



Narrative Explaining the Reported Sexual Violence Statistics and Data

Tunxis Community College was chartered by the State of Connecticut in 1969 to serve the Bristol-New Britain and Farmington Valley areas. It first opened for classes in October 1970 with 494 students; today over 6,000 full- and part-time students attend the College each semester enrolled in credit and continuing education classes. Yet Tunxis is still small enough to offer students individual attention. Since the first graduation in 1972, more than 12,000 people have received an associate's degree or a certificate from the College.

As a publicly supported learning center, Tunxis provides an array of educational services designed to meet the training, occupational, intellectual, and cultural needs of the people of its region. The College seeks to serve all those who wish to develop their knowledge and skills; it does so by making its services easily accessible and supports these services through the quality of its faculty and staff. Tunxis bases its operations on the belief that learning is best accomplished through the evaluation of current skills and knowledge, the identification of educational objectives, the determination of a proper balance between study and other responsibilities, and involvement in the educational process that meets one's objectives.

Discussion of Statistical Data

Numbers may appear low, but that will reflect the commuter population. Activities at the college end by 9:30 pm. Incidents of sexual assault, stalking, and intimate partner violence tend to occur off campus and students share this information with a staff or faculty member as a disclosure and no action is needed to be taken by the college. Brochures are available for staff and faculty members to give to those disclosing an incident in order to get the support needed. This number may be low due to the tracking forms are still relatively new for staff and faculty to submit. Reminders and forms are sent to staff and faculty at the beginning of every semester.

Reports:

There have not been any incidents reported to the College.

Disclosures:

There were fourteen disclosures for the 2015 calendar year. Faculty, including adjunct faculty and staff were the ones to report the disclosures. All students who disclosed were offered the brochures available about off campus services. Students were also offered to speak to the Title IX Coordinator for further information about the off campus services.

Tunxis Community College does not have anyone on campus that holds the confidential advisor role. Faculty and staff are required to submit a tracking form, but upon the student's request, only the student's initials are included if the incident is strictly a disclosure. This allows the Title IX Coordinator to track if a student is reporting to multiple campus members and is in need of further services.

SEXUAL VIOLENCE REPORTABLE STATISTICS AND DATA

CSCU INSTITUTION: Tunxis Community College
 REPORTING OFFICE/DEPARTMENT: Dean of Students
 INSTITUTION CONTACT: Jessica Waterhouse
 YEAR: 2016

I. SEXUAL VIOLENCE* PREVENTION, AWARENESS, AND RISK REDUCTION PROGRAMS:			
Program Category	Number of Programs:		
	Prevention:	Awareness:	Risk Reduction:
<i>Sexual Assault</i>	CONNSACS	CONNSACS Clothes Line Project Tunxis Community College Procedures	CONNSACS
<i>Stalking</i>	Prudence Crandall	Prudence Crandall Tunxis Community College Procedures	Prudence Crandall
<i>Intimate Partner Violence</i>	Prudence Crandall	Prudence Crandall Clothes Line Project Tunxis Community College Procedures	Prudence Crandall
Program Types: (List and Describe Each Program Type)			
<p>CONNSACS – Connecticut Sexual Assault Crisis Services. The CONNSACS Campus Advocate provided information for tabling about services provided by CONNSACS with hotline numbers and individual counselling available. The campus advocate had set up a table in the lobby of the 100 building each semester to offer information and guidance for students and staff. Flyers were available outside the counselling office, office F- 36, F-40, outside classroom 207 and on the Human Services Club table during club fairs (held each semester) for students and staff. The Campus Advocate also came in to speak to students during 3 First Year Experience classes in the spring, Introduction to Law Enforcement, Introduction to Human Services in both the fall and spring semesters about sexual assault prevention, awareness and bystander intervention. Faculty were notified during a faculty meeting to invite additional students.</p> <p>Prudence Crandall – A domestic violence services. A counselor provided information for tabling about the services provided by Prudence Crandall. The flyers were available outside the counseling offices and outside office F-36, F-40 and outside classroom 207 and on the Human Services Club table during club fairs (held each semester) for students and staff. A counselor also came in to the Introduction to Human Services class each semester to speak about what domestic violence is, signs of the types of abuse, prevention and services provided by Prudence Crandall. Faculty were notified during a faculty meeting to invite student to attend.</p> <p>Cloth Line Project is a travelling display of t-shirts that victims have expressed their feelings about their past experience with sexual assault and domestic violence. 40-50 t-shirts are hung in the main hallway of the 100 Building in October for two weeks.</p>			

Tunxis Community College - the webpage links to a Tunxis page with descriptions of sexual assault, stalking and intimate partner violence. The Board of Regents Policies and the Tunxis Community College procedures for handling incidents on campus and disclosures was updated and posted as of September 2016. Brochures with campus contacts (Title IX Coordinator, Victim Advocate and our partnerships with CONNSACS and Prudence Crandall), procedures and community liaisons were made available in the Dean of Students Office, outside the counseling office and outside room F-40. The Board of Regents Policy on Student Conduct which lists definitions and disciplinary procedures for offenses can be found in the college catalog both in print and on-line. Tunxis Community College Employee Manual is in the process of being updated. It will be available to employees in early September. The Manual contains links to all BOR and community colleges including (Consensual Relationships, Abuse or Neglect of a Child, etc...). The Manual is available on the college's internal intranet and will be posted on the Human Resources section of the college webpage.

II. SEXUAL VIOLENCE PREVENTION AND AWARENESS CAMPAIGNS:

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

III. TOTAL REPORTED INCIDENCES OF SEXUAL VIOLENCE:

Incident Category	Number of Incidents Reported:	Number of Incidents Disclosed:
<i>Sexual Assault</i>		3
<i>Stalking</i>		2
<i>Intimate Partner Violence</i>		6

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>								
<i>Stalking</i>								
<i>Intimate Partner Violence</i>								

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>			
<i>Stalking</i>			
<i>Intimate Partner Violence</i>			

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>						
<i>Stalking</i>						
<i>Intimate Partner Violence</i>						

V.b. FINAL OUTCOMES OF APPEALS OF ORIGINAL OUTCOMES OF CASES RELATING TO SEXUAL VIOLENCE (EMPLOYEES):

Appeal Category	Outcome of Appeal Decision:	
	Upheld:	Overturned:
<i>Sexual Assault</i>		
<i>Stalking</i>		
<i>Intimate Partner Violence</i>		

VI. TOTAL ANONYMOUS OR CONFIDENTIAL SEXUAL VIOLENCE REPORTS OR DISCLOSURES TO THE INSTITUTION:				
Category	Number of Reports:		Number of Disclosures:	
	<i>Anonymous:</i>	<i>Confidential:</i>	<i>Anonymous:</i>	<i>Confidential:</i>
<i>Sexual Assault</i>			3	
<i>Stalking</i>			2	
<i>Intimate Partner Violence</i>			6	

*"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 cohabitor shall compel the other spouse or cohabitor to engage in sexual intercourse by the use of force against such other spouse or cohabitor, or by the threat of the use of force against such other spouse or cohabitor which reasonably causes such other spouse or cohabitor 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.

All inquiries concerning this handbook may be directed to Gregory F. Daniels, Assistant Counsel, Connecticut State Colleges and Universities, at 860-723-0018 or DanielsG@ct.edu.

POLICY STATEMENTS



Tunxis Community College
Education That Works For a Lifetime

Policy Changes

Tunxis Community College reserves the right to change requirements, courses, prerequisites, regulations, tuition, fees and other policies without prior notice. The President of the College upon written request may make waivers of these policies, due to extenuating circumstances. The catalog does not constitute a contract and is for informational use only.

Racism and Acts of Intolerance

The Community Colleges have long been committed to providing educational opportunities to all who seek and can benefit from them, as evidenced in the mission statements and policies concerning student rights, affirmative action, and equal opportunity. The Board and Colleges recognize that an important part of providing opportunity is creating a welcoming environment in which all people are able to work and study together, regardless of their differentness. At the same time, colleges and universities have traditionally been at the cutting edge of protection of our most cherished freedoms, most notably freedom of speech and non-violent action, which protect even unpopular or divisive ideas and perspectives.

Such constitutionally-protected expression can contribute to an unwelcome and even offensive social and educational environment for some individuals in the college community, particularly when it concerns race, religion, sex, sexual orientation, disability, national origin or ethnicity, and the First Amendment does not preclude colleges from taking affirmative steps to sensitize the college community to the effects of creating such a negative environment.

Therefore, the Community Colleges recognize that they have an obligation not only to punish proscribed actions, but also to provide programs which promote pluralism and diversity and encourage the college community to respect and appreciate the value and dignity of every person and his or her right to an atmosphere not only free of harassment, hostility and violence but supportive of individual academic, personal, social and professional growth.

Acts of racism or harassment directed against individuals or specific groups of individuals will not be tolerated and will be dealt with under the employee affirmative action grievance procedures and the student grievance and disciplinary procedures.

Each college will provide a comprehensive educational program designed to foster understanding of differences and the value of cultural diversity. This will include plans to (1) promote pluralism, (2) educate the college community about appropriate and inappropriate behaviors to increase sensitivity and encourage acceptance, and (3) widely disseminate this policy statement to the entire college community.

Sexual Harassment

Sexual harassment is a form of sex discrimination, which is illegal under state and federal law and is also prohibited by the Board's Nondiscrimination Policy. The Board's policy recognizes that sexual harassment undermines the integrity of the employer-employee and student-faculty-staff relationships and interferes with the right of all members of the College community to work and learn in an environment free from harassment. Such conduct will not be tolerated.

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.

Sexual harassment may be verbal, visual or physical. It may be overt or implicit and may, but need not, have tangible adverse effects on the victim's employment or learning experience.

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
- graphic or suggestive objects, pictures, or photographs
- sexual jokes
- stereotypic comments based upon gender

- threats, demands or suggestions that retention of one's employment or education status is contingent upon toleration of or acquiescence in sexual advances

The perpetrator of sexual harassment, like the victim of such conduct, may be a man or a woman. Sexual harassment may involve individuals of the same or opposite sex and, in the College environment, may involve an employee and a student, an employee and another employee or a student and another student. Harassment in any of these relationships is a violation of the Board's policy.

Because of the power relationship between faculty and student, and between supervisor and employee, freedom of choice may be compromised in such relationships. Accordingly, this policy holds that where a faculty member or professional staff member has responsibility for a student through teaching, advising, supervision or other obligation, romantic or sexual liaisons between such persons shall be deemed a violation of this policy. Romantic or sexual liaisons between supervisors and subordinate employees, while not prohibited, are strongly discouraged.

It should be noted, additionally, that retaliation against a person for complaining or being associated in any way with the resolution of a complaint of sexual harassment also violates Board policy.

What To Do If You Are The Victim Of Sexual Harassment:

- When an employee or student feels that he or she has been the victim of sexual harassment, he or she should report such incident(s) to a College official.
- Employees may report incidents of sexual harassment to the Dean of the area of the College in which the individual is involved, the College Affirmative Action Officer, or another College official who has been designated by the President as a recipient of such complaints.
- Students may report incidents of sexual harassment to the Dean of Student Affairs or to such other College official as the President may have designated. Nothing shall prevent students from speaking to a college counselor about their concerns. However, such communication is not a substitute for filing a complaint of sexual harassment with an appropriate College designee.
- A claim that an employee of a third party contractor has engaged in sexual harassment on the College premises or in connection with the performance of the third party contract should be reported immediately to either the President or to another appropriate College official as set forth in this document. The President will ensure that appropriate follow-up action is taken.

Depending on the nature of the complaint and the desires of the complainant, the College official to whom the complaint has been made may attempt to resolve the complaint informally. Any informal resolution of a complaint must be approved by the College President. No person shall be forced to pursue informal avenues of resolution before filing a formal complaint of sexual harassment.

If informal resolution is not possible or appropriate, a written complaint should be filed in accordance with the existing Affirmative Action Grievance Procedure for Employees (see Board Policy 2.1.3) or Student Grievance Procedure for students (see Board Policy 5.2.2).

- For employees, a written complaint should be filed within fifteen (15) calendar days of the alleged harassment. This time frame may be extended by up to fifteen (15) additional calendar days if efforts at informal resolution have been made.
- For students, a written complaint should be filed within thirty (30) days of the date the grievant knew or should have known of the alleged harassment. However, a delay in filing a formal complaint will not be a reason for refusing to investigate such complaints. Although the ability to investigate may be compromised by delay, a written complaint will be treated in the manner prescribed by this policy if filed within 180 days of the date the student knew or should have known of the alleged harassment.

When a formal complaint of sexual harassment is received, the College will investigate it. The rights of all persons involved in the investigation shall be respected and every effort will be made to protect the confidentiality of both the alleged victim and the alleged harasser. Toward this end, only persons with a need to know shall be made privy to the complaint. However, complete anonymity cannot be assured, given the College's obligation under law to investigate and take appropriate action in all cases of sexual harassment.

All complaints of sexual harassment shall be taken seriously. It is expected that complaints will be made in good faith, however. Frivolous or vexatious complaints can cause irremediable damage to the reputation of the accused person, even though he or she is subsequently vindicated. Therefore, any person who files a false complaint of sexual harassment shall himself or herself be subject to disciplinary action, up to and including termination, if an employee, or expulsion, if a student.

In addition to invoking the available grievance procedure, an employee who believes he or she has been sexually harassed may file a complaint with the Connecticut Commission on Human Rights and Opportunities, 21 Grand Street, Hartford, CT 06106 and/or with the Equal Employment Opportunity Commission, One Congress Street, Boston, MA 02114, within 180 days of the date when the harassment occurred. A student who believes he or she has been sexually harassed may, in addition to the available grievance procedure, file a complaint with the federal Office for Civil Rights, U. S. Department of Education (Region I), John W. McCormack Post Office and Courthouse, Room 222, Post Office Square, Boston, MA 02109.

Information Technology Resources

Acceptable Use Policy – <http://www.ct.edu/it/policy-list>

Tunxis Community College operates in accordance with the **Board Computing Policy** (printed below) and the associated Acceptable Use Policies. These documents are incorporated by reference in this Policy. All computer resources and facilities of TCC shall be used solely for legitimate and authorized TCC academic and administrative purposes. The following guidelines represent an extension and clarification of the Acceptable Use Policy applicable to Tunxis Community College.

Sanctions: Violations of this Policy shall subject users to the regular disciplinary processes and procedures of the College for student, staff or faculty and may result in loss of computing privileges. Illegal acts involving College computing resources may also subject violators to prosecution by local, state, and/or federal authorities.

General Principles for Use: The College reserves the right to inspect and examine any Tunxis owned or operated communication system, computer resource, and/or files or information contained therein at any time. It is prohibited for Systems or Network Administrators to read users' files unless required to react to or prevent actions by users that may violate this Acceptable Use Policy or may cause significantly detrimental effects on system or network operation.

Unacceptable Uses: The viewing, downloading, and/or printing of materials for purposes other than legitimate academic work is prohibited. The viewing, downloading or printing of sexually graphic or suggestive materials may additionally be considered grounds for further disciplinary action for sexual harassment. Storing of files and/or programs on the hard drives of the computers by students is prohibited. Installation of personal software on computers is prohibited.

Additional Guidelines: Software downloads or printouts of materials from the Internet are subject to limitation. No food or drink is allowed at any computer table. Cups and other containers must be left on the floor. Children must be supervised by parents at all times and are not allowed to use computers without specific authorization from College staff supervising Computer Resource areas, unless participating in College-sponsored activities.

Acceptable Use and Responsible Use of Information Technology Resources Policy (Board Policy IT-001)

Introduction

This Policy governs the Acceptable and Responsible Use of Information Technology and Resources of Connecticut State Colleges and Universities (CSCU). Information Technology (IT) resources are a valuable asset to be used and managed responsibly to ensure their integrity, security, and availability for appropriate academic and administrative use.

The usage of CSCU IT resources is a privilege dependent upon appropriate use. Users of CSCU IT resources are responsible for using IT resources in accordance with CSCU policies and the law. Individuals who violate CSCU policy or the law regarding the use of IT resources are subject to loss of access to IT resources as well as additional CSCU disciplinary and/or legal action.

Purpose

The purpose of this policy is to provide the CSCU community with common rules for the usage of IT resources.

The intent of this policy is to provide information concerning the appropriate and inappropriate use of CSCU IT systems to:

- Ensure CSCU IT resources are used for purposes consistent with CSCU mission and goals;
- Prevent disruptions to and misuse of CSCU IT resources;
- Ensure CSCU community is informed of state and federal laws and CSCU IT policies governing the use of CSCU IT resources and;
- Ensure IT resources are used in a manner which comply with such laws and policies.

- Contents of all electronic communications shall conform to state and federal laws and CSCU policies regarding protection of privacy, intellectual property, copyright, patents and trademarks
- Using electronic communications resources for any purpose restricted or prohibited by state and federal laws, regulations or CSCU policies is prohibited.
- Using electronic communications resources for monetary gain or for commercial, religious, or political purposes that are not directly related to CSCU institutional missions or otherwise authorized by appropriate CSCU authority is prohibited.
- Usage that directly or indirectly causes strain on the electronic communications resources is prohibited.
- Capturing, opening, intercepting or obtaining access to electronic communications, except as otherwise permitted by the appropriate CSCU authority is prohibited.
- Using electronic communications to harass or intimidate others or to interfere with the ability of others to conduct CSCU business is prohibited.
- Users of electronic communications resources shall not give the impression that they are representing, giving opinions or otherwise making statements on behalf of CSCU unless authorized to do so.
- Directly or by implication, employing a false identity (the name or electronic identification of another), except under the following circumstances, is prohibited:

A supervisor may direct an employee to use the supervisor's identity to transact CSCU business for which the supervisor is responsible. In such cases, an employee's use of the supervisor's electronic identity does not constitute a false identity.

A user of the CSCU electronic communications services may not use a pseudonym (an alternative name or electronic identification for oneself) for privacy or other reasons, unless authorized by an appropriate CSCU authority for business reasons.

- Forging email headers or content (i.e., constructing an email so it appears to be from someone else) is prohibited.
- Unauthorized access to electronic communications or breach any security measure is prohibited.
- Interfering with the availability of electronic communications resources is prohibited, including but not limited to the following:
 - (i) sending or forwarding email chain letters or their equivalents in other electronic communications services;
 - (ii) "spamming," i.e., sending electronic junk mail or junk newsgroup postings;
 - (iii) "letter-bombing," i.e., sending an extremely large message or sending multiple messages to one or more recipients to interfere with the recipient's use of electronic communications resources; or
 - (iv) intentionally engaging in other practices such as "denial of service attacks," i.e., flooding the network with traffic.
- Distribution of an electronic mail to the entire or a substantial portion of a campus community must obtain prior approval as specified by the receiving institution.

Policy on Student Conduct

I. Student Code of Conduct Preamble (Approved 3/13/14; amended 4/17/14, 1/15/15, 6/16/16)

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: Applications, 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 or 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" 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.

¹ 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. (Approved by Board of Regents 1/15/15, revised 6/16/16)

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.

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.

Student Rights and Responsibilities

Section 3: Review of Academic Standing (Board Policy 5.2.2)

A student may seek review of the assignment of a grade or other decision affecting academic status in accordance with the following procedure:

1. *The grade or academic decision* affecting academic status should be discussed informally with the instructor or official responsible for the decision within fifteen calendar days of the student's awareness of the decision (in the case of final grades, within fifteen days of the grade being posted online).
2. *If the matter is not satisfactorily adjusted* within ten calendar days of this appeal or the instructor is not available, the student may refer the matter to the Academic Dean by filing a written appeal. The appeal must be filed with the Academic Dean within thirty (30) calendar days of the student's awareness of the decision which is being appealed (in the case of final grades, within fifteen days of the grade being posted online). The student may seek the advice of the Dean of Students before filing an appeal.

Upon receipt of such appeal, the Dean shall meet with the instructor, if he or she is available, to determine that step 1 has taken place or is not possible and to receive relevant information from the instructor responsible for the decision. The dean may then refer the matter to the academic supervisor for informal consideration prior to step 3 below.

3. *The Academic Dean or other designated official(s) shall afford review* as provided below. The President may designate an official or an academic appeals committee to provide review at this step in lieu of the Academic Dean.

The student shall be afforded the right to present a written statement of appeal and relevant information in support of it. It is the student's responsibility to show that the decision in question is arbitrary, i.e., without a reasonable basis, or was made for improper reasons in violation of section I of this policy.

The instructor shall be notified by the Academic Dean that an appeal has been filed, and shall also be afforded the right to

present a written statement of the reason for his or her decision.

In the event that a meeting of the academic appeals committee is convened, both the student and the instructor shall be notified of the date and time of the meeting, and may request that they present their case in person (however, the decision to allow attendance is up to the discretion of the committee, and the parties shall not be in the hearing room at the same time).

The student is entitled to a written response within thirty (30) days of the completion of his or her presentation. A decision to change the grade or modify the decision which has been appealed is advisory to and subject to the approval of the President.

4. *The foregoing decision may be appealed to the President* by filing a statement of appeal within ten calendar days of the date of the decision. Review by the president shall be on the basis of the written record unless he or she decides that fairness requires broader review. The decision of the President shall be final.
5. *The time frames* provided herein may be modified by the President for good cause shown.

Student Records

These guidelines are in response to the requirements of the Family Educational Rights and Privacy Act of 1974 as amended. The guidelines seek to establish a reasonable balance between the obligation of the institution for the growth and welfare of the student and its responsibilities to society.

The College makes every effort to keep student records confidential. All members of the faculty, administration, and clerical staff respect confidential information about students that they acquire in the course of their work. At the same time, the College is flexible in its policies not to hinder the student, the College or the community in their legitimate pursuits.

These guidelines apply to students currently enrolled, former students, and alumni but not to applicants seeking admission to the College.

Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA) (Board Policy 5.7)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. **The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.** Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. **The right to request amendment of an education record that the student believes is inaccurate.** Students may ask an appropriate College official to amend a record that they believe is inaccurate. The student should write to the College official, clearly identify the part of the record he or she wants changed, and specify why he/she believes it is inaccurate. The College will notify the student of the decision. If the College decides not to amend the record as requested by the student, the College will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

NOTE: FERPA is not intended to provide a process to question substantive judgments that are correctly recorded. For example, the right of challenge does not allow a student to contest a grade in a course because the student believes that a higher grade should have been assigned.

3. **The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** FERPA permits disclosure without consent to school officials with legitimate educational interests. A "school official" includes but is not limited to the following: a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement and security personnel, counseling and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent or official of the National Student Clearinghouse); a person serving on the Board who is authorized to act on its behalf; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

Students may choose to release limited educational information to a third party by completing the "Consent for Disclosure of Educational Records" form available at the Records Office. This document, when completed by the student, authorizes, but does not require the College to disclose personally identifiable information pertaining to the student that is maintained in College records. The College reserves the right under federal law to decline to disclose such information, when in the exercise of the College's judgment, it determines it is appropriate not to disclose such information. (TCC Policy)

FERPA also permits disclosure of education records without consent in connection with, but not limited to:

- To comply with a judicial order or a lawfully issued subpoena;
 - To appropriate parties in a health or safety emergency;
 - To officials of another school, upon request, in which the student seeks or intends to enroll;
 - In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
 - To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
 - To accrediting organizations to carry out their functions;
 - To organizations conducting certain studies for or on behalf of the College;
 - The results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence to the alleged victim of that crime with respect to that crime.
 - Directory information as defined in the policy of the Board.
4. The right to refuse to permit the College to release directory information about the student, except to school officials with a legitimate educational interest and others as indicated in paragraph 3 above. To do so, a student exercising this right must complete a non-disclosure of directory information form to the Office of Registrar at Tunxis Community College, 271 Scott Swamp Road, Farmington, CT 06032. Once filed, this notification becomes a permanent part of the student's record until the student instructs the College, in writing, to remove it.

The Board of Trustees has designated the following as directory information: student names and addresses, dates of attendance, full vs. part-time student status, awards, major/program of study, honors and graduation date. For purposes of access by military recruiters only, telephone listings and, if known, age and level of education are also designated as directory information.

Colleges may disclose directory information without prior consent, unless a student has exercised the right to refuse to permit the College to release directory information in accordance with paragraph 4 above. (TCC Policy)

5. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Colleges to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is:

Family Policy Compliance Office U.S.
Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

I. Records Affected

- A. This policy applies to records, files, documents, and other materials which contain information directly related to a student and are maintained by the College.
- B. Broadly defined and outlined below is a description of the types of records maintained by the College and the designated custodian of each type of record.

Type of Record	Office	Type of Record	Office
Academic	Records Office	Disciplinary	Dean of Student Affairs and/or
Veterans	Financial Aid Services		Dean of Academic Affairs
Admissions	Admissions Office	Fiscal	Dean of Administration
Financial Aid	Financial Aid Services		

- C. The term "educational records" does not include personal files of the professional staff which are in the maker's sole possession and not accessible or revealed to any other person.

Confidentiality of Student Records

Tunxis Community College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. Thus, the College views student educational records as confidential information that cannot be released without the written consent of the student. Information such as name, address, dates of attendance, full- or part-time status, graduation date, awards and honors is considered to be "directory information" that can be released without a student's written permission.

Access Rights of Persons of Agencies Other Than Students

Except for those stated below, no one has access to educational records without the written consent of the student concerned. The exceptions to the consent requirement are: professional staff members determined by the appropriate record-keeper to have legitimate educational interests in seeing the records in question; authorized federal officials auditing federally supported education programs, and state officials to whom information from student records is required by statutes to be disclosed; persons processing a student's financial aid application; organizations conducting studies on behalf of educational agencies in connection with predictive tests, student aid programs, and the improvement of instruction, provided that the identity of the student must be revealed to other than representatives of such organizations; recognized accrediting functions; parents of a student under 18 years of age who is dependent upon such parents for Federal Income Tax purposes who must also provide proof in the form of most recent tax return; and, in an emergency, appropriate persons, as determined by the keeper of the records, if the knowledge of information from a student's record is necessary to protect the health or safety of the student or other persons.

It should be noted that government investigative agencies, including law enforcement agencies, have no inherent legal right to access to student files and records. When information beyond directory information is requested, it normally will be released only on written authorization from the student. If such authorization is not given, the information is released only on court order or subpoena. If a subpoena is served, the student whose record is being subpoenaed is notified and that subpoena is referred to the legal counsel of the Board.

Each office which maintains educational records maintains a record for each student which lists all individuals (except institution officials described above), agencies or organizations which have requested or obtained access to such student's education record.

II. Procedures to Follow to Access a Record

- A. A request by a student or agency to inspect a record shall be made in writing to the College office which maintains the record.
- B. The administrator responsible for the record will inform the student when the requested record will be made available.
- C. Every office will inform students who has access to their records and why.
- D. Students are obligated to properly identify themselves before being shown their record.
- E. Students are obligated not to interfere with the operation of the office in which the record is being maintained.
- F. Students are obligated to examine the record during reasonable hours at the place the record is maintained.
- G. The examination of the record shall be transmitted to the student upon written request.

III. Reviewing and Expunging Records

The student's transcript is maintained in perpetuity by the institution. No other record is officially designed as a permanent record and will be expunged at the discretion of the custodian of the record three years after the student last attended the college.

IV. Challenges to the Content of Records

After reviewing a record, a student has a right to challenge the contents of the record as being inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. A student may not challenge the correctness of a grade that has been assigned to his/her performance in a course but may challenge the accuracy of the recording of the grade.

1. Upon deciding that some aspect of his or her record is inappropriate, the student shall so inform the designated person in the office where his or her record is maintained and shall attempt to resolve the problem through informal discussions with such person and the person in charge of that office.
2. If no agreement is reached through informal discussions, the student may submit in writing to the Dean of Academic Affairs a request for a hearing in order to challenge the contents of the record.
3. Hearing Procedures will:
 - a. Take place within ten (10) working days of the time following receipt of the request.
 - b. Be conducted and a decision rendered by the Dean of Academic Affairs or designee.

- c. Afford the student a full and fair opportunity to present evidence relevant to the issue.
- d. Be rendered in writing within five (5) days after the conclusion of the hearing.

English as a Second Language

The Connecticut Community College System shall award academic credit, specifically foreign language credit, to students enrolled in English as a Second Language (ESL) courses at the intermediate through advanced ESL levels. The number of applicable credits shall be determined by existing foreign language credit limitations.

Students seeking to transfer ESL credits to a four-year institution should check transferability at that institution.

Statement on Drug and Alcohol Abuse

Tunxis Community College is committed to providing students with a safe and healthy learning environment. The College is committed to clear and concise policies on substance abuse, and a program of counseling, treatment, rehabilitation and re-entry programs for all Tunxis employees and students.

The unlawful possession, use or distribution of drugs and alcohol by anyone on College property, or in any College activity is prohibited.

If a student engages in repeated behavior in violation of the Student Code of Conduct which is indicative of likely substance abuse problems, he or she may be required to attend a meeting or hearing with the Dean of Student Affairs as appropriate. The result may be expulsion or suspension from campus. Employees may face disciplinary action, up to and including termination, in accordance with union contracts. In addition, the unlawful possession or distribution of drugs and alcohol may result in prosecution under federal, state or local laws. Consequences may include fines and incarceration.

The Counseling Office can provide referral assistance to students facing problems associated with drug and alcohol abuse. Employees should contact Human Resources or EAP for assistance and referral.

For more information, please contact the Counseling Office at 860.773.1510 or Dean of Administration at 860.773.1302.

AIDS and Other Communicable Diseases (Board Policy 2.10)

The Community College System reaffirms its commitment to provide a safe and healthy educational environment, safeguard the rights of individuals, and comply with state and federal anti-discrimination laws and regulations. Sound and compassionate legal, ethical, moral, and educational principles require that students and employees with AIDS, HIV infection, and other communicable diseases be accorded the same rights and assume the same responsibilities as all other members of the Community College community. It is recognized that the best method of allaying fears and promoting understanding is education: the dissemination of information based on fact and current specific knowledge.

1. People with AIDS and other communicable diseases shall be accorded the same rights as all other students and employees. State and federal laws and regulations prohibit discrimination against and harassment of individuals solely because of disability. No individual shall be discriminated against in any college programs, services, or employment solely because of his or her status as AIDS- or HIV-infected or having any other communicable disease.
2. Each college shall provide information and educational programs and activities concerning AIDS and other communicable diseases for students and employees. Such information and programs shall rely on the most current knowledge about such diseases and shall focus on how such diseases are and are not transmitted, how they can be prevented, and the rights of persons with such diseases.
3. Each college president shall designate an individual responsible for coordination, delivery, and evaluation of the college AIDS education program. A committee representative of the college community should be involved in formulating educational and information activities.
4. Restrictions shall not be placed on admission, programs, services, or employment offered to an individual on the basis of a diagnosis of AIDS, HIV infection, or other communicable disease, except in individual cases when it has been medically determined that there is risk of infection or danger to others or in programs from which individuals with specific communicable diseases are excluded by law or regulation.
5. Colleges shall not require testing of students or employees for AIDS, HIV infection, or other communicable diseases for participation in employment, programs, or services of the college, except as required by law or regulation. Where possible, colleges shall maintain a listing of local referral sources for such testing and shall publish such listing with other educational information.

6. All student or employee information related to inquiries, testing, and disclosure of AIDS, HIV, or other infection status shall be treated confidentially as all other health records. All reasonable steps shall be taken to protect the identity of an individual with AIDS.
7. Students and employees involved in the direct delivery of health-care services and those who might otherwise come in contact with blood and other body fluids (such as in science laboratories or allied health practica) shall at all times follow the guidelines regarding precautions to be taken in the handling of such fluids disseminated by the Department of Health Services (January 1987, provided as Appendix A) or other approved guidelines.
8. Violations of any part of this policy shall be dealt with under the appropriate disciplinary procedures for students or employees.
9. This policy shall be published in all college catalogs and student handbooks and shall be made available to all community college employees.

Statement on Violence Prevention and Response (Board Policy 2.13)

For purposes of this policy, "violence" is defined as an overt act or threat of harm to a person or property, or any act that poses a substantial threat to the safety of any person or property. "Premises" is defined as any space owned or leased by the Community Colleges or any of its constituent units, including vehicles and any location where college or system business or activities are conducted. Conduct that may violate this policy includes, but is not limited to, the following:

- Intimidating, harassing or threatening behaviors.
- Physical abuse, including hitting, slapping, poking, kicking, punching, grabbing, etc.
- Verbal abuse, including yelling, shouting, use of sexually, racially or ethnically charged epithets, etc.
- Vandalism.
- Carrying or possessing weapons or dangerous instruments of any kind on Community College premises, unless properly authorized.
- Using such weapons.
- Any other act that a reasonable person would consider to constitute a threat of violence, including oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

Reporting Threats or Violent Acts (Board Policy 2.13)

A person who feels that he or she has been subjected to threats or acts of violence as defined herein, or a person who witnesses such threats or acts, must report the incident to a supervisor, manager, or the Human Resources Office. Supervisors and managers who receive such reports shall seek advice from the Human Resources Office regarding investigating the incident and initiating appropriate action. **Serious incidents or serious threats of imminent danger to the safety of persons or property should immediately be reported to proper law enforcement authorities and/or to the campus Public Safety/Security Department.**

Any individual who has applied for or obtained a protective or restraining order which lists the premises of the Community Colleges as protected areas must provide to the Human Resources Office a copy of the petition and declaration used to seek the order, a copy of any protective or restraining order that is made permanent. The sensitivity of the information request is understood, and colleges are responsible for treating such information in a manner that recognizes and respects the privacy of the reporting person.

(The college's Emergency Response Plan details procedures for reporting a crime or emergency on campus.)

Enforcement of this Policy (Board Policy 2.13)

All reported incidents of violence will be taken seriously and will be dealt with appropriately, including prompt evaluation, investigation, and response. An individual who makes a substantial threat of violence or commits an act of violence as defined in this policy shall be removed from the premises. Any weapon or dangerous instrument will be confiscated and turned over to appropriate law enforcement/public safety authorities. There is no reasonable expectation of privacy with respect to such items on college premises.

Violations of this policy, including knowingly providing a false report, or failing to cooperate fully with an investigation, may lead to disciplinary action up to and including dismissal from employment or expulsion from the college. Violations may also result in criminal penalties.

Campus Safety Efforts

The health and safety of the campus community is of the utmost importance. The College has four teams that address health and safety issues.

The Crisis Management Team assists the College in responding to, managing, mitigating and recovering from an emergency.

The Behavioral Intervention Team was created to heighten awareness of faculty, staff and students regarding potentially at-risk students and others on campus who may be at risk of harm to themselves or others. Further information about the team may be found on the college website.

Both the Crisis Management Team and the Behavioral Intervention Team develop and review college policies which address emergency situations and disturbing behavior.

The Emergency Medical Response Team are certified in first aid, CPR and use of the college's two automated external defibrillators (AEDs). They respond to a medical emergency prior to the arrival of first responders.

The Health & Safety Committee is composed of faculty and staff who assess the health and safety of the college environment and make recommendations for improvement.

The College's **Emergency Response Plan** is posted on the college's website. Students, faculty and staff are automatically enrolled in the college's emergency text messaging system, myCommNet Alert. The alert system is used to send information regarding emergencies and weather-related closings. Details can be found on the myCommNet portal.

For more information on the subject of workplace violence, please consult the State of Connecticut Violence in the Workplace Policy and Procedures Manual for Human Resource Professionals, which can be found on the Office of Policy & Management website at the following address: <http://www.ct.gov/opm/cwp/view.asp?a=2992&q=383254>.

Sex Offenders on Campus (policy adopted 12/17/2007)

Whenever, in the judgment of the college president, the continued presence of a convicted sex offender who has previously admitted or registered as a student, credit or non-credit, would constitute an unreasonable threat to the safety of people, the security of property or the integrity of the academic processes and functions of the college, such person may be denied continued attendance as a student or have limitations placed on participation in college activities and/or access to college property.

The decision to exclude a person under this provision must be based on an assessment of the risk presented by the continued presence of the convicted sex offender, who normally must be allowed to provide information pertinent to the decision. The decision to exclude such person may not be based solely on the person's status as a convicted sex offender; nor shall any person use information regarding a convicted sex offender to injure or harass any person.

The decision of the president shall be final.

Electronic Device Policy

In order for students to receive uninterrupted quality instruction and services, all cell phones, beepers, pagers, and alarm watches should be turned to vibrating mode while students are in classrooms, labs, Library, Academic Support Center, and Computer Center. Should a cell phone, beeper, or pager need to be answered during these times, the student should leave the area. Many instructors do not allow students to return to the classroom if exams or presentations are in progress. Students should check instructors' individual policies on leaving the classroom to respond to one of the above-mentioned devices.

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.

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.

**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:

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
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- 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
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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

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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
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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.

TUNXIS COMMUNITY COLLEGE

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Phone: 860.773.1300

Office & Department Contacts

ADMISSIONS

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Phone: 860.773.1490

TITLE IX COORDINATOR

Jessica Waterhouse, Title IX Coordinator –

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Sexual Assault and Interpersonal Violence

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What You Need to Know

[one-half]

[What is Sexual Assault? What is Stalking?](#)

[What is Sexual Harrassment?](#)

[What is Relationship Violence?](#)

[Types of Abuse](#)

[Consent](#)

[How Can I Help Stop Sexual Assault Violence?](#)

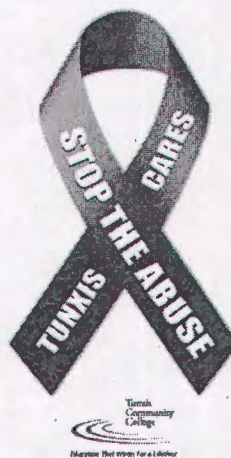
[Proactive Bystander Intervention](#)

[Reactive Bystander Strategies](#)

[Your Rights](#)

[Reporting or Disclosing Sexual Assault, Sexual Harrassment, Dating or Intimate Partner Violence, or Stalking to Tunxis Community College](#)

[Resources](#)[/one-half][one-half last]Sexual misconduct is a very serious issue and disproportionately affects college students, impeding their ability to participate fully in their studies. Sexual assault will not be tolerated at Tunxis Community College. Although our mission is to educate students, nothing is more important than student safety and well-being. The College aims to prevent and respond to sexual assault, dating/domestic violence, stalking, and sexual harassment through prevention education, collaboration, outreach, and advocacy. We are committed to taking a survivor-centered approach, which means that if a student is victimized, they are given the options and make the decisions about what services they would like to access and whether or not they would like to report the incident. Our commitment is to create a community that is safe and supportive of people of all gender and sexual identities. [/one-half][clear]



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[Mission, Vision and President's Welcome](#)

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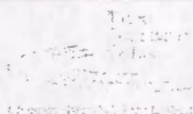
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College information

What is Sexual Assault/Stalking?
[Home](#) > [College Information](#) > [Sexual Assault and Interpersonal Violence](#) > What is Sexual Assault/Stalking?
What is Sexual Assault?

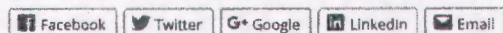
Sexual assault is compelling by force or by threat of force the following:

sexual penetration of the vagina or anus, including by an object; oral sex; or contact with a person's genital area, groin, anus, inner thighs, buttocks or breasts for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating the victim. Sexual assault is also intentionally subjecting another to such contact without consent. Any person can be a victim or perpetrator. Examples of sexual assault include: rape, attempted rape, intentional touching without consent of a person's genital area, groin, anus, inner thighs, buttocks or breast for sexual gratification or to degrade the victim.

What is Stalking?

Stalking is any behaviors or activities occurring on more than one (1) occasion that collectively instill fear in the victim and/or threaten her/safety, mental health and/or physical health. Such behaviors or activities may include, but are not limited to, whether on or off campus, non-consensual communications face-to-face, telephone, email, etc., threatening or obscene gestures, surveillance or being present outside the victim's classroom or workplace.

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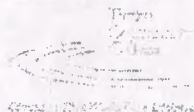
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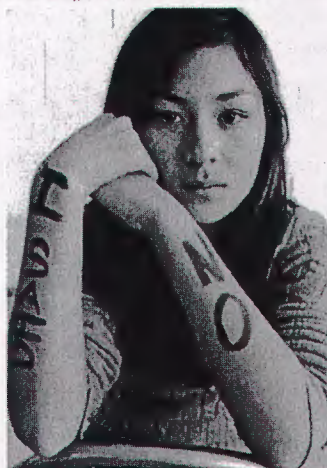
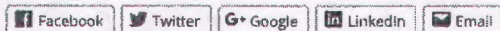
College Information

What is Sexual Harassment?[Home](#) > [College Information](#) > [Sexual Assault and Interpersonal Violence](#) > What is Sexual Harassment?

Sexual Harassment is a form of unlawful gender-based discrimination. It may involve harassment of women by men, harassment of men by women, and harassment between persons of the same sex. Sexual harassment is defined as unwelcome gender-based 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 the college's educational program or activities or employment benefits or opportunities. The unwelcome behavior may be based on power differentials (such as in 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), the creation of a hostile environment, or retaliation.

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
- implied or overt threats of punitive action, a result of rejection of sexual advances
- 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
- 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.

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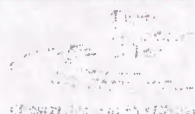
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College Information

What is Relationship Violence?

[Home](#) > [College Information](#) > [Sexual Assault and Interpersonal Violence](#) > What is Relationship Violence?

Relationship violence may be present in dating and domestic violence, sometimes also 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, often including the threat or use of violence. This abuse happens when one person believes they are entitled to control another, and it may or may not include sexual assault. Dating and domestic violence occur in straight/heterosexual relationships, same-sex/gender relationships and in intimate relationships that do not involve romantic feelings. Intimate partner violence impacts people of all ethnicities, races, classes, abilities and nationalities. Although there are some general patterns in domestic or dating violence, there is no typical abusive behavior. To wear down and control his/her victim, an abuser may use isolation, emotional harassment, physical contact, intimidation, or other means. The controlling behavior usually escalates, particularly if the victim of the abuse tries to resist or leave.

Types of Abuse

In a violent relationship, behaviors that are used to maintain fear, intimidation, and power over another person may include threats, intimidation, economic abuse, sexual abuse, taking advantage of male privilege, or using someone's identity against them. These behaviors may take the form of physical, sexual, emotional, and psychological violence.

LOVE IS NOT ABUSE

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Office & Department Contacts

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Phone: 860.773.1490

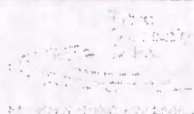
TITLE IX COORDINATOR

Jessica Waterhouse, Title IX Coordinator - 860.773.1300
ext. 31646

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College information

Consent[Home](#) > [College Information](#) > [Sexual Assault and Interpersonal Violence](#) > Consent

An important concept for all of us, regardless of age, is one of consent.

Consent is the most misunderstood concept in comprehending the issues around interpersonal violence. Learning how to talk about consent, gain consent, and refuse consent can help clarify each person's responsibility to minimize the risk of unwanted sexual contact.

Consent is:

- A voluntary, sober, imaginative, enthusiastic, creative, wanted, informed, mutual, honest, and verbal agreement
- An active agreement: consent cannot be coerced
- A process, which must be asked for every step of the way; if you want to move to the next level of sexual intimacy, you should ask!
- Never implied and cannot be assumed, even in the context of a relationship. Just because you are in a relationship does not mean that you have permission to have sex with your partner

Consent is NOT:

- If someone says no repeatedly and finally says yes
- If someone is incapacitated by substances
- If someone has only agreed to an earlier act
- If someone says nothing
- If someone is never asked for consent
- If someone has been made to feel that they must say yes
- If someone uses their position of power or authority to coerce or manipulate someone 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. It's not always easy to let people know that you are not happy about something. Sometimes the person you're with might look like they are happy doing something, but inside they are not. They might not know what to say or how to tell you that they are uncomfortable. One of the best ways to determine if someone is uncomfortable with any situation, especially with a sexual one, is to simply ask.

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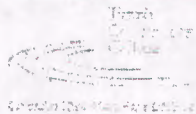
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College Information

How Can I Help Stop Sexual Assault Violence?

[Home](#) > [College Information](#) > [Sexual Assault and Interpersonal Violence](#) > How Can I Help Stop Sexual Assault Violence?

Sexual assault and interpersonal violence are complex and very real issues on and off campus. In order to address this reality, all members of the campus community and relevant off-campus support agencies must work together. Everyone has a role to play in ending sexual violence. To prevent gender-based violence, it is important that people are approached as potential witnesses or bystanders to behaviors related to sexual or dating violence.

**Speak up.
Speak out.**

Proactive Bystander Intervention

In order to be a proactive bystander who helps prevent incidents of sexual violence, you can...

- Believe violence is unacceptable and say it out loud
- Talk openly with your friends about these issues
- Use the resources listed in this brochure to inform yourself
- Don't laugh at sexist jokes or comments
- Empower victims to tell their stories

Reactive Bystander Strategies

In order to be a reactive bystander who positively intervenes in instances of sexual harassment or violence, there are certain ways you can step up to prevent a risky situation from resulting in an assault.

- Assume responsibility for intervening. Don't be afraid to get involved
- Get help from friends
- Get help from campus safety or other college authorities for support and options
- Ask the person who is in a potentially dangerous situation if he/she wants to leave
- Ask the victim if she/he is ok
- Provide options and a listening ear

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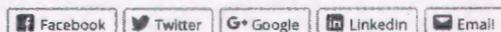
ABOUT TCC

College Information

Your Rights[Home](#) > [College Information](#) > [Sexual Assault and Interpersonal Violence](#) > [Your Rights](#)**You have the right to...**

- Be treated with respect and dignity.
- Privacy. This means you can refuse to answer any questions about the sexual assault, your sexual orientation, your sexual history (including HIV status), and your medical history
- Be notified of existing campus and community based medical, counseling, mental health and victims of sexual assault resources whether or not the crime is formally reported to campus or civil authorities
- A timely disposition if reporting an incident to the College
- Be notified of the outcome of the College's sexual assault conduct proceedings against the accused
- Have conversations with one of the licensed counselors in the Academic Advising Office
- Have access to a local sexual assault crisis service center
- Have access to a local domestic violence agency
- Have a counselor/advocate to accompany you to medical and legal proceedings
- Decide whether or not you want the police to investigate the assault
- Request that someone you are comfortable with stay with you in the medical examination room
- Ask questions and get answers regarding any tests, exams, medications, treatments or police reports
- Not be judged on your race, age, class, marital status, gender or sexual orientation
- Be considered a victim/survivor of sexual assault, regardless of the offender's relationship to you

Additional information regarding sexual misconduct and campus policies is available here on the web site and on postings throughout the campus.

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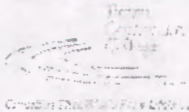
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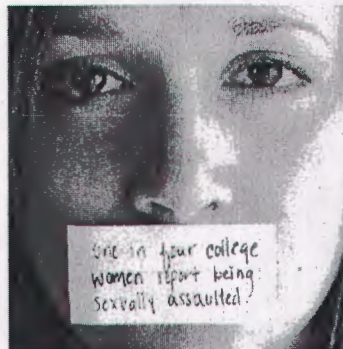
Reporting or Disclosing Sexual Assault

[Home](#) > [College Information](#) > [Sexual Assault and Interpersonal Violence](#) > Reporting or Disclosing Sexual Assault

Reporting or Disclosing Sexual Assault, Sexual Harassment, Dating or Intimate Partner Violence, or Stalking to Tunxis Community College

1. Report Incident

2. Meet with Title IX Coordinator and Victim Advocate



Title IX Coordinator: Jessica Waterhouse, Professor of Criminal Justice

Victim Advocate: Colleen Richard, Professor of Human Services

The College will provide information regarding contact information regarding professional assistance including campus resources, law enforcement, and local advocacy, counseling and mental health services. The College will also provide to those who report or disclose, the procedures to follow including filing a complaint via the College Code of Conduct. If the student who is a victim of college related sexual misconduct chooses to report an incident, Dr. Peters will interview respondent and witnesses.

A summary report will be provided to the student before a final report is submitted to a Student Affairs Conduct Officer.

3. Meet with a Student Affairs Conduct Officer

Upon receipt of information, explanation of conduct process will be provided and questions will be answered. The Conduct Officer may impose immediate restrictions on the accused student.

4. Conduct Officer Investigates

Following investigation, the Conduct Officer will make a determination or within five (5) days the matter will be forwarded to a Hearing Panel. Based on the information presented to the Hearing Panel the respondent is either found "responsible" or "not responsible."

5. Sanctions Are Determined

Both students are notified of investigations outcome via email and/or letter. Any sanction(s) is/are effective immediately.

6. Request to President for Review

A request for review by the College President may be made within three (3) business days of receiving notice of determination.

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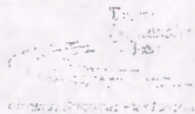
TITLE IX COORDINATOR

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College information

Resources[Home](#) > [College Information](#) > [Sexual Assault and Interpersonal Violence](#) > [Resources](#)**On-campus**

Located in the Academic Advising Center, licensed counselors Judy Reilly Roberts, M.S., LPC and Vivian Craven, M.S., LPC, NCC offer crisis counseling to students when they need it, minimizing the waiting time as much as scheduling permits. The initial intake assessment is made during the first appointment from which a counseling referral to other resources may be given.

In addition to the Counselors, the College Victim Advocate, Professor Jessica Waterhouse, may also provide support to victims. Together they provide a systematic focus on the needs and concerns of a victim of sexual assault, sexual harassment, stalking, and relationship violence that:

- Ensures the compassionate and sensitive delivery of services in a nonjudgmental manner
- Ensures an understanding of how trauma affects victim behavior
- Maintains victim safety and privacy
- Recognizes that victims are not responsible for the assault, harassment, stalking, or relationship violence.

Off-campus

Connecticut Sexual Assault Crisis Services (SACS), provides assistance to sexual assault survivors:

- 24 hr. hot line with immediate access to trained certified counselors
- crisis intervention and short-term counseling
- accompaniment and advocacy through the medical, police, and court systems; information and referral for other needs
- support groups
- sign language interpreters available
- male counselors
- TTY access M-F, 9-4:30



Map of Regional Centers
(Click to enlarge)

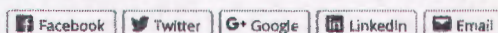
1.888.999.5545 and after hours call CT relay 1.800.842.9710.

All services are confidential and absolutely FREE.

SACS is located locally at 19 Franklin Square, New Britain, CT 06051.

They offer 24 hour English and Spanish confidential hotlines with immediate access to trained, certified counselors.

(English 1.860.223.1787 or Español 1.888.568.8332).

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Tracking form for Sexual Assault, Sexual Harassment, Stalking or Intimate Partner Violence Disclosure

Date: _____

To: Jessica Waterhouse Title IX Coordinator

From: Faculty Member _____

Department _____

Staff Member _____

Department _____

Subject: Sexual Assault; Sexual Harassment, Stalking, and/or Intimate Partner Violence incidences
(Definitions on reverse side)

Name of Student/Employee _____ Banner ID _____

You may use initials only for Disclosure only. Identity will not be disclosed except in very limited circumstances

Recommendation/Expected action of (student/employee) who reported the incident

_____ Disclosure only: Share information without a request for conduct investigation

_____ Filing a Report: Investigation and action by College requested

_____ Resources were provided to the student/employee. If so please list

Date of Report/Disclosure: _____

General Category of report/disclosure:

_____ Sexual Harassment

_____ Sexual Assault

_____ Stalking

_____ Intimate Partner Violence

_____ Domestic Violence

_____ Dating Violence

It is strongly advisable to submit this report of disclosure to Jessica Waterhouse, Title IX Coordinator located in the Faculty Offices F-40 within 48 hours of being informed of the incident.

Definitions

Sexual Assault:

Sexual Assault is compelling by force, or by threat of force the following: sexual penetration of the vagina or anus, including by an object; oral sex; or contact with a person's genital area, groin, anus, inner thighs, buttocks or breasts for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating the victim.

Sexual assault is also intentionally subjecting another to such contact without consent. Any person can be a victim or a perpetrator.

Examples of sexual assault include: rape, attempted rape, intentional touching without consent of a person's genital area, groin, anus, inner thighs, buttocks or breast for sexual gratification or to degrade the victim.

Sexual Harassment:

Sexual harassment may 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.

Stalking:

Any behaviors or activities occurring on more than one (1) occasion that collectively instill fear in the victim and/or threaten her/safety, mental health and/or physical health. Such behaviors or activities may include, but are not limited, whether on or off campus, non-consensual communications face to face, telephone, email, etc., threatening or obscene gestures, surveillance or being present outside the victim's classroom or workplace.

Relationship Violence:

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, (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence (which includes various crimes and first, second and third degree stalking as more specifically defined in Connecticut State Law

- 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.

UNDERSTANDING

TITLE IX

No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving federal financial assistance.

Title IX protects YOU from sex discrimination in:

Academics
Activities
Admissions
Athletics
Employment
Financial Assistance
Housing
Recruitment

NEED ASSISTANCE?

Contact:
Jessica Waterhouse
Tunxis Title IX Coordinator
Office: F-40 • 860.773.1646
jwaterhouse@tunxis.edu

CONNSACS
24 Hour Free Confidential Hotline
888.999.5545
888.568.8332 (Spanish)

Prudence Crandall
24 Hour Domestic Violence Hotline
860.225.6357 • 888.774.2900

See back for more information.

**Tunxis Community College does not tolerate sexual violence.
REPORT IT PROMPTLY.**

SEXUAL ASSAULT

Compelling by force or by threat of force the following: sexual penetration of the vagina or anus, including by an object; oral sex; or contact with a person's genital area, groin, anus, inner thighs, buttocks or breasts for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating the victim. Sexual assault is also intentionally subjecting another to such contact without consent.

RELATIONSHIP VIOLENCE

This may be present in dating and domestic violence, sometimes also 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, often including the threat or use of violence. This abuse happens when one person believes they are entitled to control another, and it may or may not include sexual assault.

SEXUAL HARASSMENT

A form of unlawful gender-based discrimination. It may involve harassment of women by men, harassment of men by women, and harassment between persons of the same sex. Sexual harassment is defined as unwelcome gender-based 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 the college's educational program or activities or employment benefits or opportunities.

STALKING

Any behaviors or activities occurring on more than one (1) occasion that collectively instill fear in the victim and/or threaten his/her safety, mental health and/or physical health. Such behaviors or activities may include, but are not limited to, whether on or off campus, non-consensual communications face-to-face, telephone, email, etc., threatening or obscene gestures, surveillance or being present outside the victim's classroom or workplace.

AFFIRMATIVE CONSENT LAW

An active, clear and voluntary agreement to engage in sexual activity with another person.

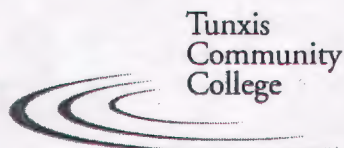
If you experienced sexual assault (or aren't sure) there is support available for you at Tunxis.

You have the right to...

- Be treated with respect and dignity
- Privacy. This means you can refuse to answer any questions about the sexual assault, your sexual orientation, your sexual history (including HIV status), and your medical history
- Be notified of existing campus and community based medical, counseling, mental health and victims of sexual assault resources whether or not the crime is formally reported to campus or civil authorities
- A timely disposition if reporting an incident to the College
- Be notified of the outcome of the College's sexual assault conduct proceedings against the accused
- Have conversations with one of the licensed counselors in the Tunxis Academic Advising Office
- Have access to a local sexual assault crisis service center
- Have access to a local domestic violence agency
- Have a counselor/advocate to accompany you to medical and legal proceedings
- Decide whether or not you want the police to investigate the assault
- Request that someone you are comfortable with stay with you in the medical examination room
- Ask questions and get answers regarding any tests, exams, medications, treatments or police reports
- Not be judged on your race, age, class, marital status, gender or sexual orientation
- Be considered a victim/survivor of sexual assault, regardless of the offender's relationship to you.

Additional information regarding sexual misconduct and campus policies is available at tunxis.edu and on postings throughout the campus.

1. Seek Safety
2. Get Medical Attention
3. Seek Support
4. Report Promptly



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NEED ASSISTANCE?

Contact:

Jessica Waterhouse
Tunxis Title IX Coordinator
Office: F-40 • 860.773.1646
jwaterhouse@tunxis.edu

CONNSACS

24 Hour Free Confidential Hotline
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Prudence Crandall

24 Hour Domestic Violence Hotline
860.225.6357 • 888.774.2900

See back for more information.

Students Guide to Title IX

By:
Jessica Waterhouse
&
Alicia Cole

Title IX

- What is it?

Know Your IX

<https://youtu.be/IFAs9fegJsl>



Who can you talk too?

- Always know that you can talk to any of the faculty or staff here on campus about any problems you're dealing with they can help you or help to direct you to someone who can help. All disclosures are reported to the Title IX Coordinator. Disclosures will not result in an investigation on campus unless directed.
- You should always report any form of sexual or non-sexual harassment, dating or intimate partner violence, or stalking. Support services are available both on and off campus.
- You can meet with the schools Title IX coordinator or Victim Advocate
- Title IX Coordinator: Jessica Waterhouse, Professor of Criminal Justice
- Victim Advocate: Colleen Richard, Professor of Human Services

Domestic Violence & Intimate Partner & Dating Violence

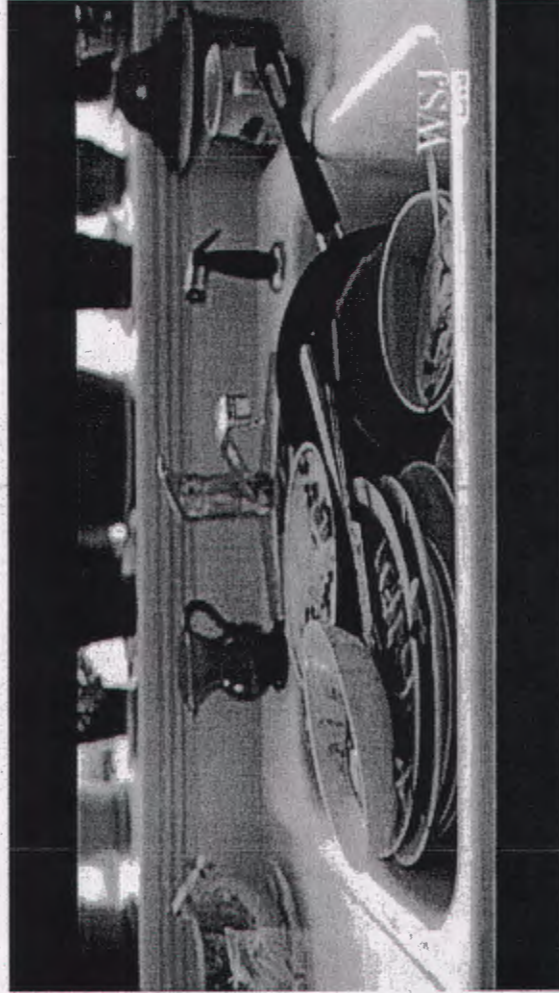
- What is it?

What is Dating/Intimidate Partner/Domestic Violence?

- Dating and domestic violence can occur in straight/heterosexual relationships, same-sex/gender relationships and in intimate relationships that do not involve romantic feelings
- It impacts everyone of all different race, gender, religion, or classes
- The goal of the abuser is to wear down and control his/her victim, an abuser may use isolation, emotional harassment, physical contact, intimidation, or other means.

Domestic Violence

https://youtu.be/5Z_zWIVRIWk



Sexual Harassment

-
- What is it?

What is Sexual Harassment?

- Sexual harassment is defined as unwelcome gender-based 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 the college's educational program or activities or employment benefits or opportunities
- Sexual Harassment can happen to everyone regardless of their age, gender, sexual orientation, ethnicity or class



Consent



Consent is...

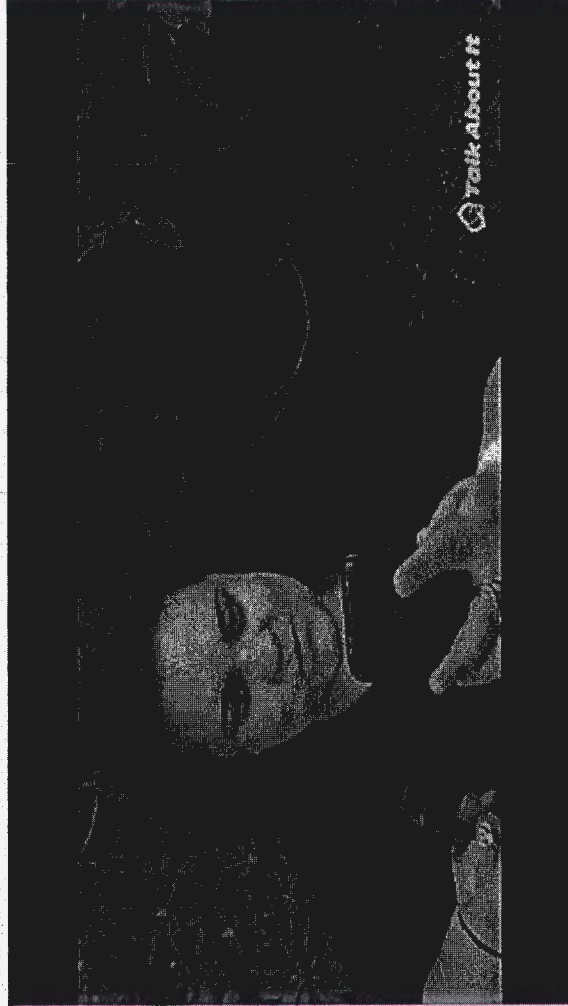
- A voluntary, sober, imaginative, enthusiastic, creative, wanted, informed, mutual, honest, and verbal agreement
- An active agreement: consent cannot be coerced
- A process, which must be asked for every step of the way; if you want to move to the next level of sexual intimacy, you should ask!
- Never implied and cannot be assumed, even in the context of a relationship. Just because you are in a relationship does not mean that you have permission to have sex with your partner

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- If someone uses their position of power or authority to coerce or manipulate someone into saying yes

Consent

<https://youtu.be/laMfr-rUEmY>



Stalking

- What is it?

Stalking

- <https://youtu.be/8VrLr5Q3q9w>



KNOW YOUR

RIGHTS!



Trans & Gender
Non-Conforming Youth

The U.S. Department of Education has declared that Title IX's sex discrimination prohibition extends to claims based on gender identity or failure to conform to stereotypes of masculinity or femininity. Title IX also protects against sexual violence. Complaints of discrimination or harassment can be filed for investigation with the Office of Civil Rights.

YOU HAVE THE RIGHT to an equal education regardless of your gender identity or expression.

YOU HAVE THE RIGHT not to be harassed, victimized, or bullied because you are transgender or gender non-conforming. School faculty are obligated to take action against harassment, victimization, or bullying.

YOU HAVE THE RIGHT to wear clothing and hairstyles and present yourself in a way that is consistent with your gender identity, as long as you follow rules for appropriate attire that apply to all students.

YOU HAVE THE RIGHT to privacy concerning your transgender and transition status.

YOU HAVE THE RIGHT to be free from sexual violence.

For more information, go to
www.transstudent.org/tlcr
www.transgenderlawcenter.org/help
Transgender Law Center Help Line:
415.815.0765 x 300

TSER

Transgender
Law Center

Design by Lindyn Pan

You Have the Rights to...

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- Request that someone you are comfortable with stay with you in the medical examination room
- Ask questions and get answers regarding any tests, exams, medications, treatments or police reports
- Not be judged on your race, age, class, marital status, gender or sexual orientation
- Be considered a victim/survivor of sexual assault, regardless of the offender's relationship to you

Resources

On Campus

- Located in the Academic Advising Center, licensed counselors Judy Reilly Roberts, M.S., LPC and Vivian Craven, M.S., LPC, NCC offer crisis counseling to students when they need it, minimizing the waiting time as much as scheduling permits.
- In addition to the Counselors, the College Victim Advocate, Professor Colleen Richard, may also provide support to victims
- Title IX Coordinator, Professor Jessica Waterhouse has information on services outside her office.

Off Campus

- Connecticut Sexual Assault Crisis Services (SACS), provides assistance to sexual assault survivors: 24hr. hotlines: English 1.860.223.1787 or Español 1.888.568.8332
- Prudence Crandall Center :860-225-6357
- Connecticut Coalition Against Domestic Violence: 888-999-5545

Facing the Facts

- Eight in 10 students experience some form of harassment during their school years, and more than 25% of them experience it often.
- Girls are more likely than boys to experience sexual harassment (56% versus 40%), but boys today are more likely to be harassed than boys were in 1993.
- Girls are more likely than boys to say that sexual harassment caused them to not want to go to school, change the way they go home from school, and have trouble sleeping.
- Typical harassment complaints still include: making sexual comments, jokes, gestures, or looks; claiming that a person is gay or lesbian; spreading sexual rumors about a person; touching, grabbing or pinching someone in a sexual way; intentionally brushing up against someone in a sexual way; and flashing or "mooning" someone.

Empath vs. Sympathy

- <https://www.youtube.com/watch?v=1Evwgu369Jw>



Bystander Intervention

- What does this mean?
- Have you done this?

Being a Proactive Bystander

- In order to be a proactive bystander who helps prevent incidents of sexual violence and harassment, you can...
 - Believe violence is unacceptable and say it out loud
 - Talk openly with your friends about these issues
 - Use the resources listed in this brochure to inform yourself
 - Don't laugh at sexist jokes or comments
 - Empower victims to tell their stories

Being a Reactive Bystander

- In order to be a reactive bystander who positively intervenes in instances of sexual harassment or violence, there are certain ways you can step up to prevent a risky situation from resulting in an assault.
 - Assume responsibility for intervening. Don't be afraid to get involved
 - Get help from friends
 - Get help from campus safety or other college authorities for support and options
 - Ask the person who is in a potentially dangerous situation if he/she wants to leave
 - Ask the victim if she/he is ok
 - Provide options and a listening ear

Taking a Stand

-
- <https://youtu.be/J7QoKoTayBI>

YWCA New Britain

sexual assault crisis service

YWCA New Britain Sexual Assault Crisis Service offers free and confidential services to sexual assault survivors and their loved ones.

our services include:

- 24 hour hotline in English and Spanish with access to trained and certified Counselor Advocates
- Accompaniment throughout medical, court, and police procedures
- Short-term counseling
- Support groups
- Information and referrals
- Prevention Education
- Counselor Advocate trainings

serving:

Andover, Avon, Berlin, Bloomfield, Bolton, Bristol, Burlington, Canton, East Granby, East Hartford, Ellington, Enfield, Farmington, Glastonbury, Granby, Hartford, Hartland, Hebron, Manchester, Marlborough, New Britain, Newington, Plainville, Plymouth, Rocky Hill, Simsbury, Somers, South Windsor, Southington, Stafford, Suffield, Tolland, Vernon, West Hartford, Wethersfield, Windsor, and Windsor Locks.

Toll Free Hotline

English: 1-888-999-5545

Spanish: 1-888-568-8332

New Britain Office:

YWCA New Britain
19 Franklin Square
New Britain, CT 06051
860-225-4681
860-225-7443 (Fax)

Hartford SACS Satellite Office:

75 Charter Oak Avenue
Building One, Suite 1-304
(Parking on Wyllys Street)
Hartford, CT 06106

www.ywcanewbritain.org

eliminating racism
empowering women

ywca

What You Can Do

No one has the right to abuse you.



1. If an argument seems unavoidable, try to move it to an area that has access to an exit. Stay away from the kitchen, bathrooms, and any areas where there is a weapon.
2. Keep a packed bag ready in an undisclosed and accessible place in order to leave quickly.
3. Leave money, an extra set of keys, copies of important documents and extra clothes with someone you can trust so you can leave quickly.
4. Identify a neighbor you can tell about the violence and ask her to call the police if she hears a disturbance coming from your home.
5. Keep the hotline number at hand. Counselors will talk with you about your rights and options and the services available to you.
6. Call the police. Domestic violence is a crime regardless of the relationship between the two parties. The police are required by law to make an arrest if they have reason to believe that a crime has been committed. If the police do not make an arrest, you have the right to file a complaint.
7. If injured, seek medical treatment.
8. Go to the home of a friend or family member.
9. When things are calm, do not abandon your plans to get help or get out. Continue to seek help and safety.

Prudence Crandall Center, Inc.

Never Another Battered Woman.

Statewide Hotline: 888-774-2900

24 Hour Hotline: 860-225-6357

TTY/TDD: 860-849-5384

www.prudencecrandall.org

Support Services for Victims of Domestic Violence

- 24 Hour Crisis Hotline: **860-225-6357**
- Emergency Shelter in a Safe, Undisclosed and Supportive Environment
- Domestic Violence Support Groups
- Individual Adult and Child Crisis Intervention Counseling
- Victim Law Enforcement Advocacy
- Information and Referrals
- Prevention Education and Outreach
- Services Available in English and Spanish

Prudence Crandall Center, Inc.

P.O. Box 895 New Britain, CT 06050
860-225-5187

Serving: Berlin, Bristol, Burlington,
Kensington, New Britain, Plainville, Plymouth,
Southington, Terryville

24 Hour Hotline: 860-225-6357

Help is available.

Member organizations provide a strong network of emergency and support services to those affected by domestic violence. Services provided include but are not limited to safety planning, emergency shelter, 24-hour crisis intervention, counseling, support groups, advocacy, children's programs and prevention through education and public awareness.

The Coalition's member agencies are:

The Umbrella
Ansonia
(203) 736-9944

Prudence Crandall Center
New Britain
(860) 225-6357

The Center for Women & Families
Bridgeport
(203) 384-9559

Domestic Violence Services of Greater New Haven
New Haven
(203) 789-8104

Women's Center of Greater Danbury
Danbury
(203) 731-5206

The Women's Center of SECT
New London
(860) 701-6000

Domestic Violence Program United Services
Dayville
(860) 774-8648

Domestic Violence Crisis Center
Norwalk
(203) 852-1980

Network Against Domestic Abuse
Enfield
(860) 763-4542

Women's Support Services
Sharon
(860) 364-1900

Domestic Abuse Service Greenwich YWCA
Greenwich
(203) 622-0003

Domestic Violence Crisis Center
Stamford
(203) 357-8162

Interval House
Hartford
(860) 527-0550

Susan B. Anthony Project
Torrington
(860) 482-7133

Meriden-Wallingford Chrysalis
Meriden
(203) 238-1501

Safe Haven
Waterbury
(203) 575-0036

New Horizons
Middletown
(860) 347-3044

Domestic Violence Program United Services
Willimantic
(860) 456-9476



Domestic Violence

It's closer than you think.

Help yourself or someone you know

888-774-2900
stopdomesticviolence.info

CCADV
Connecticut Coalition Against Domestic Violence

How do you know if someone is in an abusive relationship?

Whether you know it or not, some of the people in your life may be facing violence at home - maybe a friend, a co-worker, or even a family member. For many reasons, it is often hard for victims to acknowledge they are being abused by the persons who are supposed to love them.

This list identifies a series of behaviors typically demonstrated by batterers and abusive people. All of these forms of abuse - psychological, economic, and physical - come from the batterer's desire for power and control. The list can help you recognize if you or someone you know is in a violent relationship.

Abusing Authority

Always claiming to be right (insisting statements are "the truth"); telling them what to do; making big decisions; using "logic".

Disrespect

Interrupting; changing topics; not listening or responding; twisting their words; putting them down in front of other people; saying bad things about their friends or family.

Abusing Trust

Lying, withholding information; cheating on them; being overly jealous.

Breaking Promises

Not following through on agreements; not taking a fair share of responsibility; refusing to help with childcare or housework.

Economic Control

Interfering with their work or not letting them work; refusing to give them money or taking their money; taking their car keys or otherwise preventing them from using the car; threatening to report them to welfare or other social service agencies.

Minimizing, Denying & Blaming

Making light of abusive behavior and not taking the victims' concerns about it seriously; saying the abuse didn't happen; shifting responsibility for abusive behavior.

Emotional Withholding

Not expressing feelings; not giving support, attention, or compliments; not respecting feelings, rights, or opinions.

Self-Destructive Behavior

Abusing drugs or alcohol; threatening suicide or other forms of self-harm; deliberately saying or doing things that will have negative consequences (e.g., telling off the boss).

Isolation

Preventing or making it difficult for them to see friends or relatives; monitoring phone calls; telling them where they can and cannot go.

Harassment

Making uninvited visits or calls; following them; checking up on them; embarrassing them in public; refusing to leave when asked.

Adapted with permission from the "Take Action Kit" from the Family Violence Prevention Fund, and from "Domestic Violence: The Facts" from Peace at Home.

IF YOU'RE STALKED

You might:

Feel **fear** of what the stalker will do.

Feel **vulnerable**, unsafe, and not know who to trust.

Feel **anxious**, irritable, impatient, or on edge.

Feel **depressed**, hopeless, overwhelmed, tearful, or angry.

Feel **stressed**, including having trouble concentrating, sleeping, or remembering things.

Have **eating problems**, such as appetite loss, forgetting to eat, or overeating.

Have **flashbacks**, disturbing thoughts, feelings, or memories.

Feel **confused, frustrated, or isolated** because other people don't understand why you are afraid.

These are common reactions to being stalked.

IF SOMEONE YOU KNOW IS BEING STALKED, YOU CAN HELP.

Listen. Show support. Don't blame the victim for the crime. Remember that every situation is different, and allow the person being stalked to make choices about how to handle it. Find someone you can talk to about the situation. Take steps to ensure your own safety.



Confidential referrals for crime victims

855-4-VICTIM (855-484-2846)

VictimConnect.org

Chat, Search, Learn

We can help.

THE NATIONAL CENTER FOR
Victims of Crime

Stalking
resource center

To learn more about stalking, visit the
Stalking Resource Center Web site
www.victimsofcrime.org/src

If you are in immediate
danger, call 911.

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		Thursday		Friday	
	2		3	4	
	left threatening note on car		3 e-mails		got past security at work
8	9	10	11	12	
	followed from work to school	4 e-mails	3 hang ups		called repeatedly left messages
5	16	17	18	19	
	6 hang ups	showed up at work			
2	23	24	25	26	
	broke car window	sent flowers		4 hang ups	

are you
being
STALKED?

ARE YOU BEING STALKED?

Stalking is a series of actions that make you feel afraid or in danger. Stalking is serious, often violent, and can escalate over time.

Stalking is a crime.

A stalker can be someone you know well or not at all. Most have dated or been involved with the people they stalk. Most stalking cases involve men stalking women, but men do stalk men, women do stalk women, and women do stalk men.

Some things stalkers do:

- Repeatedly call you, including hang-ups.
- Follow you and show up wherever you are.
- Send unwanted gifts, letters, texts, or e-mails.
- Damage your home, car, or other property.
- Monitor your phone calls or computer use.
- Use technology, like hidden cameras or global positioning systems (GPS), to track where you go.
- Drive by or hang out at your home, school, or work.
- Threaten to hurt you, your family, friends, or pets.
- Find out about you by using public records or on-line search services, hiring investigators, going through your garbage, or contacting friends, family, neighbors, or co-workers.
- Other actions that control, track, or frighten you.

You are not to blame for a stalker's behavior.

THINGS YOU CAN DO

Stalking is unpredictable and dangerous. No two stalking situations are alike. There are no guarantees that what works for one person will work for another, yet you can take steps to increase your safety.

If you are in **immediate danger**, call 911.

Trust your **instincts**. Don't downplay the danger. If you feel you are unsafe, you probably are.

Take **threats** seriously. Danger generally is higher when the stalker talks about suicide or murder, or when a victim tries to leave or end the relationship.

Contact a crisis hotline, **victim services agency**, or a domestic violence or rape crisis program. They can help you devise a safety plan, give you information about local laws, refer you to other services, and weigh options such as seeking a protection order.

Develop a **safety plan**, including things like changing your routine, arranging a place to stay, and having a friend or relative go places with you. Also, decide in advance what to do if the stalker shows up at your home, work, school, or somewhere else. Tell people how they can help you.

Don't communicate with the stalker or respond to attempts to contact you.

Keep **evidence** of the stalking. When the stalker follows you or contacts you, write down the time, date, and place. Keep e-mails, phone messages, letters, or notes. Photograph anything of yours the stalker damages and any injuries the stalker causes. Ask witnesses to write down what they saw.

7.5 million people are stalked each year in the United States.

Contact the **police**. Every state has stalking laws. The stalker may also have broken other laws by doing things like assaulting you or stealing or destroying your property.

Consider getting a **court order** that tells the stalker to stay away from you.

Tell **family, friends, roommates, and co-workers** about the stalking and seek their support. Tell security staff at your job or school. Ask them to help watch out for your safety.

Women are stalked at a rate three times higher than men.

Spring 2016 Introduction:

This is a survey of perceptions of the Tunxis Community College community on issues of sexual misconduct and interpersonal violence.

Your participation is greatly appreciated and will significantly contribute to our understanding of issues of sexual misconduct and interpersonal violence at our college.

The questionnaire takes about 15 minutes to complete. Your participation is voluntary and you may choose to skip questions or to stop at any point.

If, after completing the questionnaire, you want to speak to someone about the issues presented here, there is resource information provided at the end of this survey.

Thank you in advance for your willingness to participate and to provide us with this important information.

1. What is your gender?
Female
Male
Other (please specify)
2. What is your race (as you define it)?
American Indian/Alaska Native
Asian
Black/African American
White
Two or more races
3. What is your ethnicity (as you define it)?
Hispanic or Latino
Not Hispanic or Latino
4. Which term best describes your sexual orientation?
Bisexual
Gay
Heterosexual
Lesbian
Questioning
Other (please specify)
5. What is your age?
18 - 21
22 - 29
30 - 39
40 - 49
50 and above

6. Including this current semester, how many semesters have you attended TXCC?

1

2

3

4

5

6

7

8

More than 8

7. Are there any areas of the college where you have felt unsafe or have been threatened?

Yes

No

Please identify the location and let us know, if you wish, what occurred.

8. Stalking is defined as "a course of conduct directed at a specific person that would cause a reasonable person to feel fear".

Have you ever been involved in a stalking incident?

Yes, I was a victim of stalking at TXCC

Yes, I was a victim of stalking but not at TXCC

Yes, I stalked someone at TXCC

Yes, I stalked someone but it was not at TXCC

No, I have not been involved in a stalking incident.

9. Bullying is defined as "intentionally aggressive behavior, repeated over time, that involves an imbalance of power and is intended to harm others." It includes physical aggression (e.g. punching, shoving, spitting); verbal aggression (e.g. name calling); and relational aggression (e.g. social exclusion, shunning, hazing)

Have you ever been involved in a bullying incident?

Yes, I was a victim of bullying at TXCC

Yes, I was a victim of bullying but not at TXCC

Yes, I bullied someone at TXCC

Yes, I bullied someone but it was not at TXCC

No, I have not been involved in a bullying incident.

10. Cyberbullying is bullying that takes place using electronic technology. Examples of cyberbullying include mean text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Have you ever been involved in a cyberbullying incident?

Yes, I was a victim of cyberbullying at TXCC

Yes, I was a victim of cyberbullying but not at TXCC

Yes, I was a cyberbully against someone at TXCC

Yes, I was a cyberbullying but it was not someone at TXCC

No, I have not been involved in a cyberbullying incident.

11. The term Sexual Misconduct encompasses a range of behaviors that includes sexual assault, rape, sexual harassment, and any conduct of a sexual nature that is non-consensual or has the purpose or effect of threatening, intimidating, or coercing a person.

Do you know that sexual misconduct against anyone is unacceptable and is both a crime under Connecticut law and a violation of Connecticut Board of Regents policies?

Yes

No

12. The term Consent involves explicit communication and mutual approval for the act in which the parties are/were involved. Consent is clear, knowing and voluntary. A sexual encounter is considered consensual when individuals willingly, knowingly, and mutually engage in sexual activity.

Do you know that silence, in and of itself, cannot be interpreted as consent to sexual activity?

Yes

No

13. The term Interpersonal Violence occurs when one person uses power and control over another through physical, sexual, or emotional threats or actions; economic control; isolation; or other kinds of coercive behavior.

Do you know that texting that contains obscene material and online communications that contain serious threats of physical violence are considered to be examples of interpersonal violence?

Yes

No

14. Dating violence is a pattern of abusive behaviors used to exert power and control over a dating partner. These behaviors include physical, verbal, sexual, emotional, and electronic abuse.

Do you know that violent words and actions are tools an abusive partner uses to gain and maintain power and control over their partner?

Yes

No

15. Have you ever faced an issue involving sexual misconduct, sexual harassment, sexual assault or interpersonal violence while at Tunxis Community College?

Yes

No

16. If you responded YES to the previous question, did you report the incident?

Yes

No

17. To whom did you report the incident?

College President
Dean of Student Affairs Office
Counseling Center
Dean of Academic Affairs Office
Human Resources
Faculty Member
Security
Staff Member
Title IX Coordinator
Another student
Other

18. In what way did the college respond to your concern?

Investigated the report and made an arrest
Investigated the report and took disciplinary action
Investigated the report and provided me with information
Did not respond to my concerns
Never told me the results of the investigation or disciplinary process

19. Were you satisfied with the results of the investigation and disciplinary process?

Yes
No

20. Have you ever been a victim of sexual misconduct, sexual harassment, sexual assault, or interpersonal violence off the Tunxis Community College campus?

Yes
No

21. If you answered YES to the previous question, did you report it?

Yes
No

22.

Please indicate your level of agreement to the following statements:	Agree	Disagree	Not Sure
Faculty, staff, and administrators respect what students on this campus think			
I think faculty and staff are genuinely concerned about my welfare.			
I feel like I am part of this college community.			
The faculty, staff, and administrators at this college treat students fairly.			
I feel safe on this campus			
College officials (administrators and public safety officers) should do more to protect students from harm.			
If a crisis happened on campus, my college would handle it well.			
College officials handle incidents in a fair and responsible manner.			
My college does enough to protect the safety of students			
There is a good support system on campus for students going through difficult times			

23.

If someone were to report a sexual assault or an incident of domestic or intimate partner violence to a campus authority, how likely is it that:	Likely	Unlikely	Not Sure
The College would take the report seriously.			
The College would take steps to protect the safety of the person making the report.			
The College would support the person making the report.			
The College would take corrective action to address factors that may have led to the sexual assault.			
The College would take corrective action against the offender.			
The College would take steps to protect the person making the report.			
The College would label the person making the report a troublemaker			
Students would label the person making the report a troublemaker			
Students would support the person making the report			
The alleged offender(s) or their associates would retaliate against the person making the report.			
The educational achievement/career of the person making the report would suffer.			

24. If you have an issue regarding sexual misconduct, sexual assault, sexual harassment, or relationship issues, would you know who to speak with?

Yes

No

25. Are you aware that you can inform any member of the college community about a sexual assault whether that assault occurred on campus or off campus?

Yes

No

26. Would you be interested in attending information sessions or discussion groups at the college on the topics of sexual misconduct and interpersonal violence?

Yes

No

Thank you for participating in this survey. Your participation will contribute to our understanding of issues of sexual misconduct and interpersonal violence for our college community.

Listed below are some resources to contact if you have questions about sexual misconduct and interpersonal violence.

Tunxis Community College Resources:

Title IX Coordinator:

Title IX Coordinator: Jessica Waterhouse 860-773-1646 (Office: F-40) jwaterhouse@tunxis.edu

Victim Advocate: Colleen Richard 860-773-1637 (Office: F -25) crichard@tunxis.edu

Office of Dean of Student Affairs

Dr. Kirk Peters 860-773-1482 (Admissions Office) kpeters@tunxis.edu

Advising and Counseling Center

Judy Reilly-Roberts 860-773-1505 (Counseling Office) jreillyroberts@tunxis.edu

Vivienne Craven 860-773-1506 (Counseling Office) vcraven@tunxis.edu

Community Resources:

Connecticut Sexual Assault Crisis Services (CONNSACS)

Statewide 24 hour Toll Free Hotlines

1-888-999-5545

1-888-568-8332 (en espanol)

www.connsacs.org

All services are free and confidential.

Connecticut Coalition Against Domestic Violence (CCADV)

Statewide 24 hour Toll Free Hotlines

1- 888-774-2900 Toll free 24 hr Hotline

1-844-831-9200 Toll free 24 hr Hotline (en espanol)

www.ctcadv.org

Services are free and confidential.

Prudence Crandall Center

Support Services for Victims of Domestic Violence

24 Hour Hotline 860-225-6357

www.prudencecrandall.org

Serving: Berlin, Bristol, Burlington, Kensington, New Britain, Plainville, Plymouth, Southington, and Terryville.

The Office of the Victim Advocate

Questions or concerns about your rights as a victim

888-771-3126

www.ova.state.ct.us