



TO: STATE OF CONNECTICUT

FROM: HARTFORD SEMINARY

DATE: August 20, 2018

RE: PA 14-11 REPORTS FOR January 1, 2016 – December 31, 2016

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Pursuant to General Statutes Section 10a-55m, Section 2(f), Hartford Seminary submits the following information pertaining to the time period of January 1, 2016 – December 31, 2016.

**1. Hartford Seminary's Policies Regarding Sexual Assault, Stalking, and Intimate Partner Violence**

Attached please find a copy of Hartford Seminary's definitions and policies regarding sexual assault, stalking, and intimate partner violence.

**2. Hartford Seminary's Concise Written Notification of a Victim's Rights and Options**

Attached please find a copy of a portion of Hartford Seminary's comprehensive Campus Safety, Security, and Fire Report for 2017 which also details out a student's rights and options if reporting incidents of sexual violence, relationship violence, and stalking. Handouts and resources from the website are distributed to all incoming students and employees at student orientation.

**3. Hartford Seminary's Sexual Assault, Stalking, and Intimate Partner Violence Prevention, Awareness, and Risk Reduction Programs**

Attached please find a copy of a portion of Hartford Seminary's website on Title IX which details out resources and statistics on sexual assault, stalking, and intimate partner violence. Hartford Seminary does one annual prevention, awareness, and risk reduction program live at student orientation for all students, faculty, and staff.

**4. Hartford Seminary's Sexual Assault, Stalking, and Intimate Partner Violence Prevention and Awareness Campaigns**

Attached please find a copy of a portion of Hartford Seminary's website on Title IX campaigns students, staff, and faculty are made aware of regarding sexual assault, stalking, and intimate partner violence. Posters are put up on student services bulletin boards on campus. Campus staff and faculty have signs on their doors to indicate if it's a safe space to report any Title IX violations.

**5. Incidents of Sexual Assault, Stalking, and Intimate Partner Violence Reported to Hartford Seminary**

None

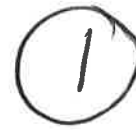
**6. Confidential or Anonymous Reports or Disclosures**

One incident was reported in November 2016, but after a thorough investigation, it was determined that there were no actionable claims and no actual victim identified.

**7. The Number of Disciplinary Cases and the Final Outcomes of these Cases, including the outcome of any appeals, to the extent that reporting the outcomes does not conflict with federal law.**

Based on #6, recommendations were made to Administration to ensure that adjunct professors/visiting scholars did not live in the same housing unit as students.

# Hartford Seminary



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## Title IX: Sexual Assault & Sexual Violence Resources

Hartford Seminary observes the Equal Employment Opportunities Commission (E.E.O.C.) Sex Discrimination and Sexual Harassment Guidelines and strives to create a fair, humane and respectful environment. Title IX of the Education Amendments of 1972 protects people from sexual harassment, discrimination and violence based on sex in education programs and activities that receive federal financial assistance.

**If a sexual assault occurs on campus, dial 911 immediately.**

### Definition of Key Terms

The following terms and definitions are offered as an addendum to the Clery Act Safety and Security Report as required by Federal reporting regulations. They reflect the updates in the FBI's Uniform Crime Reporting System and terms from the Federal Register and local jurisdiction. The goal is to provide a clear understanding of terms related to sexual activities, harassment, assault and violent acts.

**Consent:** An understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely, and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. Consent to one form of sexual activity does not

imply consent to other forms of sexual activity. The lack of a negative response is not consent. An individual who is incapacitated by alcohol and/or other drugs both voluntarily and involuntarily consumed may not give consent. Past consent of sexual activity does not imply ongoing future consent.

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

**Sodomy:** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

**Sexual Assault with an Object:** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with a victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, by a person similarly situated to a spouse of a victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred or

by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Bystander Intervention:** Safe and positive options that may be carried out by an individual or individuals to prevent harm or to intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander Intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

**Risk Reduction:** 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.

**Proceedings:** Refers to the activities related to an institutional disciplinary complaint, including but not limited to fact finding investigations, formal or informal meetings, hearings and appeals.

**Results:** Any initial, interim and final decision by any Seminary official or entity authorized to resolve disciplinary matters within the institution. Students who are found responsible for sexual assault, dating violence or domestic violence will be suspended or expelled. Students found in violation of sexual harassment or stalking will be either placed on disciplinary probation, suspended or expelled. Students that are placed on disciplinary probation or suspended may be sanctioned with intervention services, restrictions from accessing college or community buildings, and educational programs.

## **Campus Safety, Security and Fire Safety Report**

[Campus Safety, Security and Fire Safety Report 2017](#)

## **Official Policies and Reporting Guidelines**

### **Sexual Harassment/Violence Policy**

Hartford Seminary observes the Equal Employment Opportunities Commission (E.E.O.C.) Sex Discrimination and Sexual Harassment Guidelines and strives to create a fair, humane and respectful environment. Title IX of the Education Amendments of 1972 protects people from sexual harassment, discrimination and violence based on sex in education programs and activities that receive federal financial assistance. Our Title IX Coordinator monitors compliance with this law and chairs the Sexual Harassment Task Force. He will ensure that complaints of this nature are appropriately addressed. Questions, concerns, and reports of violations can be brought to:

**Michael Sandner**  
**Chief Business Officer**  
**Title IX Coordinator**

[msandner@hartsem.edu](mailto:msandner@hartsem.edu)

(860) 509-9525

## *Definition*

Sexual harassment includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature or relating to sexual orientation when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's instruction, employment, or participation in other Seminary activity;
2. submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
3. such conduct has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating, hostile or offensive environment.

**(In compliance with the US Department of Education Clery Act regulations and for clarification purposes, definitions of additional related sexual harassment/violence occurrences and terminology are attached as an addendum to this document.)**

## *Procedures for Handling Complaints of Sexual Harassment and Violence*

A Sexual Harassment/Violence Task Force is appointed by the President of Hartford Seminary within two (2) weeks of the beginning of each academic year to address any complaints of sexual harassment or violence, including stalking and dating/domestic violence that may arise. A list of the members of the task force will be distributed to all members of the Hartford Seminary community within the first three weeks of the new academic year. Fair, impartial disciplinary proceedings will occur as prescribed by Clery Act regulations.

Students or employees who report being victims of sexual assault, stalking, dating violence or domestic violence will receive a written explanation of their rights and options with written notification of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, academic, living, student financial aid and protective measures and related services and changes available to them whether or not the victim reports to law enforcement.

A. The Sexual Harassment/Violence Task Force shall be comprised of three appropriate parties.

1. Informal actions: Several options are available to an individual as a victim or witness to informally address an incident of alleged sexual harassment or violence on a voluntary, confidential basis:

- A. The individual may attempt to resolve the matter directly with the alleged harasser. Should the individual not be comfortable initiating a discussion on her or his own, she or he may discuss the issue confidentially with any member of the Sexual Harassment/Violence Task Force and receive guidance and support for attempting to resolve the matter directly with the alleged harasser.
- B. The individual may report the incident of alleged harassment to the supervisor (in the case of students, to the Dean of the Seminary) in an effort to resolve the matter.
- C. In the event that these informal efforts to resolve the complaint by the individual may not be wise, appropriate, or successful, the individual may request that the Sexual Harassment/Violence Task Force attempt to resolve the issue informally. A record of the complaint and its resolution will be maintained in the minutes of the Task Force, which minutes shall be kept confidential to the Task Force.

2. Formal Proceedings: In the event that an informal resolution does not seem possible or is not successful, and if the matter is not settled within ten (10) working days, the complainant and the Sexual Harassment/Offense Task Force will institute formal proceedings immediately to include the following steps:

- A. Gather oral and written statements from the parties involved in the alleged harassment, and from others who may have pertinent information, such as witnesses, qualified professional consultants, etc. The respondent may appear before the Task Force and present witnesses in his or her behalf.
- B. Determine actions appropriate to resolve the matter; these may include (but not be limited to):
  - 1. the finding that sexual harassment/violence has occurred, and that the appropriate body or officer of the Seminary is called upon to take action accordingly; such action may include one or more of the following:
    - a. a formal reprimand, with defined expectations for changed behavior;
    - b. recommending or requiring remedial action such as but not limited to psychological or psychiatric assessment, counseling or treatment, education and so forth;
    - c. probationary standing, with the terms of the probation clearly defined;



d. suspension or dismissal from the Seminary

2. the finding that no sexual harassment occurred

In the course of investigating the allegations of the complainant, the supervisor (if involved) and members of the Task Force shall contact only those persons whose participation is reasonably necessary to the investigation of the complaint, and shall otherwise keep the facts of the investigation as confidential as is legally possible.

A written summary of the Task Force proceedings will be maintained in the minutes of the Task Force, which minutes shall be kept confidential to the Task Force.

### 3. Appeal Process:

A. If the complainant or respondent is not satisfied with the disposition of the matter by the Task Force, he or she has the right to appeal in writing, within 30 days, to the President of the Seminary who may review and affirm or alter the disposition.

B. The complainant or respondent may appeal the decision of the President by addressing an appeal in writing, within 30 days, to the chair of the Board of Trustees. The chair shall refer the matter to the Executive Committee of the Board within 30 days and said committee will resolve the matter, with discretion to take any further evidence that it may deem necessary before making its final determination.

Both the accuser and the accused are entitled to have others present during a disciplinary proceeding (including an advisor of their choice) and both will be informed simultaneously of the final determination/results of any institutional disciplinary proceeding that is brought alleging a sexual offense.

The Seminary may remove reports of crimes that have been “unfounded” by law enforcement officials only under the limited circumstances as prescribed by law. The number removed will be listed in the annual ASR report as “unfounded.”

**Retaliation: Retaliation against a person for filing a complaint, or against witnesses for providing statements during an investigation, is a violation and is strictly prohibited.**

Hartford Seminary will change a victim’s academic and living situations after an alleged sex offense at the request of the victim if the Seminary determines those options to be reasonably available to the Seminary. An example may be to break a housing contract with the Seminary so that the student may seek off-campus housing. However, the Seminary would not be obligated to pay for the private off-campus apartment.

Victims are encouraged to report sexual offenses and acts of violence to the Hartford Police Department using the “911” phone number for immediate notification, or the (860) 757-4000 direct phone line to the department. It is important to preserve any evidence for the proof of a criminal offense.

#### Privacy Versus Confidentiality

To the extent possible, under federal law, if a student makes a report about an act of sexual misconduct to the Title IX Coordinator or designees, the Seminary has an obligation to investigate the complaint. The Title IX Coordinator or designees will protect the privacy of all parties to a complaint of sexual misconduct but cannot promise confidentiality. By law, few employees of the Seminary are permitted to promise confidentiality.

Note: Compliance with these provisions does not constitute a violation of section 444 of the General Education Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA.)

The Seminary community can obtain information about registered sex offenders in the State of Connecticut via the website: [www.communitynotification.com](http://www.communitynotification.com).

#### **Educational Materials to Promote Awareness and Prevention of Sexual Offenses and Dating/Domestic Violence**

The Student Services Coordinator maintains educational materials in her office to promote awareness and prevention of sexual offenses and **Dating/Domestic Violence**. Staff and students may request copies of these materials at any time. Pertinent materials are available on our website as well. However, it is recommended that those interested contact the following qualified agencies for professional information and services that include crisis counseling, a 24-hour hotline, referrals, support groups and education. All services are free and confidential. Contact information is:

#### Connecticut Alliance to End Sexual Violence (formerly CONNSACS)

96 Pitkin Street

East Hartford, CT 06108

860-282-9881

[info@endsexualviolencect.org](mailto:info@endsexualviolencect.org)

Hotline (English) 1-888-999-5545 (24/7)

Hotline (Español) 1-888-568-8332 (24/7)

#### YWCA Sexual Assault Crisis Services

175 Main Street, Hartford, CT

Hotline: 860-547-1022

Connecticut Coalition Against Domestic Violence

(Support for victim/survivors of domestic or dating violence and stalking)

Statewide Hotline: 1-888-774-2900 (24/7)

Interval House Safe house info can be obtained via the number above.

## **Getting Help**

### **Getting Help, on Campus**

The Hartford Seminary Title IX Coordinator oversees the review, investigation, and resolution of reports of sexual harassment, sexual violence and intimate partner violence. The Coordinator also oversees overall compliance with Title IX and is supported by Area Coordinators. You can contact any of the following people 9:00am to 5:00pm, Monday thru Friday. If you are the victim of a sexual assault, or are helping a victim, please read the Resources for Victims section of this page.

#### **Title IX Coordinator**

Michael Sandner, Esq.

Chief Business Officer

3<sup>rd</sup> Floor, 77 Sherman

[msandner@hartsem.edu](mailto:msandner@hartsem.edu)

860.509.9525

#### **Area Coordinators**

Heather Holda

Executive Assistant to the President & Human Resource Generalist

3<sup>rd</sup> Floor, 77 Sherman

[hholda@hartsem.edu](mailto:hholda@hartsem.edu)

860.509.9502

Roseann Lezak

Director of Administration & Facilities

2<sup>nd</sup> Floor, 77 Sherman

[rlezak@hartsem.edu](mailto:rlezak@hartsem.edu)

860.509.9501

### **Getting Help, off Campus**

YWCA of New Britain Sexual Assault Crisis Hotline, 24 hours per day:

New Britain: 860-223-1787

Hartford: 860-547-1022

Connecticut Alliance to End Sexual Violence (formerly CONNSACS): 860.282.9881;  
[info@endsexualviolencect.org](mailto:info@endsexualviolencect.org)

Hotline (English) 1-888-999-5545 (24/7)

Hotline (Espanol) 1-888-568-8332 (24/7)

Interval House: 24 Hour domestic violence hotline 860.527.0550 or 1.888.774.2900

Hartford Police Department: 860.757.4000, or 911

NotAlone.gov

## Resources for Victims

If you have been sexually assaulted, you should seek medical attention as soon as possible after the assault.

- To treat physical injuries
- To ascertain the risk of sexually transmitted diseases or pregnancy and intervene accordingly
- To gather evidence that could aid prosecution. Evidence should be collected immediately.

After the first 24 hours, the quality of evidence usually decreases, but can be collected up to 72 hours after the assault. The evidence collection can be performed at any of the area hospital emergency rooms, usually takes about four hours, and you may have a support person present during the exam. You are encouraged not to bathe, brush your teeth, use the toilet, douche, or change clothing.

St. Francis Hospital

860.714.4001

Hartford Hospital

860.524.2525

Connecticut General Statute 19a-112a (e): No costs incurred by a health care facility shall be charged directly or indirectly to such victim for the examination of a victim of sexual assault, when such examination is performed for the purpose of gathering evidence as prescribed in the protocol, including the costs of testing for pregnancy and sexually transmitted diseases and costs of prophylactic treatment as provided in the protocol. Any such costs shall be charged to the Office of Victim Services within the Judicial Department.

If you seek treatment at a local hospital and police are contacted, this does not mean you have

to proceed with criminal charges.

The agencies listed below assist victims of sexual assault and violence:

Connecticut Alliance to End Sexual Violence: 860.282.9881; [info@endsexualviolencect.org](mailto:info@endsexualviolencect.org)

Hotline (English) 1-888-999-5545 (24/7)

Hotline (Espanol) 1-888-568-8332 (24/7)

Interval House: 24 Hour domestic violence hotline 860.527.0550 or 1.888.774.2900

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## **HARTFORD SEMINARY DEFINITIONS AND TERMS FOR COMPLIANCE WITH THE CLERY ACT SAFETY/SECURITY REPORTING**

The following terms and definitions are offered as an addendum to the Clery Act Safety and Security Report as required by Federal reporting regulations. They reflect the updates in the FBI's Uniform Crime Reporting System and terms from the Federal Register and local jurisdiction. The goal is to provide a clear understanding of terms related to sexual activities, harassment, assault and violent acts.

**Consent:** An understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely, and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. The lack of a negative response is not consent. An individual who is incapacitated by alcohol and/or other drugs both voluntarily and involuntarily consumed may not give consent. Past consent of sexual activity does not imply ongoing future consent.

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**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with a victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, by a person similarly situated to a spouse of a victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred or by any other person

against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Bystander Intervention:** Safe and positive options that may be carried out by an individual or individuals to prevent harm or to intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander Intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

**Risk Reduction:** 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.

**Proceedings:** Refers to the activities related to an institutional disciplinary complaint, including but not limited to fact finding investigations, formal or informal meetings, hearings and appeals.

**Results:** Any initial, interim and final decision by any Seminary official or entity authorized to resolve disciplinary matters within the institution. Students who are found responsible for sexual assault, dating violence or domestic violence will be suspended or expelled. Students found in violation of sexual harassment or stalking will be either placed on disciplinary probation, suspended or expelled. Students that are placed on disciplinary probation or suspended may be sanctioned with intervention services, restrictions from accessing college or community buildings, and educational programs.

9/25/15

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## HARTFORD SEMINARY



### **2017 Campus Safety, Security and Fire Report** **(Reporting for calendar year 1/1/16 – 12/31/16)**

The Hartford Seminary campus is in the West End of Hartford on twelve acres of land, which includes four office buildings and fifteen residences. The Seminary endeavors to provide a safe, problem-free facility for and with the assistance of its staff, students and visitors. Safety and security concerns are handled by the office of the Director of Administration & Facilities.

#### ***Campus Law Enforcement***

The Director of Administration and Facilities serves as the campus security official. While there is no official law enforcement authority designated to this position, the Director serves as the liaison to local and state law enforcement agencies and is the key contact for campus crimes, fires, and related safety issues. A log of all campus crimes and fires is kept in the Director's office and is available for perusal with 24-48 hours notice.

#### ***Policies and Procedures***

A receptionist is on duty for evening classes between 5:00 – 10:00 p.m., Monday – Thursday at 77 Sherman Street (860-509-9500.) At 10:00 p.m. the front door is locked and all alarms are activated. All employees must always lock entrance doors to 80 & 76 Sherman and 60 Lorraine, and if a receptionist is not stationed at the desk of 77, that door should be locked as well. *(NOTE: In 2018, the 77 Sherman building will lock at 5 p.m. and students will have key cards to access building for classes and library use.*

Guests with physical disabilities and special needs should notify the Director of Administration & Facilities. Students with physical disabilities and special needs should notify Liza Arulampalam, Student Services Coordinator, prior to the beginning of the semester should special accommodations be required. Staff with special needs should contact Heather Holda, Executive Assistant to the President and Human Resources Generalist.

Victims of or witnesses to criminal activity on campus should report the incident to the Hartford Police (911 for emergencies or 527-6300 for non-emergencies) and to the Director of Administration and Facilities (860-509-9501) immediately. A Campus Crime Report Form, including police case number, must be completed on the day of the crime. Forms can be obtained from the Receptionist or the Director of Administration & Facilities.

**Added Security:** Hartford Seminary installed 16 security cameras at the entrances to our four office buildings and around our parking lots and student housing to provide intrusion monitoring and vulnerability scanning. Video surveillance is monitored from office of the Director of Administration and the receptionist station. Exterior LED lighting and security key card/fobs for our four office/classroom buildings have been installed for the enhanced security and safety of all students, staff and guests. A wireless silent alarm and a main entrance auto lock/unlock has been installed at the reception desk at 77 Sherman. In addition, the Director of Administration and Facilities has had ALICE training and is certified to teach others about safety against active shooters.



## ***Responsibilities of Students and Staff***

Health, safety and respect for individual differences are priorities for all on the Hartford Seminary campus. We subscribe to the principles and laws of the State of Connecticut and the U.S. government, and all constituents are expected to comply. Our policies prohibit discrimination against any individual on the basis of race, sex, sexual orientation, gender identity, religious creed, color, age, national or ethnic origin, ancestry, marital status, present or past history of mental disorder, mental retardation, learning disability or physical disability including, but not limited to, blindness or veteran status, or any other reason prohibited by an applicable law or intolerance of any of the above mentioned classes. The cooperation and involvement of students and staff is essential in order to maintain a safe, secure and respectful campus.

Everyone should be alert to any unusual occurrences or suspicious characters and report them immediately. Personal belongings and valuables should not be left unattended. Cars should be locked and parked in well-lit areas with no valuables left in the car or trunk. A club locked on a steering wheel may deter thieves as well. Most importantly, staff and students are encouraged to use good judgment when leaving any facility at night by walking in pairs. Students are encouraged to obtain apps for their phones that enhance personal safety.

### ***Weapons Possession***

The possession, use or sale of weapons is prohibited on all areas of the Seminary campus. Weapons include, but are not limited to, firearms, ammunition, explosives, fireworks and hunting knives.

### ***Illegal Drugs and Alcohol Abuse***

Hartford Seminary is committed to maintaining a drug-free workplace in accordance with the requirements of the Federal Drug-Free Workplace Act and the amended Drug-Free Schools and Communities legislation and wholeheartedly endorses national standards for prevention programs. Education assumes a healthy integrating of mind, body and spirit. Hartford Seminary joins with other institutions of higher education to eliminate substance abuse.

### ***Standards of Conduct***

Hartford Seminary strictly prohibits the unlawful manufacture, possession, use or distribution of illicit drugs and unauthorized alcohol by students and employees on its property or at any Seminary-Sponsored activity, function or event. Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state and federal law and these groups will not be discriminated against because they have these disabilities, all are considered to be responsible for their actions and their conduct.

### ***Implementation***

Hartford Seminary will annually distribute a copy of this policy statement with all attachments related to referral information to local substance abuse treatment centers, penalties, and effects of controlled substances, as well as fire instructions and crime reporting forms to each staff person and to each student who is taking one or more classes for any kind of academic credit. **Hartford Seminary does not have a medical clinic and does not employ medical professionals. We refer you to the Connecticut Clearinghouse of the Wheeler Clinic for additional resources on alcohol, tobacco, drugs, mental health and wellness: [www.ctclearinghouse.org](http://www.ctclearinghouse.org); (800) 232-4424.**

Every year, the Seminary will review its policy to determine its effectiveness, update requirements and enforce changes if needed. In addition, portions of this policy will be published in our faculty, staff and student handbooks and other appropriate literature and websites.

The Executive Assistant to the President/Human Resources Generalist will be responsible for implementation of this policy with Seminary employees. The Dean will be responsible for implementation of this policy for students.

### *Disciplinary Sanctions*

Minimum sanctions to be imposed for violation of this policy normally include probation, suspension or separation from the institution and referral for prosecution. The Seminary may require the completion of an appropriate rehabilitation program to be determined by the President on a case-by-case basis for various degrees of infractions. Hartford Seminary's disciplinary procedures respect the rights of students and employees under State and Federal law.

A full list of sanctions and charges for the illicit possession, use or distribution of drugs and alcohol can be found in the **Controlled Substance Charges and Schedules of the Department of Consumer Protection Drug Control Division** at:  
[www.ct.gov/dcp/lib/dcp/dcp/regulations/21a-243](http://www.ct.gov/dcp/lib/dcp/dcp/regulations/21a-243)

### *Crime Statistics and Rates*

In compliance with the Federal Student Right-to-know and Campus Security Act, the following statistics are provided to reflect the crimes committed on the property of the Seminary and required parameter for the most recent previous school year and during the two preceding years:

<u>Offense</u>	<u>Number of Incidences</u>		
	<u>2014</u>	<u>2015</u>	<u>2016</u>
Murder – Manslaughter	0	0	0
Murder Negligent manslaughter	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Sex Offenses – Forcible	0	0	0
Sex Offenses – Non-forcible	0	0	0
Robbery	0	0	0
Larceny	1	1	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Hate Crimes	0	0	0
Race	0	0	0
Gender	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0

National origin	0	0	0
Disability	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
<u>Arrests</u>			
Liquor Law Violations	0	0	0
Drug Violations	0	0	0
Weapons Violations	0	0	0
<u>Disciplinary Referrals</u>			
Liquor Law Violations	0	0	0
Drug Violations	0	0	0
Weapons Violations	0	0	0

Statistics were collected from the Hartford Police Crime Statistics Department and listed according to the required campus parameters. None of the above were determined to be hate crimes. A copy of the police log of other neighborhood crimes is available upon request.

### **Missing Students Policy**

Hartford Seminary currently has the capacity to house up to 33 residential students. A missing student is defined as any Hartford Seminary student who resides in a housing unit owned by Hartford Seminary and who is reported as missing from their room/housing unit for 24 hours. Thereby, it is important for residential students to notify their roommates and/or residential assistant if they are leaving their housing unit for more than 24 hours.

Each student has the right to identify an individual as an emergency contact that Hartford Seminary can contact no later than 24 hours after the time the student is determined to be missing. The emergency contact information should be submitted to the Registrar's office and the Director of Administration and Facilities upon registering for classes and signature of a housing lease.

If any member of the Hartford Seminary community has reason to believe that a residential student is missing, all possible efforts will be made to locate the student. A missing student must be reported to the Director of Administration and Facilities who will work with the Dean's office to notify contacts and authorities no later than 24 hours after the time the student was reported missing. The Seminary will cooperate and assist the authorities in all ways prescribed by law.

### **Sexual Harassment/Violence Policy**

Hartford Seminary observes the Equal Employment Opportunities Commission (E.E.O.C.) Sex Discrimination and Sexual Harassment Guidelines and strives to create a fair, humane and respectful environment. Title IX of the Education Amendments of 1972 protects people from sexual harassment, discrimination and violence based on sex in education programs and activities that receive federal financial assistance. Our Title IX Coordinator monitors compliance with this law

and chairs the Sexual Harassment Task Force. He will ensure that complaints of this nature are appropriately addressed. Questions, concerns, and reports of violations can be brought to:

**Michael Sandner**  
**Chief Business Officer**  
**Title IX Coordinator**  
[msandner@hartsem.edu](mailto:msandner@hartsem.edu)  
(860) 509-9525

### *Definition*

Sexual harassment includes any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature or relating to sexual orientation when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's instruction, employment, or participation in other Seminary activity;
2. submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
3. such conduct has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating, hostile or offensive environment.

(In compliance with the US Department of Education Clery Act regulations and for clarification purposes, definitions of additional related sexual harassment/violence occurrences and terminology are attached as an addendum to this document.)

### *Procedures for Handling Complaints of Sexual Harassment and Violence*

A Sexual Harassment/Violence Task Force is appointed by the President of Hartford Seminary within two (2) weeks of the beginning of each academic year to address any complaints of sexual harassment or violence, including stalking and dating/domestic violence that may arise. A list of the members of the task force will be distributed to all members of the Hartford Seminary community within the first three weeks of the new academic year. Fair, impartial disciplinary proceedings will occur as prescribed by Clery Act regulations.

Students or employees who report being victims of sexual assault, stalking, dating violence or domestic violence will receive a written explanation of their rights and options with written notification of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, academic, living, student financial aid and protective measures and related services and changes available to them whether or not the victim reports to law enforcement.

A. The Sexual Harassment/Violence Task Force shall be comprised of three appropriate parties.

1. Informal actions: Several options are available to an individual as a victim or witness to informally address an incident of alleged sexual harassment or violence on a voluntary, confidential basis:

- A. The individual may attempt to resolve the matter directly with the alleged harasser. Should the individual not be comfortable initiating a discussion on her or his own, she or he may discuss the issue confidentially with any member of the Sexual Harassment/Violence Task Force and receive guidance and support for attempting to resolve the matter directly with the alleged harasser.
  - B. The individual may report the incident of alleged harassment to the supervisor (in the case of students, to the Dean of the Seminary) in an effort to resolve the matter.
  - C. In the event that these informal efforts to resolve the complaint by the individual may not be wise, appropriate, or successful, the individual may request that the Sexual Harassment/Violence Task Force attempt to resolve the issue informally. A record of the complaint and its resolution will be maintained in the minutes of the Task Force, which minutes shall be kept confidential to the Task Force.
2. Formal Proceedings: In the event that an informal resolution does not seem possible or is not successful, and if the matter is not settled within ten (10) working days, the complainant and the Sexual Harassment/Offense Task Force will institute formal proceedings immediately to include the following steps:
- A. Gather oral and written statements from the parties involved in the alleged harassment, and from others who may have pertinent information, such as witnesses, qualified professional consultants, etc. The respondent may appear before the Task Force and present witnesses in his or her behalf.
  - B. Determine actions appropriate to resolve the matter; these may include (but not be limited to):
    - 1) the finding that sexual harassment/violence has occurred, and that the appropriate body or officer of the Seminary is called upon to take action accordingly; such action may include one or more of the following:
      - a. a formal reprimand, with defined expectations for changed behavior;
      - b. recommending or requiring remedial action such as but not limited to psychological or psychiatric assessment, counseling or treatment, education and so forth;
      - c. probationary standing, with the terms of the probation clearly defined;
      - d. suspension or dismissal from the Seminary
    - 2) the finding that no sexual harassment occurred

In the course of investigating the allegations of the complainant, the supervisor (if involved) and members of the Task Force shall contact only those persons whose participation is reasonably necessary to the investigation of the complaint, and shall otherwise keep the facts of the investigation as confidential as is legally possible.

A written summary of the Task Force proceedings will be maintained in the minutes of the Task Force, which minutes shall be kept confidential to the Task Force.

3. Appeal Process:

- A. If the complainant or respondent is not satisfied with the disposition of the matter by the Task Force, he or she has the right to appeal in writing, within 30 days, to the President of the Seminary who may review and affirm or alter the disposition.
- B. The complainant or respondent may appeal the decision of the President by addressing an appeal in writing, within 30 days, to the chair of the Board of Trustees. The chair shall refer the matter to the Executive Committee of the Board within 30 days and said committee will resolve the matter, with discretion to take any further evidence that it may deem necessary before making its final determination.

Both the accuser and the accused are entitled to have others present during a disciplinary proceeding (including an advisor of their choice) and both will be informed simultaneously of the final determination/results of any institutional disciplinary proceeding that is brought alleging a sexual offense.

The Seminary may remove reports of crimes that have been “unfounded” by law enforcement officials only under the limited circumstances as prescribed by law. The number removed will be listed in the annual ASR report as “unfounded.”

**Retaliation: Retaliation against a person for filing a complaint, or against witnesses for providing statements during an investigation, is a violation and is strictly prohibited.**

Hartford Seminary will change a victim’s academic and living situations after an alleged sex offense at the request of the victim if the Seminary determines those options to be reasonably available to the Seminary. An example may be to break a housing contract with the Seminary so that the student may seek off-campus housing. However, the Seminary would not be obligated to pay for the private off-campus apartment.

Victims are encouraged to report sexual offenses and acts of violence to the Hartford Police Department using the “911” phone number for immediate notification, or the (860) 757-4000 direct phone line to the department. It is important to preserve any evidence for the proof of a criminal offense.

#### Privacy Versus Confidentiality

To the extent possible, under federal law, if a student makes a report about an act of sexual misconduct to the Title IX Coordinator or designees, the Seminary has an obligation to investigate the complaint. The Title IX Coordinator or designees will protect the privacy of all parties to a complaint of sexual misconduct but cannot promise confidentiality. By law, few employees of the Seminary are permitted to promise confidentiality.

Note: Compliance with these provisions does not constitute a violation of section 444 of the General Education Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA.)

The Seminary community can obtain information about registered sex offenders in the State of Connecticut via the website: [www.communitynotification.com](http://www.communitynotification.com).

### **Educational Materials to Promote Awareness and Prevention of Sexual Offenses and Dating/Domestic Violence**

The Student Services Coordinator maintains educational materials in her office to promote awareness and prevention of sexual offenses and **Dating/Domestic Violence**. Staff and students may request copies of these materials at any time. Pertinent materials are available on our website as well. However, it is recommended that those interested contact the following qualified agencies for professional information and services that include crisis counseling, a 24-hour hotline, referrals, support groups and education. All services are free and confidential. Contact information is:

#### **Connecticut Alliance To End Sexual Violence**

96 Pitkin Street

East Hartford, CT 06108

860-282-9881

[info@endsexualviolencect.org](mailto:info@endsexualviolencect.org)

Hotline (English) 1-888-999-5545 (24/7)

Hotline (Espanol) 1-888-568-8332 (24/7)

#### **YWCA Sexual Assault Crisis Services**

75 Charter Oak Ave., Hartford, CT 06106

Hotline: 860-547-1022

#### **Connecticut Coalition Against Domestic Violence**

(Support for victim/survivors of domestic or dating violence and stalking)

Statewide Hotline: 1-888-774-2900 (24/7)

Interval House Safe house info can be obtained via the number above.

### **Non-medical Emergencies and Evacuation Procedures**

Hartford Seminary provides residential students a housing orientation at the beginning of each semester that includes emergency procedures and a fire-safety video. This is followed by a housing walk-through to point out locations of and proper use of fire extinguishers and safety ladders, as well as evacuation procedures in student housing. Emergency evacuation routes are posted on each floor of our four office buildings and our three-story student residences. The Seminary's Emergency Preparedness and Response Plan outlines emergency procedures, including key contacts, external resources, rallying locations, drills and follow-up. Many of these documents are included in this security report and the manual is available for perusal in the office of the Director of Administration and Facilities.

Non-medical emergencies and campus crimes should be reported to the Director of Administration and Facilities immediately at (860) 509-9501. After hours, the Resident Assistant can be reached via the emergency contact info posted in each student housing kitchen. They will assess the situation and notify the Director if necessary. If the RA cannot be reached, students may call the Director directly at (860) 523-9100 or (860) 833-0686. The Hartford Police Department can be reached at (860) 527-6300, and the Fire Department at (860) 722-8200. A campus crime report form along

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## Campus Safety

The [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#) is a federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. Below you will find the most recent Campus Safety and Security Report. For previous years please contact the Director of Administration and Facilities, [Roseann Lezak](#).

[Campus Safety, Security and Fire Safety Report 2017](#)

[Campus Crime Report Form](#)

Campus Safety Handouts

[Emergency Response Terminology](#)

[Definitions and Terms for Compliance with the Clery Act Safety/Security Reporting](#)

[Fire Safety](#)

[Park Smart](#)

**Sexual Assault Resources**

[National Statistics on Sexual Violence](#)

[Sexual Assault Resources in Connecticut](#)

[We Talk About Sexual Assault](#)

[Not Where I Live](#)

## **Drug and Alcohol Resources**

[Drug & Alcohol – Where to Go for Help](#)

[Alcohol Frequently Asked Questions](#)

[Alcohol and Your Health](#)

[Warning Signs of Alcohol and Drug Abuse](#)

[Drug Use Penalties](#)

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