute sexual harassment include but are not limited to:
    - sexual flirtation, touching, advances or propositions
    - verbal abuse of a sexual nature
    - pressure to engage in sexual activity
    - graphic or suggestive comments about an individual's dress or appearance
    - use of sexually degrading words to describe an individual
    - display of sexually suggestive objects, pictures or photographs
    - sexual jokes
    - stereotypic comments based upon gender
    - threats, demands or suggestions that retention of one's educational status is contingent upon toleration of or acquiescence in sexual advances.
- ❖ **Sexual Assault**, shall include but is not limited to a sexual act directed against another person when that person is not capable of giving consent.
  - Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b and 53a-73a of the Connecticut General Statutes.
- ❖ **Consent**: the voluntary agreement by a person in the possession and exercise of sufficient mental capacity to make a deliberate choice to do something proposed by another.
  - Consent can be withdrawn at any time (that person will have not consented to any activity that took place after that point).
  - Consent cannot be assumed because there is no physical resistance or other negative response.
  - A lack of consent may result from mental incapacity (e.g., ingestion of alcohol or drugs which significantly impair awareness or judgment) or physical incapacity (e.g., the person is unconscious or otherwise unable to communicate consent).

**Intimate partner violence** is defined as any *physical or sexual harm* against an individual by a current or former spouse or by a partner in a dating relationship that results from: sexual assault, domestic violence, or sexual harassment.

- ❖ **Physical abuse**, which can include but is not limited to, slapping, pulling hair or punching.
- ❖ **Threat of abuse**, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
- ❖ **Emotional abuse**, which can include but is not limited to, damage to one's property, driving recklessly to scare someone, name calling, threatening to hurt one's family members or pets and humiliating another person.

**Stalking**, which is defined as repeatedly contacting another person when: a. The contacting person knows or should know that the contact is unwanted by the other person; and b. The contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life.

- ❖ As used in this definition, the term "contacting" includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, social media sites or any other internet communication) or remaining in the physical presence of the other person.



Housatonic Community College

Date:  
To: All Staff and Faculty  
From: Dean of Students  
Subject: Domestic Violence, Dating or Intimate Partner Violence, Sexual Assault and Stalking  
Programming Registration

Our campus is committed to providing prevention and awareness programming for all students and employees on the following topics: Domestic Violence, Dating or Intimate Partner Violence, Sexual Assault and Stalking. We would like to include your work in these areas in our reporting. If any of these topics were included in special assignments, covered by guest speakers or other formats in your classes, clubs and organizations please let us know. The definitions for Prevention and Awareness programs is below. We appreciate your willingness to address these important topics on our campus. The following information should be sent to the Title IX Coordinator Dean of Students Room A110.

Date of Program \_\_\_\_\_

Prevention \_\_\_\_\_

Awareness \_\_\_\_\_

Description of context and topics covered \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*"Primary prevention programming" means institutional action and strategies intended to prevent sexual assault, stalking and intimate partner violence before it occurs by means of changing social norms and other approaches, including, but not limited to, poster and flyer campaigns, electronic communications, films, guest speakers, symposia, conferences, seminars or panel discussions;*

*"Awareness programming" means institutional action designed to communicate the prevalence of sexual assaults, stalking and intimate partner violence, including the nature and number of cases of sexual assault, stalking and intimate partner violence reported at the College in the preceding three (3) calendar years, including, but not limited to, poster and flyer campaigns, electronic communications, films, guest speakers, symposia, conferences, seminars or panel discussions; and,*

*"Bystander intervention" means the act of challenging the social norms that support, condone or permit sexual assault, stalking and intimate partner violence.*



# SEXUAL ASSAULT AWARENESS & PREVENTION

Presenters: Marilyn Albrecht and Marlon Ramnanan

## SESSION AGENDA

- Introductions
- Consent
- Bystander Intervention
  - Where do you draw the line?
- Housatonic's Policy
- Community and Campus Resources



## INTRODUCTIONS

- Marilyn Albrecht
  - Federal and State Compliance Coordinator
  - Title IX Coordinator
  - Email: [malbrecht@hcc.commnet.edu](mailto:malbrecht@hcc.commnet.edu)
  - Office: Lafayette Hall B103
  - Phone Number: 203-332-8521
- Marlon Ramnanan
  - Prevention Educator from The Center for Family Justice
  - Office: 753 Fairfield Ave, Bridgeport, CT 06604
  - Phone: 203-334-6154 ext. 45
  - Email: [mramnanan@centerforfamilyjustice.org](mailto:mramnanan@centerforfamilyjustice.org)

## CONSENT

- **Consent is active** and cannot be coerced, as it must be freely given. It is also necessary at every stage of sexual contact and cannot be assumed when moving to another level of intimacy, if you want it you have to ask for it and respect the answer.
- **Consent is NOT** if someone is incapacitated by substances, has only agreed to an earlier act, says nothing, is never asked for consent, or has been made to feel that they must say yes.
- **How do you know that someone has given consent?**
  - They told you they consented OR if you are not sure **ASK**.
- Here is a video to demonstrate CONSENT:  
<https://www.youtube.com/watch?v=fGoWLWS4-kU>



## BYSTANDER INTERVENTION

**Bystander Intervention is a great way to address interpersonal violence.**

### **Proactive Bystander Intervention**

- Consistently speak out against these issues to friends, family members and whenever comfortable
- Don't laugh at sexist jokes or comments, it reinforces negative behaviors
- Assume Personal Responsibility: No more "it's not my problem." Use "I" statements. Hold yourself accountable

### **Reactive Bystander Intervention**

- Assume responsibility for intervening. Don't be afraid to get involved.
- Get help from friends, campus security or other college staff for support
- Ask the person in a potentially harmful situation if he/she wants to leave
- Ask them if they are okay, if they feel safe
- Empower survivors, let them know the next step is their choice
- Reassure them in knowing that it is not their fault.

The Goal is to help and the Rewards are limitless

## WHERE DO YOU STAND?

**Deciding where you stand and when you will intervene is a personal choice.**

- Always consider your safety and the safety of those around you.

Both **Proactive Bystander Intervention** and **Reactive Bystander Intervention** are both good ways to intervene in situations either before they occur or as they happen. Speaking out against violence and addressing situations as they happen.

- This can mean not laughing at jokes or informing campus security when you see something. Nothing you can do to help is too small.



## HOUSATONIC'S POLICY

Housatonic Community College has policies addressing sexual misconduct which may include engaging in one or more of the following behaviors:

- Sexual harassment
- Sexual Assault
- Sexual Exploitation
- Intimate Partner Violence (ex. physical abuse, threats, emotional abuse)
- Violations of privacy (ex. voyeurism)
- Stalking
- Harassment

## CAMPUS RESOURCES

There are non-confidential resources on campus that can support and assist students and employees going through the process of reporting an incident of sexual misconduct and Title IX grievance.

- Housatonic's Title IX Coordinator (203) 332-8521
- Housatonic Department of Public Safety (203) 332-5025
- Housatonic's Women's Center (203) 332-5268
- Housatonic's Counseling Center (203) 332-5097
- Dean of Students Office (203) 332-5184



## COMMUNITY RESOURCES

### THE CENTER FOR FAMILY JUSTICE

- Main Office: 203-334-6154
- DV Hotline: 203-384-9559
- SA Hotline: 203-333-2233
- DV En Espanol: 800-831-9200
- SV En Espanol: 844-831-9200

### RAPE CRISIS CENTER OF MILFORD, INC.

- Phone: 203-874-8712
- En Espanol: 1-888-568-8332

### WOMEN'S CENTER OF GREATER DANBURY

- Office Phone: 203-731-5200
- Hotline: 203-731-5204

### SAFE HAVEN OF GREATER WATERBURY

- Office: 203-753-3613
- Hotline: 203-753-3613

### WOMEN AND FAMILIES CENTER

- Meriden office: 203-235-9297
- Middletown Office: 860-344-147
- New Haven Office: 203-389-5010

### YWCA NEW BRITAIN SEXUAL ASSAULT CRISIS SERVICES

- New Britain office: 860-225-4681, Hotline: 860-223-1787
- Hartford Office: 860-241-9217
- Hotline: 860-547-1022

### THE CENTER FOR SEXUAL ASSAULT CRISIS COUNSELING AND EDUCATION

- Office: 203-348-9346
- Hotline: 203-329-2929

### SUSAN B. ANTHONY PROJECT

- Office: 860-489-3798
- Hotline: 860-482-7133



## Investigative Report

Housatonic Community College  
Office of the Title IX Coordinator  
900 Lafayette Blvd.  
Bridgeport, CT 06604

Investigator(s):

Date

The report is the product of an investigation into the complaint made by COMPLAINANT NAME(S) against RESPONDENT NAME(S), specifically, to determine if it is more likely than not that the respondent violated Housatonic Community College's Sexual Misconduct Policy. This investigation was conducted by the Title IX Coordinator's office. This report summarizes the investigation's findings in order to assist in the determination of any sanctions.

### Reported Violation:

Specific violation, page within the policy, Student Code of Conduct, Sexual Misconduct Policy, which reads:

This accusation pertains to the student conduct policies. List part, Section, and Sub-section. The policy is on page \_\_\_\_ of the 2015-2016 student handbook. The policy reads:

*Quote the policy from the Code of Conduct*

### Parties Interviewed:

COMPLAINANT  
RESPONDENT

Complainant Identified Witnesses:

Respondent Identified Witnesses:

Other relevant parties

### Background and Investigative Findings:

On DATE, COMPLAINANT reported a code of conduct violation by RESPONDENT on DATE OF VIOLATION in LOCATION OF VIOLATION.

Does COMPLAINANT wish to pursue law enforcement of any kind? AND the party who received the initial report forwarded the report to the Title IX Coordinator's office.



COMPLAINANT met with Title IX Coordinator's office on DATE, the first available time that COMPLAINANT could meet to discuss the complaint and subsequently placed INTERIM MEASURES of no contact between the parties.

**Synopsis of event**

**List of supplemental evidence**

**Findings and Conclusion:**

In the above referenced matter, the investigation did/did not show that RESPONDENT more likely than not violated our Code of Conduct. It is the recommendation of the investigator that a charge letter be drafted and RESPONDENT can choose whether or not to take responsibility and receive their sanctions.





**CSCU**

CONNECTICUT STATE  
COLLEGES & UNIVERSITIES

**FOR CONN. GEN. STAT. § 10a-55m(f)**  
**SEXUAL VIOLENCE REPORT**  
**2016 SUBMISSION**

**WRITTEN NOTIFICATION**



## Statement Regarding Sexual Violence

### In General

The College is committed to creating a community that is safe and supportive of people of all gender and sexual identities; this statement pertains to the entire campus community, whether on ground or virtual, students, faculty, and staff. Two of the College's primary concerns are the health and well-being of each individual and fostering healthy interpersonal relationships. The principles of the Board of Regents **Policy on Student Conduct** (integrity, equity, respect and responsibility) address elements necessary for healthy interpersonal relationships and these principles are especially important when relationships become intimate. Sexual intimacy is permissible only if it is agreed to by all participants and all activity is affirmatively consensual at all times. Sexual misconduct, including sexual harassment, sexual assault and intimate partner violence, against anyone is unacceptable and is both a crime under State law and a violation of College policies, including but not limited to: **Policy on Student Conduct**, **Violence Prevention and Response Statement**, **Statement Against Harassment**. The College is committed to providing an environment free of personal offenses.

### Reporting Encouraged

The College strongly encourages the reporting of sexual misconduct, including sexual harassment, sexual assault and intimate partner violence, as an effective means of taking action by reporting such acts to the appropriate officials and pursuing criminal or disciplinary remedy, or both. The only way that action can be taken against anyone who violates another in such a manner is through reporting. The College can provide those who report sexual misconduct with many supportive options, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and general information regarding sexual assault. The College will preserve the confidentiality of those who report sexual misconduct to the fullest extent possible and allowed by law. College employees, victim advocates or community victim advocates being consulted will make any limits of confidentiality clear before any disclosure of facts takes place.



**HOUSATONIC**  
COMMUNITY COLLEGE



### Agency Contact Information

It is the Practice of the College that whenever the College's Title IX Coordinator or other employee receives a report that a student, faculty or staff member has been subjected to sexual misconduct, including sexual harassment, sexual assault or intimate partner violence, the College's Title IX Coordinator or other employee shall immediately provide student, faculty or staff member with contact information for and, if requested, professional assistance in accessing and using campus, local advocacy, counseling, health, and mental health services. The following list of services, including contact information, is provided for this purpose:

- Center for Family Justice, Bridgeport (203) 384-9559
- Women's Center of Greater Danbury (203) 731-5204
- Women and Families Center, New Haven (203) 235-4444
- Center for Sexual Assault Crisis, Stamford (203) 348-9346
- Housatonic Department of Public Safety (203) 332-5025
- Sexual Assault Hotline (203) 333-2233
- St. Vincent's Medical Center (203) 576-5171
- Connecticut Sexual Assault Crisis Services 1-888-999-5545
- Bridgeport Hospital 1-888-357-2396
- Connecticut Office of Victim Services 1-800-822-8428

The College and community partners provide a range of services, resources, and mechanisms. In all cases, the choice may begin with an exploratory conversation. Making contact does not obligate anyone to utilize services or make any report.

For support and information on available options contacting any of the following is encouraged:

- Housatonic's Office of Public Safety (203) 332-5025
- Housatonic's Women's Center (203) 332-5268
- Housatonic's Counseling Center (203) 332-5097
- Dean of Students Office (203) 332-5184.





### HCC Statement Regarding Sexual Violence

Housatonic Community College is a community that take many forms including both virtual and in person learning. HCC stands for safe and healthy relationships for all community members. As such, it is the policy of HCC to foster a campus environment that is free from intimidation and one in which students may be educated to their fullest potential. Therefore, HCC will not tolerate rape, sexual assault, dating violence, domestic violence, stalking, and any form of sexual harassment from students, faculty, or staff. Housatonic Community College also encourages reporting of any incident related to these offenses. The Board of Regents policy on student conduct is based on the principles of integrity, equity, respect, and responsibility.

**Sexual Misconduct** includes sexual harassment, sexual assault and intimate partner violence all of which are unacceptable and crimes under state law and college policies (Policy on student conduct, violence prevention and response statement, statement against harassment). The college is committed to providing an environment free of personal offenses.

HCC encourages **reporting** sexual misconduct, as a means of taking action, by reporting the conduct to college staff and pursuing all criminal and disciplinary remedies you choose. This is how the college can take action to support the college community. The college will provide many options that provide medical attention, counseling, legal services, advocacy, referrals, and general information regarding sexual assault. HCC will protect **confidentiality** for those who report sexual misconduct to the fullest extent allowed by law. College employees and other advocates will make the limits of confidentiality clear before any disclosure takes place.

**Consent** is informed, freely and actively given affirmative words or actions, which indicate a willingness to participate in an agreed upon sexual activity. A person initiating a sexual encounter has to obtain clear and affirmative responses at every stage of the encounter.

**The absence of a no ≠ yes.**

Consent cannot be given by a minor or an incapacitated person.

**Past consent ≠ future consent.**





## Rights and Resources

### You have the right to...

- ◆ Be treated seriously and shown dignity and respect by HCC.
- ◆ Privacy when working with HCC staff and to be provided with referrals to confidential off campus medical and counseling resources.
- ◆ Decide what actions you want to take, legal and/or disciplinary action through the Policy on Student Conduct and the Policy Against Harassment.
- ◆ A timely investigation into a complaint and findings of fact.
- ◆ HCC honoring any requested changes to academic, campus transportation and/or working situations as well as honoring protective or temporary restraining orders.
- ◆ Be notified of the outcome of the investigation.
- ◆ Not be judged on your race, age, class, marital status, gender or sexual orientation.



### Resources

At HCC a whenever an employee received information that a student, faculty or staff member may have been subjected to a violation of HCC policies relating to Title IX and sexual misconduct, the person shall immediately be provided with contact information for advocacy, counseling, health, and mental health services both on campus and in the community.

#### Resources on Campus

Housatonic's Title IX Coordinator (203) 332-8521  
Housatonic Department of Public Safety (203) 332-5025  
Housatonic's Women's Center (203) 332-5268  
Housatonic's Counseling Center (203) 332-5097  
Dean of Students Office (203) 332-5184

#### Resources in the Community

The Center for Family Justice, Bridgeport (203) 334-6154  
Women and Families Center, New Haven (203) 389-5010  
Center for Sexual Assault Crisis, Stamford (203) 348-9346  
Connecticut Sexual Assault Crisis Service, Inc. 1-888-999-5545  
Connecticut Office of Victim Services 1-800-822-8428  
Bridgeport Hospital 1-888-357-2396  
St. Vincent's Medical Center (203) 576-5171  
Connecticut State Police (203) 696-2500  
Bridgeport Police Department (203) 576-7671



**Housatonic Community College Presents:**

**Sexual Assault  
&  
Interpersonal Violence  
Information & Resources**

**Information Gathered by: Marilyn Albrecht, Title IX Coordinator**



## Understanding the Issues

### What is Sexual Assault?

Sexual assault is forcing by threat or physical force the following: penetration of the vagina or anus (by a body part or object); oral sex; or contact with another person's genital area, groin, anus, inner thighs, buttocks or breast to exert power over the victim. There is no consent in cases of sexual assault. Anyone can be a victim or assailant regardless of sex or gender.

Many different crimes are considered sexual assault, some examples include: rape, attempted rape, intentional touching without consent of a person's genital area, groin, or any of the areas listed above.

### What is Consent?

Talking about consent can be a difficult conversations for people to have, but they are necessary to avoid confusion about sexual contact. Consent must be: voluntary, sober, informed, mutual, honest and verbal.

**Consent is active and cannot be coerced, as it must be freely given.** It is necessary at every stage of sexual contact and cannot be assumed when moving to another level of intimacy. If you want it you have to ask for it and respect the answer. Consent is always an ongoing process regardless of relationship status.

**Consent is NOT present** if someone is incapacitated by substances, has only agreed to an earlier act, says nothing, is never asked for consent, has been made to feel that they must say yes, or if someone uses their position of power or authority to coerce another person into saying yes.

### How do you know that someone has given consent?

The only way to know for sure if someone has given consent is if they tell you. One of the best ways to determine if someone is uncomfortable with any situation, is to simply ask.

### What is Stalking?

Stalking is any patterned behaviors or activities that instill fear in the victim, threaten their safety, mental health, and/or physical health. Such behaviors or activities may include, but are not limited to:

- Non-consensual communications face to face, telephone, email, etc.
- Threatening or obscene gestures.
- Surveillance or being present outside the victim's classroom or workplace.

### What is Relationship Violence?

Relationship violence, sometimes called intimate partner violence, is a pattern of behavior in which one partner uses fear and intimidation to establish power and control over the other partner. This abuse stems from a person's belief that they are allowed to control the other person.

Dating and domestic violence occurs in heterosexual relationships, homosexual relationships, and in intimate relationships that do not involve romantic feelings. Intimate partner violence impacts people of all ethnicities, races, classes, abilities and nationalities.

An abuser may use isolation, physical violence or threat of violence, intimidation, financial control, male privilege or other means to control their partner. The abuser's behaviors usually escalate, especially if the victim tries to resist or leave.



## What is Sexual Harassment?

Sexual Harassment is a form of unlawful gender-based discrimination. Sexual harassment is verbal or physical conduct that is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives someone of the ability to participate in or benefit from HCC's educational program, activities, employment benefits or opportunities.

Sexual Harassment may involve harassment of women by men, of men by women, or harassment between persons of the same sex. The unwelcome behavior may be based on power differentials, the creation of a hostile environment, or retaliation.

One example of sexual harassment is *Quid pro quo harassment*, where submission to or rejection of unwelcome sexual conduct by an individual is used as the basis for employment or academic decisions.

Some examples of behaviors that may constitute sexual harassment include but are not limited to:

- Sexual flirtation or propositions
- Verbal abuse of a sexual nature
- Pressure to engage in sexual activity
- Graphic or suggestive comments about an individual's dress or appearance
- Sexual jokes and comments based upon gender
- Threats, demands or suggestions that in order to maintain educational status a person must tolerate or give in to sexual advances

## How Can I Help?

Bystander intervention is a great way to address interpersonal violence.

Sexual assault and interpersonal violence are issues throughout our country's culture and our campus is not exempt from that fact. All of us can work together to address these issues on our campus. We can all intervene to prevent gender-based violence.

### Proactive Bystander Intervention

To be a proactive bystander, you can:

- Consistently speak out against these issues to friends, family members and whenever comfortable.
- Educate yourself further on the issues discussed in this booklet.
- Don't laugh at sexist jokes or comments.
- Empower survivors.

### Reactive Bystander Intervention

To be a reactive bystander, in situations of sexual harassment or violence, people can find ways to step in safely to prevent situations from escalating.

- Assume responsibility for intervening.
  - Don't be afraid to get involved.
- Get help from friends, campus safety or other college staff for support.
- Ask the person in potentially danger situation if he/she wants to leave.
  - Ask if they are okay and provide options.
- Or call the authorities if it is unsafe for you to do anything further.

**\*Always consider your safety and the safety of those around you.**



## How to report or disclose sexual assault, sexual harassment, relationship violence, or stalking?

1. Report incident to staff member at HCC or the Title IX Coordinator.
2. Title IX Coordinator will meet with the complainant. The Coordinator will provide the complainant with resources both on campus and in the community as well as review the complainant's options.
3. The Title IX Coordinator will launch an investigation into the alleged violation of policy. This will include interviewing both the complainant, respondent(s), witnesses, and reviewing any pertinent documentation. The coordinator's investigation will yield a determination.
4. If a student wishes to appeal the finding they can request a hearing in front of an impartial panel, who will make a determination.
5. Sanctions are determined.
6. A request for pre-hearing review can be made by a student as final appeal of the previous determination.

For more information about the sexual misconduct policy and filing a grievance visit the link below:

<https://www.hcc.commnet.edu/resources/StudentHandbook/Index.asp>

### Resources

At HCC whenever the Title IX Coordinator or another employee receives information that a student, faculty or staff member may have been subjected to a violation of HCC policy relating to the area of Title IX and sexual misconduct, the person shall immediately be provided with contact information for advocacy, counseling, health, and mental health services both on campus and in the community.

#### Resources on Campus

Housatonic's Title IX Coordinator (203) 332-8521  
Housatonic Department of Public Safety (203) 332-5025  
Housatonic's Women's Center (203) 332-5268  
Housatonic's Counseling Center (203) 332-5097  
Dean of Students Office (203) 332-5184

#### Resources in the Community

The Center for Family Justice, Bridgeport (203) 334-6154  
Women and Families Center, New Haven (203) 389-5010  
Center for Sexual Assault Crisis, Stamford (203) 348-9346  
Connecticut Sexual Assault Crisis Services, Inc. 1-888-999-5545  
Connecticut Office of Victim Services 1-800-822-8428  
Bridgeport Hospital 1-888-357-2396  
St. Vincent's Medical Center (203) 576-5171  
Connecticut State Police (203) 696-2500  
Bridgeport Police Department (203) 576-7671



# Information for Secondary Survivors of Domestic Violence

- \* **Don't judge** the person, this can be difficult because you never want harm to come to those you care about.
  - You may be angry, but try not to take it out on your loved one.
- \* **Avoid telling the victim that they need to leave.** Your loved one may already know that, but does not feel they can do that safely at this point. Instead try to discuss a way to be as safe as possible in the situation (i.e. safety planning).
- \* **Try not to put your loved one in a position where they need to defend the abuser.**
  - This can happen if you make statements such as "He's a jerk", or "I never liked her.").
- \* **Listen to your loved one.** They are risking a lot to tell someone, show them you are worthy of their trust.
- \* **Don't assume that you know what the abuse looks like.** Abuse can take many forms and every situation is different.
  - Some examples of abuse include: physical, emotional, psychological and financial abuse.
- \* **It is OKAY** for you to let your loved one know your feelings/concerns.
- \* **Reassure them** that this is not their fault; no one deserves to be abused.
- \* **Even if the abuser apologizes, it does not mean they will stop abusing.**
- \* **Alcohol or drug use does not cause abuse.**
- \* **The abuse will probably only get worse. Abuse is cyclical and tends to escalate.**
- \* **Your loved one is not alone; you will be there to help, or to help find others who can help (be realistic).** Pick a code word for your loved one to use as a signal to call the police or any predetermined need.
- \* **Let your loved one know that no matter what happens you will be there for them and their abuser will not drive you away.**
- \* **If it is safe for you to do so (and nobody in your household will tell the abuser), offer to let your loved one store some emergency things in your home in case they need to leave quickly.**
  - Emergency items can include:**
    - documentation of the abuse (an accurate account of how she was injured [medical treatment records], the dates of the abuse, document any destroyed property with pictures include the date and description of what was damaged)
    - information about the abuser's car and workplace (for a restraining order)
    - proof of finances (any personal or joint bank accounts, credit card statements, insurance policies)
    - emergency contacts and important numbers
    - an emergency supply prescriptions/medications and immunization records (for children)
    - any information about firearms the abuser has access to
- \* **Offer her a safe place, if this is realistic, or help her find one.**
- \* **If the victim leaves the relationship, do not disclose their location, especially to mutual friends or family members of the abuser. (Safety is paramount.)**
- \* **If children are involved:**
  - Your loved one should consider working with domestic violence advocate/lawyer if she plans to leave with the children.
  - Someone should tell the children that abuse is wrong and that they should never get in the middle when abuse is taking place—they should go somewhere safe, and call the police if they can and tell the police: their name, address, and what is happening.

## Resources:

- National Domestic Violence Hotline (1-800-799-7233) local program: Domesticshelters.org
- You can download sample **safety plans** from the National Domestic Violence Hotline:
- <http://www.ndvh.org/?get-help/safety-planning> (click on Get Help, and then on Safety Planning).
  - this should not be done on a computer the abuser has access to.
- Stalking Resource Center: <http://www.ncvc.org/src/Main.aspx>
- A Helpful Book: Elaine Weissman (2004). *Family and Friends' Guide to Domestic Violence*. Volcano Press.



## HOW TO HELP SOMEONE YOU CARE ABOUT, A SURVIVOR OF SEXUAL ASSAULT.

It's not always easy to know what to say when someone tells you they've been sexually assaulted, especially when that person is a family member, friend, or loved one. Consider the following ways of showing support:

- Listen. Be there. Communicate without judgment.
- If the survivor seeks medical attention or plans to report, offer to be there. Your presence can offer the support they need.
- Encourage the survivor to get support. Share resources like the National Sexual Assault Hotline and [online.rainn.org](http://online.rainn.org), but realize that only they can make the decision to get help.
- Be patient. Remember, there is no timetable for recovering from trauma. Avoid putting pressure on them to engage in activities they aren't ready to do yet.
- Encourage them to practice good self-care during this difficult time.

Some Dos and Don'ts include:

- DO respect him enough to not pity him.
- DON'T assume she does or doesn't want to be touched. Some people can't stand a hug at this point; others can't make it without one.
- DO comfort them. Bring them a blanket or cup of tea, make the environment comfortable.
- DON'T try to solve all their problems. They have had their control taken away from them; try to avoid doing that again.
- DO offer to accompany them to a therapy session, if they would like support.
- DON'T demand to know every detail of rape or abuse.
- DO allow her to tell you as much or as little as she needs to.

Feedback from Survivors:

- We often take responsibility for what happened, telling us it is not our fault may help lessen our guilt or shame.
- We deal with a lot of shame—please don't add to it, this includes judgment.
- Our healing may take years and it is a turbulent process.
- Even though we are safe now we may still be scared about the abuser or attacker.
- We are harder on ourselves than anyone else can be:
  - People who are survivors don't want your pity.
  - Don't try to excuse the abuser's behavior.
  - Don't categorize survivors. Each case is different and unique.



## CONFIDENTIAL COMMUNITY RESOURCES

### THE CENTER FOR FAMILY JUSTICE

753 Fairfield Ave., Bridgeport, CT, 06604

M-F: 9-5

Phone: 203-334-6154

Fax: 203-579-8882

#### Satellite Offices:

-Fairfield Senior Center, 100 Mona Terrace

Hours: W, Th: 9-1 or by appointment

Phone: 203-256-313

-Monroe Town Hall, 7 Fan Hill Road, Room 213

Open: M, 9-1 or by appointment

Phone: 203-452-2800 ext. 1177

-Trumbull, 121 Old Mine Road

By appointment

Phone: 203-261-5110

-Stratford, Town of Stratford Community Services

Birdseye Municipal Complex, 468 Birdseye St.

By appointment

Phone: 203-385-4095

### RAPE CRISIS CENTER OF MILFORD, INC.

70 West River Street

Milford, CT 06460

Hours: M-F: 9-4pm

Phone: 203-874-8712

24/7 crisis hotline: 203-878-1212

Toll Free: 1-888-999-5545

En Espanol: 1-888-568-833

Services: Ansonia, Derby, Milford, Orange, West Haven,  
Shelton, Seymour

### WOMEN'S CENTER OF GREATER DANBURY

Sexual Assault Crisis Services

2 West Street

Danbury, CT 06810

Office: 203-731-5200

Hotline: 203-731-5204

### WOMEN AND FAMILIES CENTER

Meriden office: 169 Colony Street

Phone: 203-235-9297

Middletown Office: 100 Riverview Center, Suite 274

Phone: 860-344-147

New Haven Office: 1440 Whalley Avenue

Office: 203-389-5010

### YWCA NEW BRITAIN SEXUAL ASSAULT CRISIS

#### SERVICES

New Britain Office: 19 Franklin Square

Office: 860-225-4681

Hotline: 860-223-1787

Hartford Office: 175 Main Street (Hispanic Health  
Council)

Office: 860-241-9217

Hotline: 860-547-1022

### THE CENTER FOR SEXUAL ASSAULT CRISIS COUNSELING AND EDUCATION

733 Summer Street, Suite 503

Stamford, CT. 06901

Office: 203-348-9346

Hotline: 203-329-2929

### SUSAN B. ANTHONY PROJECT

179 Water Street

Torrington, CT, 06790

Office: 860-489-3798

Hotline: 860-482-7133

### SAFE HAVEN OF GREATER DANBURY

29 Central Avenue

P.O. Box 1503

Waterbury, CT, 06721

Office: 203-753-3613

Hotline: 203-753-3613





**HOUSATONIC**  
**COMMUNITY COLLEGE**

900 LAFAYETTE BOULEVARD, BRIDGEPORT CT 06604

**Marilyn A. Albrecht, M.S.W.**  
Federal & State Regulations Coordinator  
Title IX Coordinator

Tel: (203) 332-8521 Fax: (203) 332-5247  
Lafayette Hall, B103  
malbrecht@housatonic.edu

**Housatonic.edu**