

MANCHESTER
COMMUNITY
COLLEGE

2018 REPORT ON SEXUAL VIOLENCE

January 1, 2017 – December 31, 2017

Manchester Community College
2018 Report on Sexual Violence
Table of Contents

Checklist for Conn. Gen. Stat. 10a-55m (f) Sexual Violence Reporting Submission

I. Narrative

- Organization Information
- Reportable Sexual Violence Statistics and Data

II. Policies

- BOR/CSCU Sexual Misconduct Reporting, Support Services and Processing
- BOR/CSCU Consensual Relationships
- BOR/CSCU Reporting Suspected Abuse or Neglect of a Child
- BOR/CSCU Student Code of Conduct

III. Written Notification

- Title IX: Sexual Misconduct
- Title IX: Incident Report Form
- Victims' Rights
- Domestic and Family Violence
- What You Can Do
- Statement Regarding Sexual Violence
- Stalking
- MCC and Community Resources
- Definitions of Terminology

IV. Sexual Violence Reportable Statistics and Data (2017)

- Sexual Violence Reportable Statistics and Data
- Statutory References and Definitions

V. Public Awareness, Prevention, and Risk Reduction Information

- Brochures, Handbooks, Pamphlets, Flyers

VI. Other Supplemental Information

- MCC Public Safety Materials

Narrative

I. Organization Information

Since 1963, Manchester Community College has been serving the citizens and communities of eastern Connecticut as a leading provider of educational excellence in our region, and one of the largest community colleges in the State of Connecticut. MCC serves 15,000 students per year, including nearly 10,000 credit students. The class of 2017 had more than 700 graduates earning degrees and/or certificates.

Academic excellence, technology-rich classrooms and learning spaces, flexible schedules, small class sizes and low tuition provide a quality education that's accessible to all who wish to learn. Programs are designed to fit the varying needs of students. Classes are held days, evenings, weekends and online – in both traditional and accelerated formats – and they prepare students for entry into a growing career field or transfer to a baccalaureate institution for further study.

MCC is recognized for excellence through the Harry S. Truman Scholarship Foundation, Aspen Institute Top 150 Community Colleges (2015) and a Top 150 National Workplaces for 2013.

Mission Statement, Shared Values

The Mission of Manchester Community College is to advance academic, economic, civic, personal and cultural growth by providing comprehensive, innovative and affordable learning opportunities to diverse populations. MCC is a learning-centered community committed to access, excellence and relevance.

MCC believes in: *Shared Understanding — Shared Responsibility — Shared Leadership*

Background and History of Organization

As one of the largest of the 12 Connecticut community colleges, all of which are part of the state system, Manchester Community College strives to continuously set and raise the expectations of a community college education.

Founded in 1963, Manchester Community College currently offers associate in art and associate in science degrees in more than 40 disciplines. The College also offers certificate programs that focus on developing and strengthening occupational skills.

Manchester Community College is accredited by the Board of Governors for Higher Education and by the New England Association of Schools and Colleges, Inc., which accredits schools and colleges in the six New England States. Seven programs of study offered by MCC have been awarded national accreditation by their respective accrediting bodies. These include: Culinary Arts, Foodservice Management, Occupational Therapy Assistant, Paralegal, Physical Therapist Assistant, Respiratory Care and Surgical Technology.

Student Demographics

Manchester Community College serves more than 15,000 students per year and 31 percent of students are studying full-time. Currently, more than 6,000 credit students are enrolled in the college each semester. The Continuing Education division serves more than 5,200 credit-free and 3,800 credit extension students each year. The average age of the full-time student is the traditional college age of 18-21; while part-time students are split with 43 percent aged 21 or younger and 45 percent aged 22-39. 50 percent of the full-time students are female and 50% are male, while for part time students 56% are female and 44% are male. Approximately 45 percent of MCC credit students are from underrepresented racial and ethnic groups.

While the college's primary service area includes the towns of Andover, Bolton, Columbia, Coventry, East Hartford, Glastonbury, Hebron, Manchester, Mansfield/Storrs, Marlborough, South Windsor, Tolland, Union, Vernon/Rockville and Willington. 100 of Connecticut's 169 towns are represented in MCC's student body.

II. Sexual Violence, Prevention and Awareness Programs

MCC Title IX Resources Team

In 2014, Manchester Community College created the Title IX Resources Team to provide leadership and direction to the College's efforts to develop and implement strategies for complying with federal and state requirements regarding sexual violence, dating violence, stalking and intimate partner violence.

The MCC Title IX Resources Team is composed of the following members:

- G. Duncan Harris, Dean of Student Affairs
- Debi Freund, Chief Diversity Officer, Title IX Coordinator
- Trent (TJ) Barber, Director of Student Activities
- Michael Davis, Lieutenant, MCC Police Department
- Nicole Esposito, Faculty
- Patricia Lindo, Director, Human Resources
- Kristin Mesick, Clery Compliance Officer, MCC Police Department
- Penni Micca, Advocate, Interval House
- Ta'Shema Odoms, Counselor
- Umesh Vig, Assistant to the Dean of Student Affairs

Threat Assessment and Behavioral Intervention Team

MCC also has a Threat Assessment and Behavioral Intervention Team (TABI) which is a diverse group of campus staff who work together to ensure MCC maintains a safe and civil environment in which everyone is comfortable working and learning. While the focus of TABI is primarily proactive, the group is reactive when necessary and responds to perceived threats to campus safety by implementing appropriate resources to address issues. The group also works to ensure MCC remains current regarding best practices in

campus safety and campus civility by periodically facilitating campus training and workshop opportunities for the campus at large.

TABI Team Membership is composed of the following members:

- Dr. G. Duncan Harris, Dean, Student Affairs and Enrollment Management
- Trent J. Barber, Director, Student Activities
- Dr. Tuesday Cooper, Division Director, Social Science, Business and Hospitality
- Michael Davis, Lieutenant, MCC Police Department
- David Dubiel, Assistant Professor, Criminal Justice
- Dr. Nicole Esposito, Program Coordinator, Disability Specialist
- Debra Freund, Chief Diversity Office/Title IX Coordinator
- Kathryn Kleis, Instructor, Criminal Justice
- Bryan Mulligan, Sergeant, MCC Police Department
- Dr. Pamela Mitchell, Associate Dean, Academic Affairs
- Joseph Navarra, Coordinator, Disability Services
- Tory Niles-Outler, Principal, Great Path Academy
- Ta'Shema Odoms, Counselor
- K. Umesh Vig, Assistant to the Dean, Student Affairs
- Sara Vincent, Director, Community Outreach

The TABI Team meets every other Monday throughout the year to keep up to date on issues, matters and concerns within the college community.

Manchester Community College Police Department Policies

Policies utilized by the Department include Sexual Assault Incident Response and Investigation, Domestic Violence Investigation, Domestic Violence Lethality Program and Clery Act/Title IX/Violence Against Women Act.

Training for Title IX Resource Team and TABI Members

During this period, the Title IX Resource Team and the Threat Assessment Behavioral Intervention Team received onsite training from the Sexual Assault Crisis Service, a satellite of the New Britain YWCA. In addition, members attended the annual SAFE grant update program at Southern Connecticut State University, and a number of course offerings from the SAFE Project. Finally, two members of the Title IX team were trained as facilitators for the prevention program, *Bringing in the Bystander*.

The MCC Title IX Web Page

The MCC Title IX Website contains the following:

- Title IX Incident Report Form - Anyone can complete the form and it is automatically sent to the Title IX Coordinator.
- Victims' Rights – this web page which directly links to the Connecticut State Colleges and Universities' Policy on Sexual Misconduct, Sexual Assault and Intimate Partner

- Violence Processes Policy, and the Connecticut Commission on Human Rights and Opportunities (CHRO) Sexual Harassment Prevention Policy and Complaint Procedure
- Domestic and Family Violence – this page includes information on Physical Abuse, Sexual Abuse, Emotional Abuse, Economic Abuse and Psychological Abuse. The page also has a direct link to all of the Community Resources available to MCC employees and students
 - Definitions of Terminology – this page includes answers on *What is Sexual Assault, Sexual Misconduct and Sexual Harassment?* Also, *What is Interpersonal Violence?* and *What is Consent?* The page explains the legal definitions of each area.
 - What You Can Do – this page is dedicated to what one should do if someone tells you about a sexual assault or interpersonal violence; and *What to Do if You are Sexually Assaulted*. The page also supplies direct links to the Incident Report form and to the MCC Community Resources Page.
 - Statement Regarding Sexual Violence – includes the college's contacts and links to the CSCU Sexual Misconduct, Sexual Assault and Interpersonal Partner Violence policy.
 - MCC and Community Resources – this page includes contact information for the Title IX Coordinator and the MCC Title IX Resource Team members. It also lists contact information for the Student Success Advising Center, the Women's Center and the MCC Police Department. It further lists contact information for Community Resources that assist with Domestic Violence and Sexual Assault related matters.
 - Stalking – this page includes specific information about what to do if you are being stalked. A related link is provided to the Stalking Resources Center, National Center for Victims of Crimes, as well as a link to the list of MCC Resources.
 - Title IX Checklist – this checklist for employees outlines what guidelines to use to complete a Title IX Incident Report. The page notes that all MCC employees are responsible employees and must report all incidents of sexual harassment, sexual violence, sexual misconduct, domestic/dating violence and stalking. It further includes the checklist to ensure discussions with any victim of sexual misconduct are handled appropriately.

Once again, during this year the Title IX Coordinator worked with the MCC Webmaster to ensure all pages on the Title IX website were up to date.

FirstNet Training for Faculty and Staff

The college requires mandatory online training for all staff, faculty and adjuncts in the areas of Sexual Harassment, Title IX, and Workplace Bully and Violence Prevention. Human Resources monitors fulfillment of these requirements.

Public Safety Escort Services

The MCC Police Department provides escort service for all students and staff to college parking areas upon request.

Blue Light Safety Lights

MCC has 18 Blue Light safety lights installed around the entire campus to assist students and staff who need immediate assistance, and to promote safety throughout the MCC community.

III Sexual Violence Prevention and Awareness Campaigns

Dissemination of MCC Statement Regarding Sexual Violence

Manchester Community College's Statement Regarding Sexual Violence is on the MCC Web Page dedicated to Title IX and has been placed in all public areas throughout the campus and distributed to staff and students. This information has also been placed in the 2017-2018 MCC Student Handbook and distributed to every student each semester. This statement provides information for students on sexual violence, student rights, how to file a complaint, resources available to students, and contact information for the Title IX Coordinator, Office of Student Affairs, Counseling and Advising Center, MCC Police Department, Public Safety, and the Connecticut Sexual Assault Crisis Services 24 Hour Hot Line, Connecticut Coalition Against Domestic Violence's 24 hour Hot Line, Interval House's 24 hour Hot Line, Domestic Violence Outreach Team and the Office of Victim Services, Connecticut Judicial Branch.

MCC Non-Discrimination Notice

Manchester Community College complies with all federal law and mandate to publish a *Continuing Notice of Nondiscrimination* on the website, in catalogs, announcements, bulletins, application forms, recruitment announcements and in newspapers, magazines, publications and other types of written materials. The following is published in these types of announcements:

Annual Public Notice of Non-Discrimination

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

MCC offers associate in art and associate in science degrees in more than 40 disciplines, including: Accounting, Business, Business Office Technology, Computer Information Systems, Computer Science and Technology, Engineering and Technology, Fine Arts, Health Careers, Hospitality Management and Culinary Arts, and Human Services as well as General Studies, Humanities, and Liberal Arts and Science. In addition, certificate programs focusing on developing occupational skills are offered. Normally, admission to the College is open to high school graduates upon submission of a completed admissions application accompanied by official high school/college transcripts or diploma (or official copy of high school equivalency diploma), payment of the application fee and proof of immunization. Courses are also open to anyone with an interest in a subject area. Some programs of study have additional admissions requirements.

The following person has been designated to respond to inquiries regarding the non-discrimination policies: Debra Freund, Chief Diversity Officer (Title IX and Section 504/ADA Coordinator), Manchester Community College, Great Path, MS #9, P.O. Box 1046, Manchester, CT 06045-1046, SSC L277. Manchester Community College is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.

Aviso Público Anual Anti-Discriminatorio

Manchester Community College no discrimina por motivos de raza, color, religión, credo, edad, sexo, nacionalidad, expresión o identidad de género, origen nacional, estado civil, ascendencia, historial presente o pasado de discapacidad intelectual, discapacidad de aprendizaje o discapacidad física, estatus de veterano, orientación sexual, información genética, o antecedentes penales.

MCC ofrece grados asociados en arte y ciencia en más de 40 disciplinas, incluyendo: Contabilidad, Administración de Empresa, Tecnología de Oficina, Sistemas de Información Computarizada, Ciencia de Tecnología Computarizada, Ingeniería y Tecnología, Bellas Artes, Carreras de Salud, Administración en Hospitalidad y Artes Culinarias, Servicios Humanos y Estudios Generales, Humanidades, Ciencia y Artes Liberales. En adición a grados asociados, ofrecemos certificados enfocados en el desarrollo de destrezas ocupacionales. Normalmente, admisión al Colegio es abierta a estudiantes graduados de escuela superior al someter y completar los requisitos de admisión. La aplicación de admisión debe acompañar prueba oficial de graduación de escuela superior, sea una transcripción o diploma (o equivalente), pago de la cuota para ser admitido y prueba de inmunización. Los cursos están abiertos al público con interés en cualquier disciplina o área de estudio. Algunos programas de estudio exigen requisitos de admisión adicionales.

La siguiente persona ha sido designada para responder consultas relacionadas a nuestra póliza anti-discriminatoria: Debra Freund, Directora de Diversidad (Título IX y la sección 504/ADA Coordinador) en Manchester Community College; Great Path, MS#9, P. O. Box 1046, Manchester, CT 06045-1046; SSC L277. Manchester Community College está bajo el plan de Acción Afirmativa / Empleador de Igualdad de Oportunidades y alienta encarecidamente las aplicaciones de mujeres, minorías, personas con discapacidad y veteranos.

Syllabus Insert

The following insert is now included at the top of all syllabi at the College. The statement is also directly emailed to all students and it is included in all course offerings, brochures and handbooks.

Manchester Community College is committed to fostering a safe and productive learning environment. Title VII, Title IX, Connecticut State Colleges and Universities, and MCC policies prohibit harassment, discrimination, and sexual misconduct. Sexual harassment (including sexual violence) has the purpose or effect of interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive work or academic environment. Sexual harassment in any form will not be tolerated at MCC. We encourage anyone who experiences harassment, discrimination, sexual misconduct to talk with someone about what happened to them so they can get the support they need and MCC can respond appropriately. There are confidential and non-confidential resources and reporting options available to you. MCC faculty and staff are required to report incidents of sexual misconduct to MCC's Title IX Coordinator and thus cannot guarantee anyone confidentiality. A list of resources is available at www.manchestercc.edu/title-9. If you wish to report sexual misconduct or have questions about school policies and

procedures regarding sexual misconduct, please contact MCC's Title IX Coordinator Debi Freund, SSC #L277, 860-512-3107, dfreund@mcc.commnet.edu.

Placement of Sexual Violence Materials in Areas Highly Frequently by Students

Information concerning sexual violence is placed throughout the College on bulletin boards, the Admissions Office, Academic Support Center, MCC Police Department and the Dean of Student Affairs Office. Material is available to all faculty and staff. This information includes MCC Contacts and Community Resources and 24 hour numbers. During this year flyers concerning Sexual Violence Awareness and notice of assistance and support were placed in both male and female student restrooms throughout the campus.

IV. Reportable Sexual Violence Statistics and Data

Manchester Community College offered seven (5) sexual assault and stalking prevention awareness, and risk reduction programs; and six (5) prevention, awareness and risk reduction programs regarding intimate partner violence in 2017. The number of campaigns focused on sexual violence prevention and awareness in the areas of sexual assault, stalking and intimate partner violence was four (4) for 2017.

There was one (1) incident of sexual violence in the area of intimate partner violence this year. The Campus Police met with both parties and offered supportive services. There were two (2) incidents of stalking, and one (1) incident of sexual assault alleged between off-campus roommates. The numbers of incidents continue to be low on campus and we attribute this to the heightened awareness, prevention and risk reduction programming and training the college provides.

| | | | |
|-----|---|--------|------------|
| 5.2 | Sexual Misconduct Reporting, Support Services and Processes | 16-067 | 2016-06-16 |
|-----|---|--------|------------|

5.2 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

Sexual Misconduct Reporting
Support Services and Processes Policy

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
- display of sexually suggestive objects, pictures or photographs

Sexual Misconduct Reporting
Support Services and Processes Policy

- 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 former spouse or by a partner in a dating relationship that results from (1) sexual assault (2)

Sexual Misconduct Reporting
Support Services and Processes Policy

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 Violence Center. For the Colleges, confidential resources are limited to entities with statutory

Sexual Misconduct Reporting Support Services and Processes Policy

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

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

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

Mandated Reporting by College and University Employees

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

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

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

Rights of Parties

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

Sexual Misconduct Reporting
Support Services and Processes Policy

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

Right to Notify Law Enforcement & Seek Protective and Other Orders

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

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

Options for Changing Academic, Housing, Transportation and Working Arrangements

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

Support Services Contact Information

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

Sexual Misconduct Reporting
Support Services and Processes Policy

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

Employee Conduct Procedures

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

Student Conduct Procedures

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

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

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

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

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

Sexual Misconduct Reporting
Support Services and Processes Policy

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

Dissemination of this Policy

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

| | | | |
|-----|---------------------------------|--------|------------|
| 4.3 | Consensual Relationships Policy | 16-114 | 2016-10-20 |
|-----|---------------------------------|--------|------------|

4.3 Policy on Consensual Relationships

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 faculty and or 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.

Affirmative consent is the standard used to determine whether sexual activity was consensual. As defined by Public Act 16-106, "Affirmative consent" means an active, clear and voluntary agreement by a person to engage in sexual activity with another person.

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. Affirmative consent is the standard used to determine whether sexual activity was consensual. As defined by Public Act 16-106, "Affirmative consent" means an active, clear and voluntary agreement by a person to engage in sexual activity with another person.

Sanctions

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

| | | | |
|-----|---|--------|------------|
| 5.6 | Reporting Suspected Abuse or Neglect of a Child | 15-010 | 2015-01-10 |
|-----|---|--------|------------|

5.6 Reporting Suspected Abuse or Neglect of a Child

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

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

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

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

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

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

Reasonable steps will be taken to preserve privacy while promptly investigating and responding to the report. While the institution will strive to maintain the confidentiality of the information reported, which information may be subject to privacy requirements of the Family Education Rights Privacy Act (FERPA), the institution also must fulfill its duty to protect the CSCU community and to assure that the appropriate disciplinary processes are implemented.



BOR/CSCU STUDENT CODE OF CONDUCT

Contents

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

I. STUDENT CODE OF CONDUCT

PREAMBLE

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

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

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

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

INTRODUCTION

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

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

PART A: DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

PART C: SCOPE OF AUTHORITY

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

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

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

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

PART D: PROHIBITED CONDUCT

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

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

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

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

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

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

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

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

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

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

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

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

6. Intimate partner violence is defined as:

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

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

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

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

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

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

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

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

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

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

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

1. At any meeting or proceeding, both the reported victim and accused student may be accompanied by an advisor or support person of the student's choice provided the advisor or support person does not cause a scheduled meeting or hearing to be delayed or postponed and provided an advisor or support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding or pertaining to a report of sexual misconduct);
2. The reported victim of sexual misconduct is entitled to request that disciplinary proceedings begin promptly;
3. Any hearing regarding an accusation of sexual misconduct shall (i) be fair, prompt and impartial; (ii) be conducted by a Hearing Body annually trained in issues relating to sexual misconduct (iii) use the preponderance of evidence (more likely than not) standard; (iv) shall allow both the accused student and reported victim the opportunity to present evidence and witnesses on their behalf during any disciplinary proceeding; (v) shall provide both the accused student and the reported victim with equal access to any information that will be used during meetings and hearings; and (vi) invoke the standard of "affirmative consent"¹ 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.

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

PART F: CONDUCT AND DISCIPLINARY RECORDS

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

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

PART G: INTERPRETATION AND REVISION

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

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

II. CONDUCT AND DISCIPLINARY PROCEDURES APPLICABLE TO STATE UNIVERSITY STUDENTS

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

PART A: DISCIPLINARY PROCEDURES - ACADEMIC MISCONDUCT

1. Instructor's Role:

When the instructor of record or his or her designee believes that an act of academic misconduct has occurred, he or she shall notify the student of the allegation and save any evidence of such misconduct in its original form. (Copies of the Accused Student's work will be provided to the Student upon request.) In addition, the instructor shall not transmit a final grade to the Registrar until such time as the allegation(s) of academic misconduct are finally determined. Each institution shall establish implementation guidelines in accordance with this Code.

2. Information from Person Other than Student's Instructor: Any member of the CSCU Community may provide information which might lead to a complaint against a Student alleging academic misconduct.

3. The Academic Misconduct Hearing Board: There shall be an academic misconduct hearing board convened by the University's Disciplinary Officer to consider allegations of academic misconduct lodged against a Student. The University's disciplinary officer shall be a non-voting member of the board and act as convener.

4. Hearing Process: The Accused Student shall be afforded adequate notice of the allegation, an opportunity to discuss the allegation with the instructor, and adequate time to request and prepare for a hearing. All parties shall have an opportunity to be heard and a record of the proceedings shall be made. The decision of a hearing board shall be communicated in writing.

5. Sanctions: If the academic misconduct hearing board determines that the Accused Student is "Not Responsible," the board shall not impose any sanctions. The board shall so advise the Student's instructor and the instructor shall reevaluate the student's course grade in light of the Board's determination. If the academic misconduct hearing board determines that the Accused Student is "Responsible," the academic sanction set forth in the instructor's course syllabus shall be imposed.

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

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

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

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

PART B: DISCIPLINARY PROCEDURES - NONACADEMIC MISCONDUCT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PART C: INTERIM SUSPENSIONS AND RESIDENCE HALL SEPARATIONS

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

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

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

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

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

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

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

PART D: DISCIPLINARY SANCTIONS

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

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

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

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

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

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

4. Sanctions Which May Be Imposed on Student Organizations

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

III. CONDUCT AND DISCIPLINARY PROCEDURES APPLICABLE TO COMMUNITY COLLEGE STUDENTS

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

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

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

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

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

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

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

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

PART B: DISCIPLINARY SANCTIONS

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

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

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

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

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

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

PART A: RIGHTS AND RESPONSIBILITIES OF HEARING PARTICIPANTS

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

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

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

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

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

PART B: DISCIPLINARY PROCEDURES

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

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

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

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

On-site:

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

Via the Phone:

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

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

PART C: INTERIM ADMINISTRATIVE ACTION

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

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

PART D: DISCIPLINARY SANCTIONS

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

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

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

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

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



Title IX: Sexual Misconduct

What is Title IX?

[Submit an Incident Report »](#)

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

– 20 U.S.C. § 1681

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on gender in educational programs which receive federal financial assistance. While athletics are one component of Title IX, other programs and activities which may be included are: recruitment, admissions, financial aid and scholarships; course offerings and access; hiring and retention; and benefits and leave. Title IX also protects student and employees, both male and female, from unlawful sexual harassment in school programs and activities. The requirements of Title IX pertaining to sexual harassment also covers sexual violence.

Manchester Community College is committed to providing an environment free from discrimination on the basis of sex. Pursuant to Title IX, MCC's Title IX Coordinator is the designated agent for the college with primary responsibility for coordinating the college's Title IX compliance efforts.

MCC's Title IX Coordinator

Title IX Coordinator

Debi Freund, Chief Diversity Officer

860-512-3107

dfreund@manchestercc.edu

Title IX Coordinator Responsibilities

The Title IX Coordinator is responsible for overseeing the college's Title IX compliance efforts. This includes:

- Oversee all Title IX complaints and identify and address any patterns or systemic problems that arise during the review of such complaints
- Ensure that complaints of sexual discrimination, sexual harassment, sexual misconduct or sexual assault are handled through consistent practices and standards
- Where appropriate and necessary, conduct investigations on complaints of sexual discrimination, sexual harassment, sexual misconduct or sexual violence
- Prepare and disseminate educational materials, including brochures, posters and web-based materials that inform members of the college community of Title IX rights and responsibilities
- Coordinate training for students about their rights under Title IX and grievance procedures

- Coordinate in-service training to all employees concerning Title IX policy
- Provide assistance to the college's police officers on appropriate responses to reports of sexual misconduct or sexual violence

When should I contact the Title IX Coordinator?

Any student, faculty or staff member, or applicant for admission or education who has concerns about sex discrimination or sexual misconduct is encouraged to seek the assistance of the Title IX Coordinator.

Contact the coordinator if you:

- Wish to understand your options if you think you may have encountered sex discrimination or sexual misconduct
- Learn of a situation that you feel may warrant a college investigation
- Need help on how to handle a situation by which you are directly or indirectly affected
- Seek guidance on possible informal remedies or administrative measures to de-escalate or alleviate a difficult situation
- Have questions about Manchester Community College's policies and procedures

The coordinator can also facilitate a formal or informal complaint with the college's Human Resources or Student Affairs offices or a police investigation with the MCC Police Department.

Confidentiality

Conversations with the Title IX Coordinator are kept as confidential as possible, but information about incidents of sexual misconduct must be shared with relevant administrators if the college needs to take action for reasons of community safety. In all cases, the wishes of the person initiating the conversation are given full consideration.

Last updated July 6, 2017.

.....



Title IX Incident Report Form

Report an Incident or Situation

This form must be completed by an MCC employee and submitted as soon as possible after learning of an incident that may violate the Title IX policy.

Your Name

Your Title

Your Email

Your Phone

Date, Time, and Location of Incident

Date Incident Reported to You

Complainant, Reporting Victim, or Reporting Third Party
Their Name, Contact Information (phone, email, address)

Against Whom (Accused/Perpetrator/Suspect)
Their Name, Contact Information (phone, email, address)

Last updated September 16, 2016.

.....



Victims Rights

Victims/survivors of sexual assault and interpersonal violence have the right to:

- Be treated with respect and dignity.
- This means you can refuse to answer any questions about the sexual assault, your sexual orientation, your sexual history, your medical history (including HIV status), and your mental health history.
- Decide whether or not you want the police to investigate the assault.
- Not be judged based on your race, age, class, gender, or sexual orientation.
- Have a sexual assault counselor/advocate accompany you to medical, law enforcement, and legal proceedings.
- Request that someone you are comfortable with stay with you in the examination room.
- Ask questions and get answers regarding any tests, exams, medications, treatments, or police reports.
- Be considered a victim/survivor of sexual assault, regardless of the offender's relationship to you.

As a victim/survivor of sexual assault or interpersonal violence, some individuals may feel some of the following:

- Anger
- Fear
- Guilt
- Loss of control
- Powerlessness
- Embarrassment
- Depression
- Denial
- Shame
- Disbelief
- Confusion
- Isolation

These feelings are completely natural and every victim/survivor of sexual assault and interpersonal violence responds differently.

Links

[Connecticut State Colleges and Universities \(CSCU\)](#)

[Sexual Misconduct, Sexual Assault and Intimate Partner Violence Policy](#)

[Connecticut Commission on Human Rights and Opportunities](#)

Sexual Harassment Prevention Policy and Complaint Procedure

Last updated July 6, 2017.

.....



What You Can Do

If someone tells you about a sexual assault or interpersonal violence:

- Listen and don't form opinions.
- Ensure that the victim/survivor is safe!
- Don't judge the severity of the situation based on the victim/survivor's response to it.
- Empower the victim/survivor to make his/her own decisions.
- Trust the victim/survivor's word and help him/her.
- Tell the victim/survivor that you believe him/her.
- Let the victim/survivor know that he/she is not alone.

[Report a Situation or Incident Now »](#)

What to do if you are sexually assaulted:

- Go to a safe place.
- If you choose to report the crime, notify the police immediately. Call a friend, a family member, or someone else you trust who can be with you and give you support.
- Whether or not you choose to report the sexual assault to the police, you should seek medical attention immediately, even if you do not feel you have been seriously injured. A medical exam is important to check for sexually transmitted diseases or other infection/injuries and for pregnancy resulting from the sexual assault.
- Having a medical exam is also a way for you to preserve physical evidence of a sexual assault. Medical evidence needs to be collected within 72 hours of an assault in case you decide later to pursue a police complaint.
- Preserve all physical evidence of the assault.
- If you suspect that you may have been given a "rape drug," ask the hospital or clinic where you receive medical care to take a urine sample. Drugs, such as Rohypnol and GHB, are more likely to be detected in urine than in blood.
- Write down as much as you can remember about the circumstances of the assault, including a description of the assailant.
- Get information whenever you have questions or concerns. After a sexual assault, you have a lot of choices and decisions to make – e.g., about getting medical care, making a police report, and telling other people. [See Resources »](#)
- Talk with a counselor who is trained to assist sexual assault victims. Counseling can help you learn how to cope with the emotional and physical impacts of the assault. Call the Sexual Assault Crisis Service Statewide 24-hour toll free HOTLINE (1-888-999-5545; 1-888-568-8332 Espanol)

[Report a Situation or Incident Now »](#)

Last updated September 16, 2016.

.....



Domestic and Family Violence

The U. S. Department of Justice defines domestic violence as “a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner.”

Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Physical Abuse: Hitting, slapping, shoving, grabbing, pinching, biting, and hair pulling are types of physical abuse. This type of abuse also includes denying a partner medical care or forcing alcohol and/or drug use upon him or her.

Sexual Abuse: Coercing or attempting to coerce any sexual contact or behavior without consent. Sexual abuse includes, but is certainly not limited to, marital rape, attacks on sexual parts of the body, forcing sex after physical violence has occurred, or treating one in a sexually demeaning manner.

Emotional Abuse: Undermining an individual's sense of self-worth and/or self-esteem is abusive. This may include, but is not limited, to constant criticism, diminishing one's abilities, name-calling, or damaging one's relationship with his or her children.

Economic Abuse: Making or attempting to make an individual financially dependent by maintaining total control over financial resources, withholding one's access to money, or forbidding one's attendance at school or employment.

Psychological Abuse: Elements of psychological abuse include, but are not limited to, causing fear by intimidation; threatening physical harm to self, partner, children, or partner's family or friends; destruction of pets and property; and forcing isolation from family, friends, or school and/or work.

[See Community Resources »](#)

-
- Domestic violence can happen to anyone regardless of race, age, sexual orientation, religion, or gender.
 - Domestic violence affects people of all socioeconomic backgrounds and education levels.
 - Domestic violence occurs in both opposite-sex and same-sex relationships and can happen to intimate partners who are married, living together, or dating.
 - 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.
 - In Connecticut, it is illegal for someone to physically assault, stalk, or threaten you even if that person is a member of your family or household, or is someone you have dated.
 - Connecticut defines family or household member to include any of the following persons, regardless of their age:
 - Spouse or former spouse
 - Parents or their children

- Persons related by blood or marriage
- Persons other than those related by blood or marriage but who presently reside together or have resided together (e.g., roommates)
- Persons who have a child in common regardless of whether they have ever been married or lived together
- Persons who are currently in or who have recently been in a dating relationship

C.G.S. § 46b-38a – Family violence prevention and response states that *"Family violence means an incident resulting in physical harm, bodily injury or assault, or an act of threatened violence that constitutes fear of imminent physical harm, bodily injury or assault, including, but not limited to, stalking or a pattern of threatening, between family or household members. Verbal abuse or argument shall not constitute family violence unless there is present danger and the likelihood that physical violence will occur."*

Sources: National Domestic Violence Hotline, National Center for Victims of Crime, and WomensLaw.org.

Last updated September 16, 2016.

.....



Statement Regarding Sexual Violence

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

Reporting Is Encouraged

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

Agency Contact Information

It is the practice of Manchester Community College that whenever the college's Title IX Coordinator or other employee receives a report that a student, faculty or staff member has been subjected to sexual misconduct, including sexual harassment, sexual assault or intimate partner violence, the College's Title IX Coordinator or other employee shall immediately provide the student, faculty or staff member with contact information for professional assistance in accessing and using college, local advocacy, counseling, health and mental health services.

Connecticut State Colleges and Universities (CSCU) Policy

Sexual Misconduct, Sexual Assault and Intimate Partner Violence Policy

Last updated July 6, 2017.

##



Stalking

Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

Stalking can include:

- Repeated, unwanted, intrusive, and frightening communications from the perpetrator by phone, mail, and/or email.
- Repeatedly leaving or sending victim unwanted items, presents, or flowers.
- Following or laying in wait for the victim at places such as home, school, work, or recreation place.
- Making direct or indirect threats to harm the victim, the victim's children, relatives, friends, or pets.
- Damaging or threatening to damage the victim's property.
- Harassing victim through the internet.
- Posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth.
- Obtaining personal information about the victim by accessing public records, using internet search services, hiring private investigators, going through the victim's garbage, following the victim, contacting victim's friends, family work, or neighbors, etc.

What To Do If You Are Being Stalked

1. Trust your instincts. Victims of stalking often feel pressured by friends or family to downplay the stalker's behavior, but stalking poses a real threat of harm. Your safety is paramount.
2. Call the police if you feel you are in any immediate danger. Explain why even some actions that seem harmless—like leaving you a gift—are causing you fear.
3. Keep a record or log of each contact with the stalker. Be sure to also document any police reports.
4. Stalkers often use technology to contact their victims. Save all e-mails, text messages, photos, and postings on social networking sites as evidence of the stalking behavior.
5. Get connected with a local victim advocate to talk through your options and discuss safety planning.

[See More Resources »](#)

Source: Stalking Resource Center, National Center for Victims of Crime www.victimsofcrime.org

Last updated September 16, 2016.

##



Definitions of Terminology

What is *Sexual Assault* or *Sexual Misconduct*?

Sexual misconduct incorporates a range of behaviors including sexual assault, sexual harassment, intimate partner violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing a person.

Sexual harassment includes requests for sexual favors, sexual advances or other sexual conduct when (1) submission is either explicitly or implicitly a condition affecting academic or employment decisions; (2) the behavior is sufficiently severe or pervasive as to create an intimidating, hostile or repugnant environment; or (3) the behavior persists despite objection by the person to whom the conduct is directed.

Sexual Assault is compelling by force, or the threat of force, the following: (1) Sexual penetration of the vagina or anus, including by a finger or an object; (2) Oral sex; (3) 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; (4) Subjecting another to such sexual contact without consent.

Sexual Assault is a crime and will not be tolerated at MCC. See MCC's Statement Regarding Sexual Violence

What is *Interpersonal Violence*?

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. Some types of interpersonal violence are:

Domestic/Family Violence means an incident resulting in physical harm, bodily injury or assault, or an act of threatened violence that constitutes fear of imminent physical harm, bodily injury or assault, including, but not limited to, stalking or a pattern of threatening, between family or household members. (C.G.S. § 46b-38a)

Dating/Relationship Violence occurs when one intimate or romantic partner tries to maintain power and control over the other through words and actions that are physically and emotionally abusive. Dating violence can take many forms including physical violence, coercion, threats, intimidation, isolation, and emotional, sexual or economic abuse.

Sexual Violence is any type of sexual activity that a person does not agree to. It includes sexual assault; sexual exploitation; stalking; sexual harassment; voyeurism; exposure; and sexual activity resulting from emotional coercion.

What is *Consent*?

- Person must be old enough to consent. The age of consent in Connecticut is 16 years of age.
- Agreeing to specific sexual behavior willingly.
- Consent is active; both parties say "yes".

- Consent is ongoing and can be withdrawn at any time without fear or explanation.
- Obtaining consent is the responsibility of the individual initiating the sexual contact
- Consent is a must for every form of sexual activity every time. A person has the right to withdraw consent even if that person has consented to sexual activity with that individual in the past.
- Consent is not valid if there is force, threats, intimidation, or coercion used.
- Consent is not valid when judgment is impaired by the use of alcohol, drugs or if the person not initiating is sleeping or unconscious.

Connecticut State Law is clear that having sexual intercourse with someone who cannot consent is *rape*.

Last updated September 16, 2016.

.....



MCC and Community Resources

MCC Resources

Community Resources

MCC Resources

G. Duncan Harris, Dean of Student Affairs

SSC L287, 860-512-3203

- Patricia Lindo
- Umesh Vig
- Ta'Shema Odoms
- Theresa Grout

Title IX Coordinator

Debi Freund, Chief Diversity Officer

SSC L277, 860-512-3107

dfreund@manchestercc.edu

Student Success Advising Center/Women's Services

SSC L120b, 860-512-3307

MCC Police Department

SSC L174, 860-512-3680

The MCC Police Department will give its full assistance in response to a report of sexual assault or domestic violence. If the incident occurred off campus, MCCPD can assist in contacting the police department of the town in which the incident occurred.

Members of MCC Title IX Resource Team

- G. Duncan Harris
- Debi Freund
- Trent (TJ) Barber, Director of Student Activities
SSC L149b, 860-512-3282
- Michael Davis, Lieutenant, MCC Police Department
SSC L170, 860-512-3682
- Nicole Esposito, Faculty
AST T307, 860-512-2763
- Pamela Mitchell, Associate Dean of Academic Affairs/Title IX Coordinator
LRC B116, 860-512-2604
- Claire Hearn, Detective, Town of Manchester Police Department
- Patricia Lindo, Director, Human Resources
SSC L134d, 860-512-3612
- Kristin Mesick, Clery Compliance Officer, MCC Police Department

SSC L174, 860-512-3000

- o Penni Micca, Advocate, Interval House

- o Ta'Shema Odoms, Counselor

SSC L120b, 860-512-3307

- o Umesh Vig, Assistant to the Dean of Student Affairs

SSC L286, 860-512-3204

Last updated July 6, 2017.

.....



SEXUAL VIOLENCE REPORTABLE STATISTICS AND DATA

CSCU INSTITUTION: Manchester Community College
REPORTING OFFICE/DEPARTMENT: Diversity & Inclusion
INSTITUTION CONTACT: Debi Freund
YEAR: 2018

| I. SEXUAL VIOLENCE* PREVENTION, AWARENESS, AND RISK REDUCTION PROGRAMS: | | | |
|---|---------------------|------------|-----------------|
| Program Category | Number of Programs: | | |
| | Prevention: | Awareness: | Risk Reduction: |
| <i>Sexual Assault</i> | 5 | 5 | 5 |
| <i>Stalking</i> | 5 | 5 | 5 |
| <i>Intimate Partner Violence</i> | 5 | 5 | 5 |
| Program Types: (List and Describe Each Program Type) | | | |
| <p><i>Bringing in the Bystander</i> – MCC offered this very successful sexual assault prevention workshop. Nationally, bystander training is rated as the most effective in the field of prevention training. The program was well attended by students, faculty and staff. There was a great deal of discussion by the attendees.</p> <p><i>The Hunting Ground</i> – This award-winning documentary on sexual assault on college campuses was shown to students in the Sociology Department. Students were very receptive to the film. The Chief of Police and the Title IX Coordinator spoke to students about safety concerns and prevention techniques as well as the procedures for filing a complaint. Due to the response, the showing of the film campus wide is planned for Fall 2018.</p> <p><i>SACS</i> – The Campus Advocate for SACS (Sexual Assault Crisis Service) came onsite and hosted a table sit for students. She distributed prevention literature as well as spoke to students about their individual concerns and experiences. She provided information on services they provide, including the 24-hour hotline.</p> <p><i>New Student Orientation</i> – All new student orientations include an overview on sexual assault, harassment, the nature of consent and how to file a Title IX complaint online or in person, and/or how to file charges with campus police. The Title IX Coordinator is identified by name and office on campus.</p> <p><i>Part-time Faculty Orientation</i> – At the start of each semester, the college hosts an orientation for all part-time faculty. At this time, the Chief Diversity Officer/Title IXC Coordinator speaks to the faculty and goes over the College's policy on sexual assault and harassment. Faculty are advised as to the procedure on referring students who disclose concerns and filing a complaint for students and/or themselves.</p> | | | |

| II. SEXUAL VIOLENCE PREVENTION AND AWARENESS CAMPAIGNS: | | |
|--|----------------------|------------|
| Campaign Category | Number of Campaigns: | |
| | Prevention: | Awareness: |
| <i>Sexual Assault</i> | 4 | 4 |
| <i>Stalking</i> | 4 | 4 |
| <i>Intimate Partner Violence</i> | 4 | 4 |
| Campaign Types: (List and Describe Each Campaign Type) | | |
| <p><i>Title IX Campus Climate Survey</i> – During this year a newly designed Campus Climate Survey, developed in conjunction with a graduate intern from UCONN was disseminated to all MCC students and employees. The goal of the survey is to ascertain the perception of the college community on issues of sexual misconduct and interpersonal violence, as well as the community's existing knowledge and understanding surrounding these issues.</p> <p><i>Self Defense Classes</i> – each semester the college offers a semester long class in Self Defense techniques. This one-credit course looks at numerous ways for students to respond to and protect themselves in the possibility of violence and offers hands-on training and practice.</p> <p><i>Sexual Assault Awareness Month</i> – During the month of October, the college hung signs concerning Sexual Violence Awareness and notices of prevention and support in both the male and female student restrooms throughout campus. In addition, awareness slogans were run on the campus website and were shown on the community-wide electric signage.</p> <p><i>It's On Us</i> – This year students from MCC participated in the state-wide PSA campaign entitled <i>It's On Us</i> to provide awareness on all campuses statewide on sexual violence prevention.</p> | | |

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

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

| 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: | |
| | | <i>Upheld:</i> | <i>Overtured:</i> |
| <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: | | | | |
| | | <i>Reprimand:</i> | <i>Education/ Training:</i> | <i>Administrative Leave:</i> | <i>Termination:</i> | <i>Other:</i> |
| <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: | |
| | <i>Upheld:</i> | <i>Overtured:</i> |
| <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> | | | | |
| <i>Stalking</i> | | | | |
| <i>Intimate Partner Violence</i> | | | | |

*"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.

Sec. 53a-73a. Sexual assault in the fourth degree: Class A misdemeanor or class D felony. (a) A person is guilty of sexual assault in the fourth degree when: (1) Such person subjects another person to sexual contact who is (A) under thirteen years of age and the actor is more than two years older than such other person, or (B) thirteen years of age or older but under fifteen years of age and the actor is more than three years older than such other person, or (C) mentally incapacitated or impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual contact, or (D) physically helpless, or (E) less than eighteen years old and the actor is such other person's guardian or otherwise responsible for the general supervision of such other person's welfare, or (F) 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 (2) such person subjects another person to sexual contact without such other person's consent; or (3) such person engages in sexual contact with an animal or dead body; or (4) such person is a psychotherapist and subjects another person to sexual contact who is (A) a patient of the actor and the sexual contact occurs during the psychotherapy session, or (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 contact occurs by means of therapeutic deception; or (5) such person subjects another person to sexual contact and accomplishes the sexual contact by means of false representation that the sexual contact is for a bona fide medical purpose by a health care professional; or (6) such person is a school employee and subjects another person to sexual contact who 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 (7) such person is a coach in an athletic activity or a person who provides intensive, ongoing instruction and subjects another person to sexual contact who 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 (8) such person subjects another person to sexual contact and (A) 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 (B) such other person is under eighteen years of age; or (9) such person subjects another person to sexual contact who 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 fourth degree is a class A misdemeanor or, if the victim of the offense is under sixteen years of age, a class D 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 willfully 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, the following: blue safety lights on campus, self-defense classes, safety tips, bystander intervention techniques, the buddy system, rape whistles, and related educational programming.

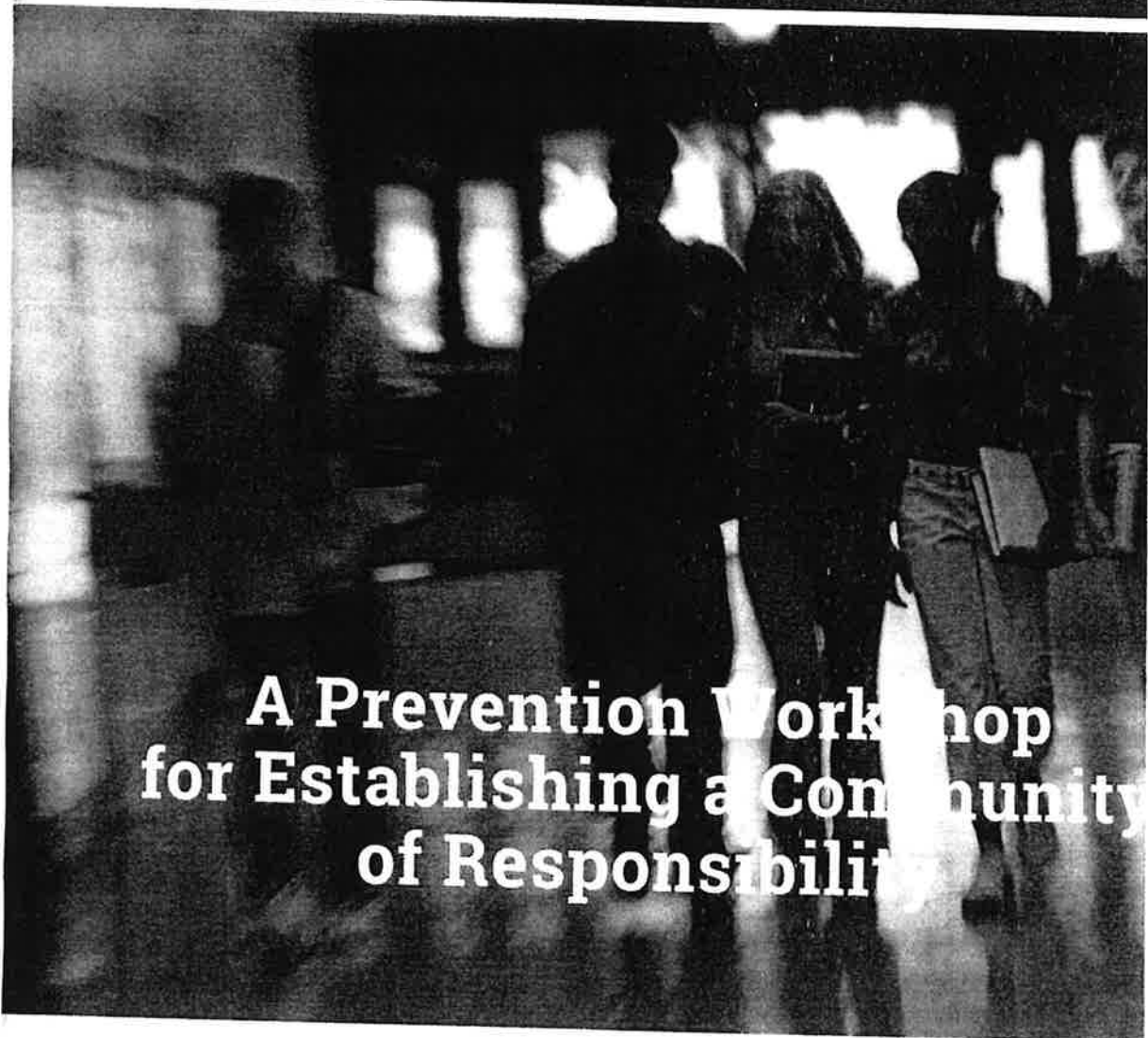
**CONCERNING “REPORTS” vs. “DISCLOSURES” IN PART IV OF THE
AFOREMENTIONED:**

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.

Please direct all inquiries concerning this handbook to
Gregory F. Daniels, Assistant Counsel,
Connecticut State Colleges and Universities,
at 860-723-0018 or DanielsG@ct.edu.

BRINGING IN THE BYSTANDER



**A Prevention Workshop
for Establishing a Community
of Responsibility**

**Thursday, November 30
2-3:30 P.M., GPA Community Commo**

Everyone has a role to play in ending sexual violence. This program offers a unique opportunity for students, faculty and

“I work in the field
of sexual violence
prevention because
I believe that as a
man I can be better
than the culture I've
witnessed.”

YOU ARE NOT
ALONE.
BELIEVE YOU.

WHERE YOU STA

**“It is possible to
prevent sexual
violence, and I
want to be a part
of the solution.”**



**I AM
TAKING A STAND
AGAINST
SEXUAL
VIOLENCE**

**WHERE DO
YOU STA**

“It's all of our responsibility to prevent sexual violence, and we each have an important role to play.”

Connecticut State Representative
Gregg Haddad



**SEXUAL
ASSAULT IS
NOT JUST A
"WOMEN'S
ISSUE"**

**WHERE DO
YOU STA**

Oficina de Servicios a las Víctimas (OVS)

1-800-822-8428

Lunes a viernes de 8:00 a.m. a 4:30 p.m.

www.jud.ct.gov/crimevictim

Información relativa a los servicios disponibles a las víctimas del delito (conforme a CGS 54-222a).

INFORMACIÓN Y SERVICIOS DE APOYO

| | |
|---|-----------------------|
| OVS | 1-800-822-8428 |
| <i>(OVS para recibir información, amparo, asesoramiento, derivaciones, notificación y compensación para víctimas)</i> | |
| Informaciones (24 horas)..... | 211 |
| Agresión sexual (CONNSACS) (24 hs) | 1-888-999-5545 |
| <i>En español (24 hs)</i> | 1-888-568-8332 |
| Violencia doméstica (CCADV) (24 hs)..... | 1-888-774-2900 |
| Abuso de ancianos | 1-888-385-4225 |
| Línea de atención para abuso infantil (24 hs) ... | 1-800-842-2288 |
| Madres en contra de conducir en estado de ebriedad (MADD) (24 hs)..... | 1-800-544-3690 |
| Sobrevivientes de víctimas de homicidio (24 hs) | 1-888-833-4764 |
| Oficina del amparador de víctimas | 1-888-771-3126 |

Número de teléfono del departamento de policía

Número de causa y dirección del tribunal

JD-VS-2S Rev. 5/07

You have the right to be safe...

**We can help you develop a plan for your safety...
A safety plan includes steps you can take to protect yourself and your children from potentially dangerous situations.**

A domestic violence safety plan includes steps that you can take to protect yourself from your abusive partner. A safety plan can be used by victims of any age who may be abused by or afraid of their current or former spouse, boyfriend, girlfriend or family member. A safety plan can help you to develop steps to take in advance of a potentially dangerous situation.

TIPS TO PROTECT YOURSELF FROM ABUSE

- Use your instincts and judgment to keep yourself and your children safe. Call 911 if you need help.
- Decide and plan where you will go if you ever have to leave home.
- Practice getting out of your home safely. Identify which doors, windows, elevator, or stairwell to use.
- Identify one or more neighbors you can tell about the violence, and ask them to call the police if they hear a disturbance coming from your home.
- Teach your children to call 911 when there is an emergency.

**If you need help or just someone to talk to...
Call our confidential domestic violence helpline.**

888-774-2900

Office of Victim Services (OVS)

1-800-822-8428

8:30 a.m. to 4:30 p.m. Monday through Friday

www.jud.state.ct.us/faq/crime

Domestic Violence: Advocacy, emergency shelter, counseling, and other services: **1-888-774-2900 Statewide Toll-Free**

Sexual Assault: Counseling and advocacy
1-888-999-5545 Statewide Toll-Free
(En Espanol: 1-888-568-8332)

Immediately following a crime, victims have rights, including the right to:

- Help getting emergency medical care.
- Be notified about arrest and court proceedings. Arraignment may occur the day after arrest. Contact the clerk of court to check on status, court date and location.
- Timely disposition of the case after arrest of the accused.
- Reasonable protection from the accused.
- Get information on services and agencies that help victims.
- Apply to OVS for crime-related financial assistance (OVS 1-888-286-7347).
- Return of property the police took for investigating the crime.
- Be treated with fairness and respect throughout the criminal justice system process.

**The Office of Victim Services, Connecticut Judicial Branch
1-800-822-8428**

| | | |
|---|---|--|
| Ansonia The Umbrella Center for Domestic Violence Services <input type="checkbox"/> HOTLINE: (203) 736-9944 | Hartford Interval House <input type="checkbox"/> HOTLINE: (860) 527-0550 | Norwalk Domestic Violence Crisis Center <input type="checkbox"/> HOTLINE: (203) 852-1980 |
| Bridgeport The Center for Family Justice <input type="checkbox"/> HOTLINE: (203) 384-9559 | Meriden Meriden-Wallingford Chrysalis <input type="checkbox"/> HOTLINE: (203) 238-1501 | Sharon Women's Support Services <input type="checkbox"/> HOTLINE: (860) 364-1900 |
| Danbury Women's Center <input type="checkbox"/> HOTLINE: (203) 731-5206 | Middletown New Horizons <input type="checkbox"/> HOTLINE: (860) 347-3044 | Stamford Domestic Violence Crisis Center <input type="checkbox"/> HOTLINE: (203) 588-9096 |
| Dayville Domestic Violence Program United Services, Inc. <input type="checkbox"/> HOTLINE: (860) 774-8648 | New Britain Prudence Crandall Center, Inc. <input type="checkbox"/> HOTLINE: (860) 225-6357 | Torrington Susan B. Anthony Project <input type="checkbox"/> HOTLINE: (860) 482-7133 |
| Enfield Network Against Domestic Abuse <input type="checkbox"/> HOTLINE: (860) 763-4542 | New Haven The Umbrella Center for Domestic Violence Services <input type="checkbox"/> HOTLINE: (203) 789-8104 | Waterbury Safe Haven Greater Waterbury <input type="checkbox"/> HOTLINE: (203) 575-0036 |
| Greenwich Domestic Abuse Service <input type="checkbox"/> HOTLINE: (203) 622-0003 | New London Safe Futures <input type="checkbox"/> HOTLINE: (860) 701-6000 | Willimantic Domestic Violence Program United Services, Inc. <input type="checkbox"/> HOTLINE: (860) 456-9476 |

Oficina de Servicios a las Víctimas (OVS)

1-800-822-8428

Lunes a viernes de 8:00 a.m. a 4:30 p.m.

www.jud.ct.gov/crimevictim

Violencia doméstica: apoyo, albergue de emergencia, asesoramiento, y otros servicios: 1-888-774-2900 (llamada gratuita dentro del estado)

Agresión sexual: asesoramiento y apoyo
1-888-999-5545 (llamada gratuita dentro del estado)
(En español: 1-888-568-8332)

Inmediatamente después de cometerse un delito, la víctima tiene el derecho de:

- Recibir ayuda para procurar atención médica de urgencia.
- Ser notificada del arresto y las actuaciones judiciales. La instrucción de cargos puede tener lugar el día siguiente al arresto. Comuníquese con la secretaria del tribunal para verificar la situación, hora y lugar.
- La resolución oportuna de la causa a partir del arresto del acusado.
- Recibir una protección razonable contra el acusado.
- Recibir información sobre servicios y organizaciones que ayudan a las víctimas.
- Solicitar ayuda financiera a OVS por gastos relacionados con daños personales. (OVS 1-888-286-7347).
- La devolución de bienes incautados por la policía durante la investigación.
- Ser tratado con justicia e respeto durante todo el proceso judicial.

**Oficina de Servicios a las Víctimas,
Rama Judicial de Connecticut 1-800-822-8428**

Office of Victim Services (OVS)

1-800-822-8428

8:30 a.m. to 4:30 p.m. Monday through Friday

www.jud.state.ct.us/faq/crime

Services are available for victims of crimes that result in physical injury (pursuant to C.G.S. § 54-222a).

INFORMATION AND SUPPORT SERVICES

OVS..... 1-800-822-8428
(OVS for information, advocacy, counseling referral, notification and victim compensation)

INFO-Line (24 hour service)..... 211
Sexual Assault (CONNSACS) (24 hr.)..... 1-888-999-5545
En Espanol (24 hr.)..... 1-888-568-8332
Domestic Violence (CCADV) (24 hr.)..... 1-888-774-2900
Elder Abuse (24 hr.)..... 1-888-385-4225
Child Abuse Care Line (24 hr.)..... 1-800-842-2288
Mothers Against Drunk Driving (MADD) (24 hr.) 1-800-544-3690
Survivors of Homicide..... 1-888-833-4764
Office of Victim Advocate..... 1-888-771-3126

POLICE DEPT. AND TELEPHONE NO

CASE NUMBER AND COURT LOCATION

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

eliminating racism
empowering women

ywca

YWCA NEW BRITAIN SERVICIOS DE CRISIS POR ASALTO SEXUAL

Los Servicios de Crisis por Asalto Sexual de la YWCA New Britain ofrece asistencia a sobrevivientes de asalto sexual, a sus familiares y amistades.

Ofrecemos:

- Línea de auxilio en Inglés y en Español las 24 horas al día, con acceso inmediato a consejeros adiestrados y certificados.
- Acompañamiento para las víctimas y sus familiares durante los procedimientos médicos, de la policía y de la corte.
- Apoyo y consejería.
- Variedad de grupos de apoyo.
- Información y referidos a servicios adicionales.
- Programas de prevención, presentaciones en las escuelas, instituciones religiosas y adiestramientos profesionales.
- Consejeros bilingües, consejeros masculinos y Lenguaje de Señas

Servimos:

a todos los pueblos del Condado de Hartford y parte del Condado de Tolland:
Andover, Avon, Berlin, Bloomfield, Bolton, Bristol, Broad Brook, Burlington, Canton, Collinsville, East Granby, East Hartford, East Windsor, Ellington, Enfield, Farmington, Glastonbury, Granby, Hartford, Hartland, Hebron, Manchester, Marlborough, New Britain, Newington, North Canton, North Granby, Plainville, Plymouth, Rocky Hill, Simsbury, Somers, South Glastonbury, South Windsor, Southington, Stafford, Stafford Springs, Suffield, Tolland, Vernon, West Granby, West Hartford, West Hartland, West Simsbury, Wethersfield, Windsor y Windsor Locks.

Líneas de Auxilio
Español: 1-888-568-8332
Inglés: 1-888-999-5545

Oficina en New Britain
19 Franklin Square
New Britain, CT 06051
860-225-4681
860-225-7443 (fax)

Oficina Satélite en Hartford:
75 Charter Oak Avenue
Building 1, Suite 1-304
(Estacionamiento disponible
en Wyllis St.)

YWCA IS ON A MISSION

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 area 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 our Interval House 24-hour hotline number at hand.** Our counselors will talk with you about your rights and options and our services and shelter.
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.** Do not fool yourself that things will remain this way.



Never Another Battered Woman

| | |
|--------------------------|-----------------------|
| TDD/TTY | 1-860-249-5384 |
| Statewide Hotline | 1-888-774-2900 |

Raising Support to Sustain Our Services and Programs for Victims

Interval House maintains an active fundraising and donor development program to support the services of the organization. Funding sources include: individuals, faith communities, United Way, foundations, special events, corporations, and all levels of government.

To contribute call: 860-246-9149

Monetary Donations: Ext. 338

Volunteer: Ext. 350

Community Education: Ext. 311

In-kind Donations: Ext. 358

Hotlines:

Interval House 1-860-527-0550

Interval House East 1-860-645-4033

Interval House West 1-860-658-7227

Statewide Hotline 1-888-774-2900

Interval House, P.O. Box 340207
Hartford, CT 06134-0207
www.intervalhousect.org

United Way of Central
and Northeastern Connecticut



interval house

Working toward ending domestic violence



24-Hour Hotline

860-527-0550

Offering Hope to Victims of
Domestic Violence

www.intervalhousect.org

Yes, I'm concerned about domestic violence and I would like to help battered women and their children.

- ☐ I would like to donate \$ _____ to support the work of Interval House.
- ☐ I would like to volunteer my time and skills.
- ☐ I would like to have a speaker come to my job, church, club, school, organization or business.
- ☐ I would like to receive the newsletter.

Name _____ Phone _____

Address _____

Email _____

Please mail completed form to: Development Director,
Interval House, P.O. Box 340207, Hartford, CT 06134

You can also email us at: info@intervalhousect.org

Interval House Services for Victims of Domestic

Emergency Shelter

The shelter's location is confidential and is available for abused women and their children 24-hours a day, 365 days a year. It's the largest domestic violence shelter in the state, and even if all 20 beds are full, we will find you a safe place to stay. Interval House is wheelchair accessible, and has bilingual staff. It also has a telephone translation service allowing staff to communicate with callers and clients in hundreds of languages.

Transitional Housing

Interval House partners with Community Renewal Team Inc., to offer transitional housing services for shelter residents. Interval House/CRT's program helps shelter residents relocate to permanent housing and begin to rebuild their lives.

Crisis Counseling/Advocacy

Counselor/Advocates interview callers, assess needs and review options with victims. They do not tell the client what to do, but educate them about abuse, its repercussions, and the impact on their children. Counselor/Advocates refer clients to other Interval House and community services as needed.

- The Counselor/Advocate help clients with developing an individual safety plan
- Safety planning is based on the belief the victim knows the abuser and situation better than anyone
- The victim is always safety planning and is constantly changing their plan in response to the abuser's behavior.



interval house

Help In The Courts:

Criminal Court

When there has been an arrest, Family Violence Victim Advocates educate their clients about criminal court and advocate for them within the system. They do not offer legal advice. With the client's permission, an advocate can provide crucial information to court officials.

Family Violence Victim Advocates help clients understand law enforcement and criminal court procedures.

Civil Court

Court Advocates help with civil court matters, educate clients and advocate for them within the system. They do not offer legal advice. Court Advocates can help a client obtain an attorney and help clients understand, restraining orders, custody and visitation rights, as well as divorce procedures.

Manchester Outreach Team

The Manchester Domestic Violence Outreach Team is housed at the Manchester Police Department and partners with an Interval House Advocate. Services are available to anyone who lives or works in Manchester and to victims of abuse that occur in Manchester. To contact the Manchester Domestic Violence Outreach Team call: 860-643-3334.

Support Groups

Groups meet weekly are held in confidential locations in several towns in our region. Staff members or volunteers facilitate support groups where participants talk about their experiences and share ideas for safety planning. They gain information on a range of subjects including: safety planning, the law, as well as other domestic violence issues and topics.

Support groups rebuild self-esteem so victims feel empowered to make their own decisions and direct their own life. Childcare is available for all groups.

Violence

Children's Services

Child Advocates provide services to the children of our clients in the community or in our shelter. Children can attend weekly groups and participate in age-appropriate activities that address self-esteem and safety planning.

Children are always affected by the abuse they witness. Batterers put their children at risk for becoming teen or adult abusers or victims perpetuating the cycle of family violence. Child Advocates help parents connect with needed resources, and offer supportive services and information in areas such as:

- Counseling
- Relationships
- Financial Aid
- Legal
- Parenting
- Victim Rights
- State agencies such as Dept. of Children and Families.



Volunteer Program

By giving their time and talent, volunteers play an essential role in providing services to victims of domestic violence. Volunteers who work directly with victims must be certified. But non-certified volunteers can also help by participating in special events, projects and fundraising activities.

Some volunteer opportunities include:

- Crisis Counseling/Advocacy
- Hotline and Children's Program
- Support Groups & Community Education
- Participating in the Speakers Bureau and events.

Community Education

Outreach and education is key to helping prevent Domestic Violence, and breaking the cycle. The Community Educator is available for presentations to groups such as schools, churches, and other organizations. Topics include domestic violence, teen dating violence, the impact of domestic violence on children and parents, and other related subjects.

24-Hour Hotlines:

The 24-hour Hotline is the gateway to all of Interval House's services. Each office has its own hotline number, and the toll-free statewide number routes callers to the nearest domestic violence agency. All calls are confidential.

Interval House's 24-hour Hotlines:

Hartford 860-527-0550

Simsbury 860-658-7227

Manchester..... 860-645-4033

Statewide Hotline:
888-774-2900

Offering Immediate Assistance

Callers may be:

- Current or past victims of abuse who have an emergency
- Current or past victims of abuse who are ready or need to address the effects of abuse
- Victims who have left an abusive relationship and need to talk
- Anyone uneasy about their intimate relationship and wondering if they're being abused
- Friends and family of a victim calling for support
- Agencies requesting information about our services and programs.