

UNIVERSITY OF HARTFORD

Report Pursuant to Connecticut Public Act 14-11, An Act Concerning Sexual Assault, Stalking and Intimate Partner Violence on Campus, for January 1, 2017 to December 31, 2017



Safety on Campus a
Shared Responsibility

University of Hartford

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Statistical Information for 2017

The following tables show the number of incidents reported and disciplinary reports brought forward at the University of Hartford for the calendar year of 2017, involving allegations of sexual assault, stalking or intimate partner violence, regardless of where the incident occurred and not restricted to Clery geography. Table 1 includes incidents reported to the university, Table 2 includes final outcome of disciplinary cases brought forward.

Table 1 Incidents Reported

| Incidents Reported to the University of Hartford for 2016 | | | |
|---|-----------------------|-----------------|----------------------------------|
| | Sexual Assault | Stalking | Intimate Partner Violence |
| Number of incidents reported to the university | 8 | 2 | 5 |
| Number of confidential or anonymous reports or disclosures to the university | 2 | 1 | 1 |
| Number of disciplinary cases at the university | 6 | 1 | 4 |

Table 2 Disciplinary Cases

| Final Outcome of Disciplinary Cases for 2016 | | | |
|---|-----------------------|-----------------|----------------------------------|
| | Sexual Assault | Stalking | Intimate Partner Violence |
| Responded found responsible | 1 | 1 | 1 |
| Responded found not responsible | 4 | 0 | 0 |
| No Charge or Non Student | 3 | 1 | 4 |

SAFETY / SECURITY PROGRAMMING

It is the philosophy of the University of Hartford Public Safety Department to take a proactive rather than a reactive approach to crime. In order for a crime to occur, three conditions have to be satisfied. First, the desire to commit the crime must exist. Second, the criminal must have the means or tools with which to commit the crime. Finally, the criminal must have the opportunity to carry out the act. As individuals, we cannot change the desire or means to commit crime readily and easily. However, we can greatly reduce or eliminate the opportunity to commit crime by practicing sound crime prevention techniques.

In an ongoing effort to maintain an acceptable level of safety and security on campus, an officer assigned to Crime Prevention and other Public Safety staff members routinely present various security awareness and crime prevention programs throughout the year. Many of these programs are coordinated with the Office of Residential Life and outside agencies and are presented to students residing on campus. Programs include: personal safety (on and off campus), property protection including Operation Identification, Lock Your Door, fire safety, parking, and discussion of Public Safety services. During the academic year, the Department of Public Safety, the Office of Residential Life and Admissions Office completed participate in security awareness programs, along with regularly posted crime and safety tips. Typically, security awareness tips are discussed, including encouraging participants to be responsible for their own security/safety and for the security/safety for others on campus. New employee orientation includes the distribution of crime prevention and fire safety materials to all new employees.

In addition, representatives from Public Safety address security and safety issues at all orientation sessions with parents and first year students in attendance. Printed brochures addressing numerous safety and security topics are available to members of the campus community. Also, articles relating to issues of safety and security are published weekly in the campus newspaper and on the Department of Public Safety website at <https://www.hartford.edu/publicsafety/>. Certified Public Safety staff members offer women's self-defense training (Rape Aggression Defense) at least once each semester, the Men Against Rape and Women Against Rape programs. These programs are nationally recognized and have been well received by students, faculty, and staff at the University of Hartford.

The University also operates shuttle and escort services. For information related to these and all other services, please call 860-768-7985.

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking

The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- A. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- B. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Education programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees.

- The University of Hartford prohibits the crimes of domestic violence, dating violence, sexual assault and stalking as defined by the Clery Act.
- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines, using definitions provided both by the Department of Education as well as state law, what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;

- Defines what behavior and actions constitute consent to sexual activity in the State of Connecticut and/or using the definition of consent found in the Student Code of Conduct if state law does not define consent and the purposes for which that definition is used;
- A description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- Information on risk reduction. 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.
- Provides the institution's definition of consent AND the purposes for which that definition is used.

Programs and Trainings for Students

MARS & WARS The University of Hartford provides programs designed to educate the campus community's awareness of sexual misconduct in all forms including rape, acquaintance rape, other sex offenses, domestic violence, dating violence and stalking. These topics are covered in the nationally recognized programs of Women Against Rape (W.A.R.S.) and Men Against Rape (M.A.R.S.). The mission of W.A.R.S. and M.A.R.S. is to educate and empower the female and male community at the University to work as allies with preventing rape and other forms of violence.

Campus Clarity: Think About It Online Course *Programming for First Year Students:*

Provides students with a comprehensive foundation in four areas: sex in college, partying smart, sexual violence and healthy relationships. This course prepares students before they begin their life in college. Think About It is an online substance abuse and sexual abuse-training program that prepares students to confront and prevent serious campus problems. This program delivers Title IX and Campus SaVE Act training with a non-judgmental approach to effectively reach students.

Campus Clarity: Think About It Sanctions Course/Drugs/Alcohol: In addition to the main Think About It courses, there are sanctioned courses offered to tailor the needs of students involved with alcohol and drug violations on campus. Think About It: Alcohol help students plan for the night they want to have by teaching them to navigate and avoid the dangers of drinking and also review tips to partying safely and address common misconceptions about alcohol in college. Think About It: Drugs challenges students to reflect on why they use drugs, and whether the underlying causes of their drug use such as stress, depression and chronic pain can and should be addressed with safer, healthier alternatives to narcotics.

e-CHECKUP TO GO (Marijuana/Alcohol): e-Checkup to go is on-line interventions for behavioral change including brief intervention screening for abuse of substance. This educational tool incorporates ASSIST (Alcohol, Smoking, and Substance Involvement Screening Test) and can "flag" areas of concern, covering both marijuana and alcohol. It integrates motivational enhancement strategy. The substance programs are designed to motivate individuals to reduce their consumption using personalized information about their own use and risk factors.

CHOICES: This program engages students in self-reflection and discussion about facts, risks and norms associated with alcohol while equipping them with the information, strategies and skills to

make wise decisions.

BASICS (Brief Alcohol Screening and Intervention for College Students): This prevention program is designed for college students who drink alcohol heavily and have experienced or are at risk for alcohol-related problems. Following a harm reduction approach, BASICS aims to motivate students to reduce alcohol use in order to decrease the negative consequences of drinking.

Hawk Life-Recovery Group: Hawk Life is a supportive, safe social group for students in recovery, those trying to reduce substance use, and student-allies of substance-free living.

Lift-Off Programming for First Year Students – “Thriving at the University of Hartford – Being a Healthy Hawk”: In this interactive program, representatives of the Health Education & Wellness Center and Department of Public Safety offer tips to help students make a smooth transition to college and develop habits that promote health and safety while on campus. This TED Talk-inspired session includes various campus resources and also speaks to the effects of alcohol and other drug use as well as sexual violence, suicide prevention, and hazing on campus. Discussion around safe decision-making takes place during and after each presentation (two 90-minute presentations over two days). The goal of the presentations is to introduce students to campus health and wellness resources, normalize transitional concerns about coming to college and informing students about AOD and other issues that may affect their academic performance.

Rape Aggression Defense (R.A.D.) Systems, this course has its foundations in education and awareness. The course includes lecture, discussion and self-defense techniques suitable for women of all ages and abilities. Classes range from a minimum of nine to twelve hours plus in length, depending on the instructor.

Empower the Girls We Love: Personal Safety Training 101 is a program that teaches ALL women, with a particular focus on high school teens and college-aged girls, how to be their own protector. This 3-hour program is an excellent way to equip young women with confidence building; practical skills to raise awareness and avoid dangerous situations while learning physical skills for self-defense. The program is fast-paced, fun and easy to follow, no matter age, size or ability. Participants learn how to: be proactive about personal safety and reduce the risk of becoming a victim; manage fear and anxiety during stressful situations; practice skills to use when threatened; evaluate threats and possible options.

Sexual Violence Prevention Programming: On-going throughout the academic year: The office of Health Education and Wellness offers a variety of prevention programs throughout the academic year pertaining to violence prevention ranging from; The Red Flag campaign, healthy relationship awareness, No More Campaign, Sexual Assault Prevention month and various other bystander initiatives during key points of the academic year; with specific focus on awareness months.

Programs and Trainings for Employees

The Human Resource Department provides mandatory training on sexual harassment, Sexual Misconduct prevention and diversity awareness training to all new University employees. Multiple training dates are offered each year. The Human Resource Department also provides ongoing training offered to all employees. Threats on Campus Training, Sexual Harassment and Discrimination Training, Title IX Sexual Violence Training and Recognizing and Preventing Work Place Violence are

Following are descriptions of some of the programs offered to incoming students and new employees to promote the awareness of dating violence, domestic violence, sexual assault and stalking:

Red Flag Identity Theft Prevention Planning This program will provide you with details on how to detect suspicious patterns or activities (“red flags”) that indicate the possibility of identity theft, the steps to report it as well as what you can do to prevent it from happening.

Sexual Harassment and Discrimination Prevention in the Workplace This program will provide participants with an understanding of applicable federal and state sexual harassment and discrimination laws as well University policies, outline avenues to report allegations as well as the role that each of us play in creating a safer campus by addressing and preventing instances of sexual harassment and/or discrimination in the workplace. **As a member of the University community, all faculty and staff are expected to participate in this educational program.**

This two-hour training satisfies Connecticut state supervisory training requirements

Supervisory Training – Understanding the Progressive Discipline and Grievance Processes This program will provide supervisors with detailed information on the University’s standards of progressive discipline utilized to address, correct and sustain acceptable job performance as well as the University’s policy to encourage the airing of employee dissatisfactions so problems can be resolved.

Sexual Violence Prevention Training This program will provide participants with an understanding of the role that each of us play in creating a safer campus by addressing and preventing instances of sexual violence. **As a member of the University community, all faculty and staff are expected to participate in this educational program.**

University of Hartford 101 – this full-day program will be held on **Friday, March 23rd** and will provide both new and seasoned faculty and staff with information about programs and services offered to University of Hartford employees presented directly by multiple campus department representatives.

Threats on Campus This program will provide participants with information on how to report emergencies as well as how to respond in the event that there is a threat on campus.

Safe Passages (educational video) This program will be held on will provide participants with common sense principles and teach you how to be more situationally aware, instilling confidence when you travel.

EmPOWER is a cross-departmental initiative designed to bring a thoughtful professional development and computer training program to the staff and managerial faculty members of the University of Hartford community.

The University of Hartford constantly strives to improve the efficiency of training opportunities available to our new and existing staff and collegiate chairs responsible for the oversight of staff. With this initiative, we aim to provide a single point of contact for all professional development training opportunities available to University employees, safeguard the standardization of class content, and ensure regularly scheduled Banner and other computer system training.

Our training programs are designed to be informative as well as interactive. More information regarding the remaining training sessions will follow. You are encouraged to attend the entire program. If you have previously attended, you are always welcome to attend any of the sessions as a refresher, but please understand that those supervisors whom have never attended the program before will be given first preference.

It’s On Us Campaign



“It’s On Us” is a national campaign is aimed at reducing sexual violence through awareness and bystander intervention. The campaign was highlighted through the playing of specially produced program videos on the posters, flyers and monitors throughout the campus screen at football games and other sporting events throughout the year University of Hartford student athletes also participated in an “It’s On Us” public service announcement that was also played at sporting events.

Women – Ways to Help Prevent Sexual Assault

- **Be assertive and speak firmly:** Many women have difficulty confronting coercive behavior because they have been socialized to be “polite,” but others may ignore or misunderstand “nice” or “polite” approaches. Be forceful. Say something like, “Stop this, I’m not enjoying it.” If you do not want to be touched, say so. If someone does not respect this, you always have the right to leave. Remember: communicate your feelings.
- **Trust your intuition:** If you feel uncomfortable, think you are being pressured to have sex, or believe you are in a dangerous situation, you are probably right. Confront the person immediately or leave.
- **Know that alcohol and drugs are often related to sexual assault:** The use of alcohol and drugs compromises both your ability to make responsible decisions and to communicate effectively.

Men – Ways to Help Prevent Sexual Assault

- **Ask directly and don’t assume:** Many men believe that it is a routine part of “seduction” to ignore a person’s saying “no” and to assume the party means “maybe” or even “yes”. But without clearly established consent, what is called seduction is actually sexual assault. Even after a person has given consent, he or she still has the right to change his or her mind. Unless we are willing to accept “no” from our partner, “yes” has no meaning.
- **Listen to and respect the person:** If you are getting a double message from someone, speak up and clarify the message. If someone says “no” to your advances, back off and suggest talking.
- **Recognize that intoxication is no excuse:** Intoxication is not a defense for sexual assault. You are responsible for your actions whether or not you are sober. If someone is intoxicated or has passed out, offer to help; don’t take advantage.

The University of Hartford recognizes that both men and woman can be victims of sexual violence, these prevention tips are interchangeable for all persons who could be victims and or possibly place themselves in an undesirable position as victim or accused.

REPORTING CRIMINAL ACTIVITY AND EMERGENCIES

If you become the victim and/or are witness to a crime or emergency, you should immediately report it to the UHDPS or the appropriate law enforcement agency if it occurs off campus. The sooner crime is reported, the better the chances of public safety or local police being able to solve the crime, apprehend the suspect, and recover any property that may have been taken. We encourage our community to accurately and promptly report all crimes or other emergencies to the appropriate police agency, when the victim elects to or is unable to make such a report.

Crimes and emergencies can be reported by calling the UHDPS at (860) 768-7985 (7777 for emergencies) or you can go to the public safety operations building. Or, you may use one of the many campus Emergency Phones. In response to a reported crime or emergency, an officer will be dispatched to your location to begin an investigation of the crime and take the required action. The officer will want to know some basic information about you as the complainant and the incident you are reporting. You may be asked to give a signed statement attesting to the facts of the incident. All UHDPS incident reports are forwarded to the Dean of Students Office for review and referral to Student Conduct Administration for potential action, as appropriate. UHDPS Investigators will investigate a report when it is deemed appropriate. In addition, you may reports crime to the following areas:

- | | |
|--|--------------|
| - Vice President of Student Affairs & Dean of Students | 860-768-4285 |
| - Director, Counseling and Psychological Services | 860-768-4482 |
| - Director, Connections Health Education and Wellness Center | 860-768-5433 |
| - Director, Office of Residential Life | 860-768-7792 |
| - Director, Health Services | 860-768-6601 |
| - Director, Human Resources | 860-768-4156 |

Criminal incidents should be reported to the Department of Public Safety to provide the opportunity to assess crime trends and include reported incidents in the annual statistical disclosure of crimes as well as to make timely warning notices to the campus community. Public Safety or Police generally take the information and develop other information through investigation, as they attempt to solve the crime. You are a vital link to the solution of crime through your observation and eyewitness account. You also can assist in the recovery of stolen property by insuring that you mark your property with some type of an identifier and maintain records of serial and model numbers. Public Safety or Police can help you recover stolen items if you get involved with our Operation Identification program.

VOLUNTARY CONFIDENTIAL REPORTING OF INCIDENTS

The Public Safety Department accepts voluntary, confidential reports from victims of or witnesses to criminal activity, with the exception of a reported incident of sexual misconduct, DPS must share that information with the Title IX Coordinator. With your permission, a UHDPS officer can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to enhance the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Also accepted are reports from individuals who wish to remain anonymous. Staff and faculty members, including professional counselors who have significant responsibility for student life activities, have been made aware of the option of the voluntary confidential and anonymous reporting procedures and have been asked to encourage students to make use of this format for filing reports when appropriate.

Further, the Public Safety Crime Prevention Unit manages a "Tip Line." By calling 860-768-7827, an individual can leave a confidential, anonymous message if they have information related to the safety and security of members of the University community.

Campus "pastoral counselors" and campus "professional counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

A pastoral counselor is an employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

A professional counselor is an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

SAFETY / SECURITY PROGRAMMING

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In an ongoing effort to maintain an acceptable level of safety and security on campus, an officer assigned to Crime Prevention and other Public Safety staff members routinely present various security awareness and crime prevention programs throughout the year. Many of these programs are coordinated with the Office of Residential Life and outside agencies and are presented to students residing on campus. Programs include: personal safety (on and off campus), property protection including Operation Identification, Lock

Your Door, fire safety, parking, and discussion of Public Safety services. During the academic years the Department of Public Safety, the Office of Residential Life & Admissions Office completed numerous security awareness programs. Typically, security awareness tips are discussed, including encouraging participants to be responsible for their own security/safety and for the security/safety for others on campus. New employee orientation includes the distribution of crime prevention and fire safety materials to all new employees.

In addition, representatives from Public Safety address security and safety issues at all orientation sessions with parents and first year students in attendance. Printed brochures addressing numerous safety and security topics are available to members of the campus community. Also, articles relating to issues of safety and security are published weekly in the campus newspaper and on the Department of Public Safety website at <https://www.hartford.edu/publicsafety/>. Certified Public Safety staff members offer women's self-defense training (Rape Aggression Defense) at least once each semester, the Men Against Rape and Women Against Rape programs. These programs are nationally recognized and have been well received by students, faculty, and staff at the University of Hartford.

The University also operates shuttle and escort services. For information related to these and all other services, please call 860-768-7985.

Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Statement of Policy

The University of Hartford strives to provide an environment free from Sexual Violence and Other Sexual Misconduct (as defined below), including without limitation Sexual Assault, Intimate Partner Violence – including without limitation Domestic Violence and Dating Violence – and Stalking. Further, Title IX of the Education Amendments of 1972 (“Title IX”) prohibits discrimination based on gender, including sexual violence and misconduct, in educational programs and activities that receive federal financial assistance; Title VII of the Civil Rights Act of 1964 (“Title VII”) prohibits discrimination in employment based on sex, among other protected classifications; Section 304 of the Violence Against Women Reauthorization Act of 2013, codified at 20 U.S.C. Section 1092(f), requires institutions of higher education to develop policies regarding the prevention of sexual assault, domestic violence, dating violence and stalking; and Section 10a-55m of the Connecticut General Statutes (“CGS”) requires institutions of higher education to develop a policy applicable to all students and employees addressing sexual assault, stalking and intimate partner violence and Title VII of the Civil Rights Act of 1964 (“Title VII”) prohibits discrimination in employment based on sex, among other protected classifications. To ensure compliance with Title IX, Title VII, 20 U.S.C. Section 1092(f), CGS Section 10a-55m and other applicable federal and state laws, the University of Hartford has developed this statement of policy and procedures (“Sexual Violence Policy”), which prohibits Sexual Violence and Other Sexual Misconduct, whether gender-based or non-gender-based.

When an allegation of Sexual Violence or Other Sexual Misconduct is reported and investigated, and a responding community member is found to have violated this Sexual Violence Policy, serious sanctions will be used in an effort to ensure that such actions are not repeated. This Sexual Violence Policy is intended to define community standards and to outline the investigation and complaint process when those standards are violated.

Any attempts to violate this Sexual Violence Policy are considered sufficient for having committed the violation itself. The use of alcohol or other drugs will not be accepted as a defense or mitigating factor to a violation of this Sexual Violence Policy. This Sexual Violence Policy applies regardless of the complainant's or respondent's sexual orientation, sex, gender identity or expression, age, race, national origin, religion or ability or any other protected class status.

THIS SEXUAL VIOLENCE POLICY IS SUPPORTIVE OF AND DOES NOT REPLACE UNIVERSITY POLICIES ON SEXUAL HARASSMENT AND TITLE IX COMPLIANCE. This Sexual Violence Policy applies only to Sexual Violence or Other Sexual Misconduct as defined in this Sexual Violence Policy; all other forms of sexual harassment and gender discrimination are covered under the University policies on sexual harassment and Title IX. The University's sexual harassment and Title IX policies for students can be found at www.hartford.edu/student_affairs/source/default.aspx, and its sexual

harassment and Title IX policies for faculty and staff can be found at www.hartford.edu/hrd/staff_employment_manual.aspx.

For the universities complete Sexual Misconduct Policy, please see Appendix A

Definitions

Sexual Violence includes the threat of, attempted or actual Sexual Assault, including unwelcome sexual contact, and Intimate Partner Violence, including Domestic Violence and Dating Violence.

Sexual Assault An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

- **Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.

Under Connecticut law are "**Sexual Intercourse**" and "**Sexual Contact**," where the intercourse or contact is unlawful because it involves one or more of the following:

- Lack of consent from the victim;
- Force or threat of use of force, whether against the victim of Sexual Assault or a third person, where the victim has a reasonable cause for fear of physical injury. Force can but does not necessarily include use or threatened use of deadly weapons;
- Sexual intercourse or contact with a person who has a temporary or permanent mental incapacity ("mental incapacitation" and "mental defect", under the Connecticut statute's terminology);
- Statutory rape, as defined under Connecticut law;
- Incest; or
- Conduct where the perpetrator has a fiduciary relationship with the victim, such as psychoanalyst or other medical professional, school teacher or legal guardian.

Sexual Intercourse Under Connecticut law is defined as: 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.

Sexual Contact Under Connecticut law defines as: Any contact with the intimate parts of a person not married to the actor for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person or any contact of the intimate parts of the actor with a person not married to the actor for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person.

Domestic Violence, Dating Violence and Stalking

The University of Hartford prohibits acts of domestic violence, dating violence, sexual assault, and stalking. Victims of these crimes have the right to report the incident to both Public Safety and local law enforcement. Victims and also report incidents to other campus authorities, but in incidents where safety is a concern it is recommended they notify Public Safety first or law enforcement immediately.

Intimate Partner Violence means any physical or sexual harm against an individual by the actions of a current or former spouse or person in a dating relationship with that individual, where the action constitutes Sexual Assault or Stalking as defined in this Section, or Family Violence as defined under applicable state law, which includes assault or threat of assault, reckless endangerment, sexual assault, stalking, disorderly conduct, criminal harassment, criminal violation of protective or restraining order, when directed against a family or household member.

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

Connecticut State Law defines **Domestic Violence** under **C.G.S. § 46b-38a** (Family Violence) as,

(1) "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.

(2) "Family or household member" means any of the following persons, regardless of the age of such person: (A) Spouses or former spouses; (B) parents or their children; (C) persons related by blood or marriage; (D) persons other than those persons described in subparagraph (C) of this subdivision presently residing together or who have resided together; (E) persons who have a child in common regardless of whether they are or have been married or have lived together at any time; and (F) persons in, or who have recently been in, a dating relationship.

(3) "Family violence crime" means a crime as defined in section 53a-24, other than a delinquent act as defined in section 46b-120, which, in addition to its other elements, contains as an element thereof an act of family violence to a family or household member. "Family violence crime" does not include acts by parents or guardians disciplining minor children unless such acts constitute abuse.

Dating Violence: is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

Connecticut State Law There is no separate statute that specifically addresses dating violence in Connecticut. "Persons who are currently in or who have recently been in a dating relationship" are included in **C.G.S. § 46b-38a** Family violence prevention and response. See the section above for more information.

Other Sexual Misconduct constituting a violation of this Sexual Violence Policy includes, but is not limited to:

Stalking: Means engaging in a course of conduct directed at a specific person(s) that would cause a reasonable person to (a) fear for his or her safety or the safety of others, or (b) suffer substantial emotional distress. For the purposes of this definition—

Connecticut State law defines **Stalking** as follows,

CGS § 53a-181c. Stalking in the first degree: Class D felony. (2012)

(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, as amended by this act, and (1) such person has previously been convicted of a violation of section 53a-181d, as amended by this act, 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.

CGS § 53a-181d. Stalking in the second degree: Class A misdemeanor. (2012)

(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, follows, lies in wait for, monitors, observes, surveils, threatens, harasses, communicates with or sends unwanted gifts to, a person, or interferes with a person's property.

A person is guilty of stalking in the second degree when: 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 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 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 such conduct does not consist of constitutionally protected activity.

Stalking in the second degree is a class A misdemeanor.

CGS § 53a-181e. Stalking in the third degree: Class B misdemeanor. (1995)

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.

Stalking in the third degree is a class B misdemeanor.

Electronic Stalking

AN ACT CONCERNING THE USE OF A GLOBAL POSITIONING SYSTEM

HB 6971 – Creates a new statute for electronic stalking and prohibits the use of a global positioning device or similar electronic monitoring system to remotely determine or track the position or movement of another person.

A person is guilty of electronic stalking when such person recklessly causes another person to reasonably fear for his or her physical safety by willfully and repeatedly using a global positioning system or similar electronic monitoring system to remotely determine or track the position or movement of such other person.

Electronic stalking is a class B misdemeanor.

Other Sexual Misconduct constituting a violation of this Sexual Violence Policy includes, but is not limited to:

Sexual Exploitation occurs when a person takes advantage of another without that individual's consent for the initiator's own advantage or benefit or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute Sexual Violence or Other Sexual Misconduct, including but not limited to:

- Sexual exhibitionism
- Non-consensual video, photographing, or audio-recording of a sexual nature and/or distribution of these materials via mediums such as the internet
- Exceeding the boundaries of consent (e.g., allowing people to watch consensual sex without the

- knowledge of the participants)
- Peeping or other voyeurism

Other forms of inappropriate conduct which, while not directly Sexual Violence, Stalking or Sexual Exploitation, nonetheless constitute a violation of this Sexual Violence Policy include:

- Assisting another person in committing a violation of this Sexual Violence Policy;
- Interfering with any person's effort to exercise or seek to exercise their rights under this Sexual Violence Policy, including but not limited to coercion, threats or harassment;
- Failing to cooperate in an investigation or proceeding conducted under or in connection with this Sexual Violence Policy;
- Retaliation against any person for exercising or seeking to exercise their rights under this Sexual Violence Policy;
- Retaliating against any person for cooperating with an investigation or proceeding conducted under or in connection with this Sexual Violence Policy.

Consent

For purposes of determining whether or not Prohibited Behavior has occurred, **Consent** is defined by the university as an active, knowing and voluntary exchange of affirmative words and/or actions, which indicate and effectively communicate a willingness to participate in a particular sexual activity. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement.

- In order to give consent, a person must be of the legal age of consent. Under most circumstances, the age of consent in the state of Connecticut is sixteen.
- Consent must be freely and actively given. Consent cannot be freely and actively given if the person whose consent is needed is **Incapacitated** or if the consent is obtained by means of **Force** or **Coercion**.
Silence, the lack of resistance or the lack of a negative response is not consent.
- A person, who is incapacitated by alcohol and/or drugs, whether voluntarily or involuntarily consumed, cannot give consent.
- A person who is asleep cannot give consent.
- Consent to one form of sexual activity does not indicate consent to another form of sexual activity.
- Neither past consent nor a past relationship indicates current or future consent;
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another;
- Consent can be withdrawn at any time; and
- Coercion, force, or threat of either invalidates consent.

Consent must be freely and meaningfully given. Consent cannot be freely and meaningfully given if the person whose consent is needed is incapacitated, or if the consent is obtained by means of force or coercion.

Incapacitation

Is a state where someone cannot make rational, reasonable decisions due to a lack of capacity to give knowing consent (e.g., to understand the "who, what, when, where, why, and how" of the sexual interaction).

- Sexual activity with someone who is, or based on circumstances should reasonably have known to be, mentally or physically incapacitated (i.e., by alcohol or other drug use, unconsciousness or blackout) constitutes a violation of this Sexual Violence Policy.
- A person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the consumption (voluntary or otherwise) of incapacitating drugs cannot give consent.

- Alcohol-related incapacity results from a level of alcohol ingestion that is more severe than impairment, being under the influence, drunkenness or intoxication.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access.

Coercion

Coercion is unreasonable pressure for sexual activity, including without limitation the use of threats, intimidation or emotional manipulation to persuade someone to do something they may not want to do, such as being sexual or performing certain sexual acts. Being coerced into having sex or performing sexual acts is not consenting sex and is considered sexual misconduct

Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking

Incidents of sexual misconduct to include domestic violence, dating violence, sexual assault, and stalking should be reported to the University Public Safety Department as soon as possible. Public Safety staff members are trained to provide support and assistance to victims of domestic violence, dating violence, sexual assault, and stalking and work closely with off-campus agencies and on-call University staff trained as victim advocates and counselors. Contacting Public Safety immediately following an assault helps to:

- Ensure the student's safety.
- Protect the student and others from future victimization.
- Protect the scene of the crime and preserve evidence.*
- Apprehend the suspect.
- Provide the victim with available resource treatment options, including medical treatment, counseling, and police intervention.
- Maintain future options regarding criminal prosecution, University disciplinary action, and/or civil action against the assailant.

****Victims are strongly encouraged to preserve any evidence related to the assault, including that on the body. They are advised not to bathe, brush teeth, douche, urinate, clean fingernails, or wash clothes.***

When any form of sexual misconduct is reported to Public Safety, the incident will be investigated. The student who was assaulted may request an officer of a specific gender to respond. Every attempt will be made to comply with this request. The responding officer will interview the student regarding the facts surrounding the assault. The student will be asked to identify, if s/he can, or describe the assailant(s). The student will also be asked about the scene of the crime, to identify witnesses, and to describe what happened before and after the incident. When a student files a report with Public Safety, s/he is not obligated to continue with legal proceedings or University disciplinary action.

Students at the University of Hartford have the right to engage in healthy sexual behavior on their own terms. In the unfortunate event that a student is a victim of a sexually heinous crime such as sexual assault or sexual harassment, the University will due diligence if a student requires sexual assault services of any kind. Below is our reporting policy:

Reporting to Title IX Coordinator

Individuals may also report a sex offense to the institutions Title IX coordinator. This office is responsible for coordinating the institution's compliance with Title IX.

Title IX Coordinator for Students:

Aaron Isaacs, Title IX Coordinator
860.768.4165 title9@hartford.edu,

Title IX Coordinator for Faculty and Staff:

Lisa Belanger, Human Resources Development
860.768.4156 belanger@hartford.edu

Sexual Harassment Policy Statement,
http://www.hartford.edu/hrd/files/pdf/Sexual_Harassment.pdf

Sexual Harassment Prevention Policy 6.14,
<http://www.hartford.edu/hrd/files/pdf/6.14%20-%20Sexual%20Harassment.pdf>

On Campus Sexual Assault Reporting Procedure:

Informal Process: This process will involve Connections Health Education and Wellness Center and the Women and Gender Resources Center, and the Assistant Vice President for Student Health and Wellness; these areas will act as the “hub” for the campus Sexual Assault Program. In the event that a student wants to speak to an advocate; these offices would be a primary point of contact.

Students wishing to seek services via an advocate will be informed of victim rights and also university policy; student victims will be instructed not to disclose a name of an alleged perpetrator, otherwise, Advocates will need to act on behalf of the university and pursue an inquiry into the incident. If at any point student victim wants to pursue either internal or external charges of an alleged perpetrator, Advocates will assist student victim with the formal reporting process through Public Safety.

Formal Process: This process will involve the Department of Public Safety and will act as the primary reporting area regarding sexual assaults for the campus. In the event that student victim wants to pursue internal student conduct charges or external criminal charges or both, said student will be advised to contact Public Safety. At any point, student victim may request an Advocate for assistance with this process. Or a Resident Director may assist student victim with this process as student victims will not always request and Advocate

With such information, the University can keep accurate records about the number of assaults involving students, determine whether there is a pattern of assaults with regard to particular location, method, or assailant and alert the campus community to a potential danger

Importance of Reporting Sexual Assaults

Students who have been sexually assaulted (through forced sexual contact or forced sexual intercourse) have been victimized. Their assailants are at fault and the assailant’s behavior is not acceptable. In order to stop this type of criminal activity, we encourage students to report what has happened. This reporting will ensure help for the individual who has been assaulted and remediation for the perpetrator. Recognizing the different needs of individuals who have been sexually assaulted, the University offers a range of ways to report the perpetrator’s behavior. A student who has been assaulted may pursue any of the following options:

If the student who has been assaulted desires criminal prosecution through the courts, she/he needs to contact the Public Safety Office. At her/his request, Public Safety will summon the appropriate local police agency. Both Public Safety and the local police will provide the individual who was assaulted with information regarding her/his rights. The student will also be provided with information regarding her/his state or federal legal rights to have the perpetrator tested for communicable diseases. It is important for the student who has been assaulted to note that a police report does not require that he/she follow through with the prosecution process. The student has the right to withdraw the charges at any point during the process if he/she wishes to do so. The student also will be free from pressure from the University not to report the crime, or to report it as a lesser offense.

If the offender is a University of Hartford student, and the student who was assaulted does not want to take action through the courts, he/she may file a complaint with the Title IX Coordinator as explained above, and have the case handled by the University Title IX investigative process as outline in the University of Hartford Sexual Violence and Misconduct Policy and Procedure. The student who was assaulted does, however, have the right to proceed with this matter **both** through the courts and the University Title IX investigative process.

Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- An explanation of the procedures for institutional disciplinary action rights of victims and the institution's responsibilities for orders of protection, "no contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the institution.

The University of Hartford complies with Connecticut law in recognizing civil restraining orders and criminal protective order. Any person who obtains an order of protection from the State of Connecticut or any reciprocal state (list reciprocal states) should provide a copy to the Department of Public Safety and the Office of the Title IX Coordinator. A complainant may then meet with Public Safety to develop a Safety Action Plan, which is a plan for Public Safety and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc.) The University cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s).

Civil Restraining Order: Victims of family violence in Connecticut have the right to request relief from the abuse they are suffering in the form of a civil restraining order. This court order will help protect a victim from further abuse and might include provisions such as requiring that the abuser leave the home or prohibiting the abuser from contacting the victim. Civil restraining orders can be in effect for up to one year with the possibility of requesting an extension. C.G.S. § 46b-15 states that "Any family or household member, as defined in section 46b-38a, who has been subjected to a continuous threat of present physical pain or physical injury, stalking or a pattern of threatening, including, but not limited to, a pattern of threatening, as described in section 53a-62, by another family or household member may make an application to the Superior Court for relief under this section".

For information on Restraining Orders go to <http://www.jud.ct.gov/Publications/fm142.pdf>

Criminal Protective Order: Criminal protective orders are made at the time of arraignment during a criminal proceeding. Family Relations or the state's attorney often request protective orders. They provide similar protection to the civil restraining order, but can only be made following an arrest/arraignment. They typically remain in effect until the end of the criminal case. However, Standing Criminal Protective Orders can be issued and remain in effect for a lifetime or until further action by the court. C.G.S. § 46b-38c. Family violence response and intervention units Protective Orders states that "A protective order issued under this section may include provisions necessary to protect the victim from threats, harassment, injury or intimidation by the defendant..."

For information on Protective Orders go to <http://www.jud.ct.gov/Publications/fm142.pdf>

The University of Hartford cannot apply for a legal protective order or restraining order for a victim. The victim is required to apply directly for these services the criminal court systems.

No Contact Order: The University may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. To the extent of the victim's cooperation and consent, university offices

will work cooperatively to ensure that the victim's health, physical safety, work and academic status are protected, pending the outcome of a formal university investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).) Further, the institution will maintain as confidential, any accommodations or protective measures

Resources for responding Domestic Violence, Dating Violence, Sexual Assault and Stalking

Medical Treatment

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible. The purpose is multifold:

- To treat physical injuries.
- To ascertain the risk of sexually transmitted diseases or pregnancy and intervene accordingly. To gather evidence that could aid prosecution. Evidence should be collected immediately. After the first 24 hours, the quality of evidence usually decreases, but can be collected up to 72 hours after the assault. This evidence collection can be performed at any of the area hospital emergency rooms: St. Francis (860-714-4001) and Hartford Hospital (860-524-2525). A support person may be present during the exam.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University adjudicators/investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Public Safety or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the University at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

Involvement of Law Enforcement and Campus Authorities

Although the university strongly encourages all members of its community to report violations of this policy to law enforcement (including University of Hartford Department of Public Safety and/or local police), it is the victim's choice whether or not to make such a report. Furthermore, victims have the right to decline law enforcement services when offered. However, the University of Hartford reserves the right to request law enforcement services to investigate suspected incidents of criminal acts or in certain incidents when there is perceived to be a threat to the campus or its community members.

Note: If you seek treatment at a local hospital and police are contacted, this does not mean you have to proceed with criminal charges.

Follow-up and routine gynecological services for those who have experienced sexual assault are provided at the University's Health Services (860-768-6601). Gynecology clinics are held weekly. Questions regarding the medical aspects of the assault can be answered during regular Health Services hours: Monday through Thursday, 8 a.m. – 5:30 p.m. and Friday from 8 am to 4:30 pm.

Emotional Support and Counseling

On Campus – There are a number of services offered on campus to provide emotional support and counseling to individuals who have been sexually assaulted. Sexual assault advisors are volunteer members of the University of Hartford faculty and staff. All have intensive training in serving as advocates to help individuals deal with the aftermath of an assault. They can assist in identifying existing needs, whether medical, judicial/legal, counseling, academic, or housing related. They can also inform the student regarding the most appropriate campus and/or community services to provide this needed assistance and can facilitate the setting up of appointments, as needed or requested. These advisors are on call around the clock, on a rotating schedule. To contact a sexual assault advisor call Public Safety at 860-768-7985 anytime.

You may also reach a counselor at Counseling and Psychological Services by calling 860-768-4482 during regular office hours, Monday through Friday, 8:30 a.m. – 4:30 p.m. After hours, assistance is available through the University Public Safety dispatcher at 860-768-7985.

Off Campus – The Sexual Assault Crisis Services (SACS) is operated by the Hartford YWCA and provide information and support. Upon request, a SACS volunteer will meet the sexual assault survivor at the hospital to provide support throughout the medical examination. SACS can be reached at (860) 241-9217

University Judicial Code

The disciplinary sanctions listed below may be imposed singly and/ or in combination upon any student found in violation of the Student Code of Conduct regulations set out in Article VII. The purpose of imposing sanctions includes: (a) to protect the University community from behaviors that are detrimental to the educational environment, and (b) to assist students in identifying acceptable parameters of their activities and consequences of future behaviors. The severity of the sanctions imposed is intended to correspond with the severity or frequency of violation, as well as the student's willingness to recommit himself or herself to behavior in accordance with the Student Code of Conduct. Failure to complete any required sanction by the due date will result in the imposition of more severe sanctions. Files are not released outside the University without written consent of the student except as stated in the Family Educational Rights and Privacy Act of 1974 as amended (see page XX). The record of Expulsion and all other disciplinary sanctions imposed shall be on file through the Office of Student Conduct Administration/ Dean of Students Office. The student's disciplinary file will be destroyed upon graduation with an advanced degree, or after the student is separated from the University for seven (7) consecutive years. In the event a student with a sanction imposed upon him or her becomes inactive or no longer a registered student, disciplinary probation, residence hall separation, and/or disciplinary warning periods will be continued to completion upon any re-admission to the University. Restrictions from facilities, restitution, and other assigned sanctions remain in effect.

1. Expulsion

Expulsion is permanent disciplinary separation from the University involving denial of all student privileges. Expulsion shall be effective on the date stated in the notice. A student separated from the University by Expulsion may not enter University premises, University-related premises, attend University sponsored activities or be present on campus without securing prior approval from the Dean of Students or designee. A student expelled is not entitled to any financial refund for the semester in progress.

2. University Suspension

Suspension is a disciplinary separation from the University involving denial of all student privileges. Suspension shall be effective on the date of notice of the suspension, or later if so stated in the notice; and shall prescribe the date and conditions upon which the student may petition for readmission. No course work will be permitted during the suspension. Upon readmission to the University, the suspended student will be on Disciplinary Probation for the semester immediately following this return. Conditions for readmission may include, but are not limited to: Disciplinary Probation for a specified length of time, no residence on campus, restricted visitation to specified University facilities, and/or written evaluative statements from an accredited mental health professional, medical doctor or others to review the capability

of the student to function successfully at the University. Students separated from the University by Suspension may not enter University premises, University-related premises, attend University-sponsored activities or be present on campus without securing approval from the Dean of Students, or designee. A student suspended is not entitled to any financial refund for the semester in progress.

3. Deferred University Suspension

The serious nature of the violation would normally result in the student's suspension from the University, but given extenuating circumstances, suspension is not immediately put into effect. A student found responsible for a violation of any of the same policies while on Deferred University Suspension status will cause the suspension from the University for a specified period of time to be put into effect. Allegations that such a violation has occurred shall be promptly presented at a hearing, and the hearing authority shall determine whether such violation occurred and whether to impose the University suspension. Violation of the conditions of the Deferred University Suspension status may also constitute an independent violation of the General Student Conduct Code Regulations and a further sanction, or sanctions, may be imposed in accordance with the procedures set forth in Article VII.

4. Suspension or Permanent Removal (Expulsion) from Housing

A student may be suspended or permanently removed (expelled) from housing. Suspension is involuntary removal from housing for a specific period of time. Expulsion is involuntary permanent removal from housing. Students suspended or permanently removed from housing are usually banned from all residential areas.

5. Disciplinary Probation

A period of review and observation during which a student has been officially notified that his or her conduct is considered a serious matter and subsequent violation of University rules, regulations, or policies could result in a more severe sanction, including suspension or expulsion from the University. Disciplinary Probation is a status that may involve restrictions, conditions, or terms imposed for a definite period of time not to exceed four full semesters. Restrictions, conditions, or terms of probation may include, but are not limited to ineligibility to participate in University activities or events; required meetings with a designated member of the University staff; restrictions on access to University facilities; and change or loss of housing assignment. Restrictions, conditions, and terms will be imposed for a specific length of time not to exceed the length of probationary period except in the case of change of housing assignment. Failure to comply with the terms and conditions of the probation, or additional behavior in violation of the Student Conduct Code Regulations during the probationary period, will likely result in more serious disciplinary action. Notation of disciplinary probationary status will be on file through the Student Conduct Office.

6. Residence Hall Restriction

Residence Hall Restriction involves removal from the University residence hall community for conduct which demonstrates unwillingness or inability to abide by Student Conduct Code Regulations or to function appropriately in the residence hall living situation. Such separation may be permanent or for a specified time period. Restriction prohibits entry or attempted entry to all or designated residence halls, including lobbies and foyers. Visitation is not permitted. Residents restricted from the residence hall are to contact their RD or the RD on Duty to make arrangements to remove personal belongings, return keys and receive mail. A student separated or dismissed from University housing for disciplinary reasons is not entitled to any refund of housing charges for the semester in progress.

7. Loss of Privileges— Restrictions & Bans

Restriction or Revocation of Privileges is a temporary or permanent loss of privileges as an alternative to another sanction, or as a condition of a particular sanction resulting from a particular action found in violation of the Student Conduct Code. Such action includes, but is not limited to:

- (a) use of a specific University facility;
- (b) banned from specified areas;
- (c) residence hall privileges;
- (d) holding or running for an office in a campus organization;
- (e) the representation of the University at any sporting event or intercollegiate function;
- (f) campus motor vehicle parking and operating privileges;
- (g) No Contact Order in which no contact with specific student(s) directly, by phone, electronically, via third party, or via written communication

8. Disciplinary Warning

Disciplinary Warning involves written notice to the student indicating that specific behavior or activity is in violation of the Code and that repetition of similar or other unsatisfactory behavior would likely result in more serious disciplinary action. Notation of the warning will be on file through the Student Conduct Office.

9. Restitution

Restitution is a reimbursement for damage, destruction, required services or the unauthorized use or misappropriation of University property or the property of any person which results from a conduct violation of this Code. It may also constitute reimbursement to offset the cost of a required educational sanction. The administrative hearing officer or Student Conduct Board Hearing will investigate and determine the amount of restitution charges.

10. Special Assignment

This may be a work project or special assignment imposed either as an alternative to another sanction or as a condition of a particular sanction. An effort will be made to select an assignment that is appropriate to the offense and does not inhibit academic progress or health. Special assignments may include, but are not limited to community service restitution; written reports; participation in co-curricular programs or counseling groups; and work in a specific campus office, building, or area. Failure to complete a special assignment by the date set will result in the imposition of more severe sanctions.

11. Reprimand

A reprimand is an official rebuke making misconduct a matter of record in University files and indicating that repetition of infractions of University regulations will result in more severe disciplinary actions.

12. Housing Selection Ineligibility

A student may not participate in the Residential Life Housing selection process, but may reapply for housing before the next academic year begins (usually in July).

13. Organizational-based sanctions:

- (a) Those sanctions listed above
- (b) Loss of selected rights and privileges for a specified period of time.
- (c) Deactivation. Loss of all privileges, including University recognition, for a specified period of time.

Interim Suspension

In certain circumstances, the Dean of Students, or designee, may impose a University or residence hall suspension prior to the commencement of the student conduct process.

- 1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.
- 2. During the interim suspension, a 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 Dean of Students, or designee, may determine to be appropriate.
- 3. The interim suspension does not replace the regular student conduct process.

SEX OFFENDER REGISTRATION

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex

offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

Connecticut General Statutes mandate that the Connecticut Department of Public Safety establish and maintain a central registry of persons who have been convicted of certain sexual offenses and are required to register under the general statute.

For further information, you may access the internet site:

http://www.state.ct.us/dps/Sex_Offender_Registry.htm

Bystander Intervention

Bystander intervention is defined as an individual's willingness to intervene in a situation that would otherwise cause harm to another individual. At The University of Hartford, we encourage students to help students if they witness harm being done to another student.

How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it."¹ We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list² of some ways to be an active bystander. Further information regarding bystander intervention may be found.

¹ Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

² Bystander intervention strategies adapted from Stanford University's Office of Sexual Assault & Relationship Abuse

If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don't know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cash money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends**. Arrive together, check in with

- each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
 11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
 12. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
 13. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
 14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
 15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
 16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
 17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Hate Crimes

Federal law also requires that all hate crime in the mandated categories be reported. Those crimes are further broken down by the nature of the bias; for example, race, gender, religion, sexual orientation, national origin, gender identity, ethnicity and disability. The revised regulation adds the crimes of larceny theft, simple assault, intimidation, and destruction/damage/ vandalism of property to the list of crimes that must be reported in hate crime statistics.

Classifying Crime Statistics

The crime statistics as reported in this document are published in accordance with the standards and guidelines used by the Federal Bureau of Investigation Uniform Crime Reporting Handbook and the Clery Act. The number of victims involved in a particular incident is indicated for the following crime classifications: murder/non-negligent manslaughter, negligent manslaughter, forcible and non-forcible sex offenses, and aggravated assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart. The number of incidents involving a particular offense is indicated for the following crime categories (includes one offense per distinct operation): robbery, burglary, larceny, and arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart. In cases of motor vehicle theft, each vehicle stolen is counted. In cases involving liquor law, drug

law, and illegal weapons violations, each person who was arrested is indicated in the arrest statistics. If an arrest includes offenses for multiple liquor or drug law violations, it is only counted as a drug law violation since it is the more egregious offense.

The statistics captured under the “Referred for Disciplinary Action” section for liquor law, drug law, and illegal weapons violations indicate the number of people who are referred to the student conduct system, the allegation falls under a Clery definition and the offense is a violation of Connecticut State Law. Such statistics indicate that Student Conduct received a referral and a record of the action is on file. Whether or not the student is found “responsible” for violating the Student Code of Conduct has no impact on statistical reporting. Statistics for hate crimes are counted in each specific Clery reportable crime category and therefore are part of the overall statistics reported for each year. The only exception to this is the addition of a bias-motivated simple assault resulting in bodily injury; the law requires that this statistic be reported as a hate crime even though there is no requirement to report the crime in any other area of the compliance document.

Definitions of Reportable Crimes

Clery Reportable Crimes

- **Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Negligent Manslaughter:** The killing of another person through gross negligence.
- **Sex Offenses*-** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- **Rape*:** The Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances in which the victim is incapable of giving consent .
- **Fondling*:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly
- **Robbery** - The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault** - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)
- **Burglary** - The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft** - The theft or attempted theft of a motor vehicle (this classifies as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding).
- **Arson**--Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Arrests and Referrals

- **Arrests for Weapon Law Violations** - The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
- **Arrests for Drug Abuse Violations** - Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous nonnarcotic drugs (barbiturates,

Benzedrine).

- **Arrests for Liquor Law Violations** - The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, or possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness & driving under the influence are not included in this definition.)
- **Weapon Law Violations** - The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
- **Drug Abuse Violations** - Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous nonnarcotic drugs (barbituates, benzedrine).
- **Liquor Law Violations** - The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Violence Against Women Act Amendments to Clery: New Crimes

- **Domestic violence** - includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law
- **Dating violence** - means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
- **Stalking** - means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress

Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

- **Sex Offenses-Forcible** - Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
 - **Forcible Rape**- The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
 - **Forcible Sodomy**- Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
 - **Sexual Assault with An Object**- The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
 - **Forcible Fondling**- The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of

his/her youth or because of his/her temporary or permanent mental incapacity.

- **Sex Offenses-Nonforcible** - Unlawful, nonforcible sexual intercourse.
 - **A.** Incest-Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **B.** Statutory Rape-Nonforcible sexual intercourse with a person who is under the statutory age of consent.

UNIVERSITY OF HARTFORD

Sexual Violence and Misconduct Policy and Procedures

Title IX

Sexual Violence and Misconduct Policy and Procedures

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I. Statement of Policy

The University of Hartford strives to provide an environment free from Sexual Violence and Other Sexual Misconduct (as defined below), including without limitation Sexual Assault, Intimate Partner Violence – including without limitation Domestic Violence and Dating Violence – and Stalking. Further, Title IX of the Education Amendments of 1972 (“Title IX”) prohibits discrimination based on gender, including sexual violence and misconduct, in educational programs and activities that receive federal financial assistance; Title VII of the Civil Rights Act of 1964 (“Title VII”) prohibits discrimination in employment based on sex, among other protected classifications; Section 304 of the Violence Against Women Reauthorization Act of 2013, codified at 20 U.S.C. Section 1092(f), requires institutions of higher education to develop policies regarding the prevention of sexual assault, domestic violence, dating violence and stalking; and Section 10a-55m of the Connecticut General Statutes (“CGS”) requires institutions of higher education to develop a policy applicable to all students and employees addressing sexual assault, stalking and intimate partner violence and Title VII of the Civil Rights Act of 1964 (“Title VII”) prohibits discrimination in employment based on sex, among other protected classifications. To ensure compliance with Title IX, Title VII, 20 U.S.C. Section 1092(f), CGS Section 10a-55m and other applicable federal and state laws, the University of Hartford has developed this statement of policy and procedures (“Sexual Violence Policy”), which prohibits Sexual Violence and Other Sexual Misconduct, whether gender-based or non-gender-based.

When an allegation of Sexual Violence or Other Sexual Misconduct is reported and investigated, and a responding community member is found to have violated this Sexual Violence Policy, serious sanctions will be used in an effort to ensure that such actions are not repeated. This Sexual Violence Policy is intended to define community standards and to outline the investigation and complaint process when those standards are violated.

Any attempts to violate this Sexual Violence Policy are considered sufficient for having committed the violation itself. The use of alcohol or other drugs will not be accepted as a defense or mitigating factor to a violation of this Sexual Violence Policy. This Sexual Violence Policy applies regardless of the complainant’s or respondent’s sexual orientation, sex, gender identity or expression, age, race, national origin, religion or ability or any other protected class status.

THIS SEXUAL VIOLENCE POLICY IS SUPPORTIVE OF AND DOES NOT REPLACE UNIVERSITY POLICIES ON SEXUAL HARASSMENT AND TITLE IX COMPLIANCE. This Sexual Violence Policy applies only to Sexual Violence or Other Sexual Misconduct as defined in this Sexual Violence Policy: all other forms of sexual harassment and gender discrimination are covered under the University policies on sexual harassment and Title IX. The University’s sexual harassment and Title IX policies for students can be found at www.hartford.edu/student_affairs/source/default.aspx, and its sexual harassment and Title IX policies for faculty and staff can be found at www.hartford.edu/hrd/staff_employment_manual.aspx.

II. Scope

This Sexual Violence Policy applies to all University of Hartford students, faculty and staff. This Sexual Violence Policy applies regardless of the sexual orientation or gender identity or expression of the persons involved. This Sexual Violence Policy applies to “Prohibited Behavior” (defined below) directed to any students, faculty or staff, or visitors, which occurs on any University of Hartford campus or controlled event. This Sexual Violence Policy also covers Prohibited Behavior off campus directed by a University student, faculty or staff toward another University student, faculty or staff.

The University will protect the privacy of victims of Sexual Violence and Other Sexual Misconduct, as well as of persons accused of violations of this Sexual Violence Policy, to the extent possible consistent with legal requirements and the University’s obligations to protect the health and safety of the University community. Similarly, the University will respect requests for confidentiality from victims of Sexual Violence and Other Sexual

Misconduct to the extent possible consistent with legal requirements and the University's obligations to protect the health and safety of the University community.

Confidentiality and privacy issues are discussed more fully below. In addition, fully confidential resources, both on-campus and off-campus, are identified below.

A. Prohibited Behavior

The University prohibits Sexual Violence and Other Sexual Misconduct, as defined under this Sexual Violence Policy.

(a) Sexual Violence includes the threat of, attempted or actual Sexual Assault, including unwelcome sexual contact, and Intimate Partner Violence, including Domestic Violence and Dating Violence.

(1) Sexual Assault can include forcible and non-forcible but otherwise unlawful sexual offenses. As defined for purposes of the Federal Bureau of Investigation Uniform Crime Reports (UCR),

- Non-forcible but unlawful sexual offenses include incest and statutory rape; and
- Forcible sexual offenses include rape, acquaintance rape, forcible sodomy and sexual assault with an object.

The terms used to describe the various forms of sexual assault under the UCR under Connecticut law are "Sexual Intercourse" and "Sexual Contact," where the intercourse or contact is unlawful because it involves one or more of the following:

- Lack of consent from the victim;
- Force or threat of use of force, whether against the victim of Sexual Assault or a third person, where the victim has a reasonable cause for fear of physical injury. Force can but does not necessarily include use or threatened use of deadly weapons;
- Sexual intercourse or contact with a person who has a temporary or permanent mental incapacity ("mental incapacitation" and "mental defect", under the Connecticut statute's terminology);
- Statutory rape, as defined under Connecticut law;
- Incest; or
- Conduct where the perpetrator has a fiduciary relationship with the victim, such as psychoanalyst or other medical professional, school teacher or legal guardian.

Under Connecticut law, "Sexual Intercourse" is defined as:

[V]aginal 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.

Connecticut law defines "Sexual Contact" as:

[A]ny contact with the intimate parts of a person not married to the actor for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person or any contact of the intimate parts of the actor with a person not married to the actor for

the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person.

(2) Intimate Partner Violence means any physical or sexual harm, or threats of physical or sexual harm against an individual by the actions of a current or former spouse of or person in a dating relationship with that individual, where the action constitutes Sexual Assault or Stalking as defined in this Section II (A), or Family Violence as defined under applicable state law, which includes assault or threat of assault, reckless endangerment, sexual assault, stalking, disorderly conduct, criminal harassment, criminal violation of protective or restraining order, when directed against a family or household member.

Intimate Partner Violence includes Domestic Violence and Dating Violence.

Domestic Violence includes felony or misdemeanor crimes of violence committed by current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

(b) Other Sexual Misconduct constituting a violation of this Sexual Violence Policy includes, but is not limited to:

- (1) Stalking** means engaging in a course of conduct directed at a specific person(s) that would cause a reasonable person to (a) fear for his or her safety or the safety of others, or (b) suffer substantial emotional distress. Under Connecticut law, Stalking is willfully and repeatedly following or lying in wait for another person and causes, whether willfully or recklessly, that person to reasonably fear for her or his safety. Behavior constituting stalking may include, but is not limited to, communications (i.e., face to-face, telephone, email, and social media), threatening or obscene gestures, surveillance, or showing up outside the targeted individual's classroom, residence or workplace, where that behavior is nonconsensual.
- (2) Sexual Exploitation** occurs when a person takes advantage of another without that individual's consent for the initiator's own advantage or benefit or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute Sexual Violence or Other Sexual Misconduct, including but not limited to:
 - Sexual exhibitionism
 - Non-consensual video, photographing, or audio recording of a sexual nature and/or distribution of these materials via mediums such as the Internet

- Exceeding the boundaries of consent (e.g., allowing people to watch consensual sex without the knowledge of the participants)
- Peeping or other voyeurism

(2) Other forms of inappropriate conduct which, while not directly Sexual Violence, Stalking or Sexual Exploitation, nonetheless constitute a violation of this Sexual Violence Policy include:

- Assisting another person in committing a violation of this Sexual Violence Policy;
- Interfering with any person's effort to exercise or seek to exercise their rights under this Sexual Violence Policy, including but not limited to coercion, threats or harassment;
- Failing to cooperate in an investigation or proceeding conducted under or in connection with this Sexual Violence Policy;
- Retaliation against any person for exercising or seeking to exercise their rights under this Sexual Violence Policy;
- Retaliating against any person for cooperating with an investigation or proceeding conducted under or in connection with this Sexual Violence Policy.

B. Consent

For purposes of determining whether or not Prohibited Behavior has occurred, **Consent** is defined as an active, knowing and voluntary exchange of affirmative words and/or actions, which indicate and effectively communicate a willingness to participate in a particular sexual activity. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement.

- In order to give consent, a person must be of the legal age of consent. Under most circumstances, the age of consent in the state of Connecticut is sixteen.
- Consent must be freely and actively given.
- Silence, the lack of resistance or the lack of a negative response is not consent.
- A person, who is incapacitated by alcohol and/or drugs, whether voluntarily or involuntarily consumed, cannot give consent.
- A person who is asleep cannot give consent.
- Consent to one form of sexual activity does not indicate consent to another form of sexual activity.
- Neither past consent nor a past relationship indicates current or future consent;
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another;
- Consent can be withdrawn at any time; and
- Coercion, force, or threat of either invalidates consent.

Consent must be freely and meaningfully given. Consent cannot be freely and meaningfully given if the person whose consent is needed is incapacitated, or if the consent is obtained by means of force or coercion. For purposes of this Sexual Violence Policy:

Incapacitation is a state where someone cannot make rational, reasonable decisions due to a lack of capacity to give knowing consent (e.g., to understand the "who, what, when, where, why, and how" of the sexual interaction).

- Sexual activity with someone who is, or based on circumstances should reasonably have known to be, mentally or physically incapacitated (i.e., by alcohol or other drug use, unconsciousness or blackout) constitutes a violation of this Sexual Violence Policy.
- A person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the consumption (voluntary or otherwise) of incapacitating drugs cannot give consent.
- Alcohol-related incapacity results from a level of alcohol ingestion that is more severe than impairment, being under the influence, drunkenness or intoxication.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access.

Coercion is unreasonable pressure for sexual activity, including without limitation the use of threats, intimidation or emotional manipulation to persuade someone to do something they may not want to do, such as being sexual or performing certain sexual acts. Being coerced into having sex or performing sexual acts is not consenting sex and is considered sexual misconduct.

III. Educational, Awareness and Prevention

The following is a partial list of educational, awareness and prevention programming provided by the University to students and employees.

Mandatory Education for all First Year Residential Students:

Each year all-incoming first year students are required to take an online Violence Prevention course, Haven, prior to moving into their campus residence.

Haven uses a population-level approach to educate all students on the issues associated with sexual assault and relationship violence, taking into account their unique perspectives and experiences, providing: Key definitions and statistics - Reflective and personalized content - Bystander skill and confidence-building strategies - Campus-specific policies, procedures and resources - Rich data summaries to inform future programming.

Domestic violence awareness month (October). Various awareness and prevention programming throughout the month, such as: workshops on healthy relationships. Communication. And the Red Flag Campaign: the Red Flag Campaign is a public awareness campaign designed to address dating violence and promote the prevention of dating violence on college campuses. The campaign was created using a “bystander intervention” strategy, encouraging friends and other campus community members to “say something” when they see warning signs ("red flags") for dating violence in a friend’s relationship. The campaign posters reflect racially and ethnically diverse models, and illustrate both heterosexual and same-sex relationships.

The Red Flag Campaign:

The Red Flag Campaign is a public awareness campaign designed to address dating violence and promote the prevention of dating violence on college campuses. The campaign was created using a “bystander intervention” strategy, encouraging friends and other campus community members to “say something” when they see warning signs ("red flags") for dating violence in a friend’s relationship. The campaign posters reflect racially and ethnically diverse models, and illustrate both heterosexual and same-sex relationships.

Sexual assault awareness month (April). Various awareness and prevention programming throughout the month, such as: Take Back the Night, workshops on consent and healthy communication and bystander intervention programs as they relate to sexual violence.

Mostly all of the programs and/or workshops are operated through the Connections Health Education and Wellness Center and the Women and Gender Resource Center. All programs and workshops are available to the campus community upon request. Departmental examples for programming outreach include areas on campus such as, Greek like, Athletics the Office of Residential Life, Campus Ministry, the Student Success Center and the Hawk Hall learning residential communities.

Violence Prevention Resource Team: This team is a multi-disciplinary resource team consisting of various individuals who represent different areas of campus, to include; Connections Health Education and Wellness, Women and Gender Resource Center, the Office of the President, Dean of Students Office, Health Services, Residential Life, Counseling and Psychological Services, Athletics, Office of Student Conduct Administration, the Department of Public Safety, various faculty representation, various student representation from student groups, and Sexual Assault Survivor Advocates.

This team meets to discuss both national and state best practice standards as they relate to violence prevention. Discuss both federal and state law and how they affect our campus, as well as a primary focus on outreach and education in regard to bystander intervention and creating a healthy campus culture surrounding issues of sexual violence.

The Director for Connections Health Education and Wellness/Women and Gender Resource Center oversees this team.

CONNECTIVITY: Peer Education/Peer Theatre:

Connectivity Peer Education Theatre Ensemble are trained Peer Health Educators through the Connections Health Education and Wellness center. Connectivity members provide outreach and programming to the campus community on a variety of topics pertaining to health and wellness. Specifically, Connectivity members perform an interactive play that takes place at a campus party and addresses such topics as: bystander intervention, substance use and abuse and sexual violence prevention. The play is performed every year to all incoming first year students and throughout the year on request to various student groups such as Greek Life, Residential Life, etc.

Ways to Prevent Sexual Assault

-Know that alcohol and drugs are often related to sexual assault: The use of alcohol and drugs compromises both your ability to make responsible decisions and to communicate effectively.

-Ask directly and don't assume: Some people believe that it is a routine part of "seduction" to ignore a person's saying "no" and to assume the party means "maybe" or even "yes". But without clearly established consent, what is called seduction is actually sexual assault. Even after a person has given consent, he or she still has the right to change his or her mind.

-Listen to and respect the person: If you are getting a double message from someone, speak up and clarify the message. If someone says "no" to your advances, back off.

-Recognize that intoxication is no excuse: Intoxication is not a defense for sexual assault. You are responsible for your actions whether or not you are sober. If someone is intoxicated or has passed out, offer to help; don't take advantage.

Bystander Intervention

The University of Hartford encourages all community members to educate themselves about interpersonal violence and share this info with friends. Confront friends who make excuses for other peoples abusive behavior, speak up against racist, sexist, and homophobic jokes or remarks. A good bystander is someone who models pro-social behaviors and intervenes when a potentially dangerous situation occurs.

For more information on Bystander Intervention please go to

<https://www.hartford.edu/publicsafety/Crime%20Prevention/bystanderintervention.aspx>.

IV. RESOURCES FOR VICTIMS OF SEXUAL VIOLENCE AND OTHER SEXUAL MISCONDUCT

Medical Treatment - If a student or employee has been sexually assaulted, medical attention should be sought as soon as possible after the assault. The purpose is multifold:

- To treat physical injuries.
- To ascertain the risk of sexually transmitted diseases or pregnancy and intervene accordingly.
- To gather evidence that could aid prosecution. Evidence should be collected immediately. After the first 24 hours, the quality of evidence usually decreases, but can be collected up to 72 hours after the assault. This evidence collection can be performed at any of the area hospital emergency rooms: St. Francis (860-714-4001) and Hartford Hospital (860.524.2525). A support person may be present during the exam. These time frames also impact the collection and preservation of evidence such as clothing towels and bedding at the location of the incident.
- Connecticut General Statute 19a-112a (e): No costs incurred by a health care facility shall be charged directly or indirectly to such victim for the examination of a victim of sexual assault, when such examination is performed for the purpose of gathering evidence as prescribed in the protocol, including the costs of testing for pregnancy and sexually transmitted diseases and the costs of prophylactic treatment as provided in the protocol. Any such costs shall be charged to the Office of Victim Services within the Judicial Department.

Note: If you seek treatment at a local hospital and police are contacted, this does not mean you have to proceed with criminal charges.

Follow-up and routine gynecological services for those who have experienced sexual assault are provided at the University's Health Services (860.768.6601). Gynecology clinics are held weekly. Questions regarding the medical aspects of the assault can be answered during regular Health Services hours: Monday through Thursday, 8 a.m. – 5:00 p.m. and Friday from 8 a.m. - 4:30 p.m.

Emotional Support and Counseling On Campus – There are a number of services offered on campus to provide emotional support and counseling to individuals who have been sexually assaulted. Sexual assault advisors are volunteer members of the University of Hartford faculty and staff. All have intensive training in serving as advocates to help individuals deal with the aftermath of an assault. They can assist in identifying existing needs, whether medical, judicial/legal, counseling, academic, or housing related. They can also inform the student regarding the most appropriate campus and/or community services to provide this needed assistance and can facilitate the setting up of appointments, as needed or requested. These advisors are on call around the clock, on a rotating schedule. To contact a sexual assault advisor, call Public Safety at 860.768.7985.

You may also reach a counselor at Counseling and Psychological Services by calling 860.768.4482 during regular

office hours, Monday through Friday, 8:30 a.m. – 4:30 p.m. during the academic year. After hours, assistance is available through the University Public Safety dispatcher at 860.768.7985.

Emotional Support and Counseling Off Campus – A wide variety of off campus resources are also available to students. Confidential off-campus resources include:

Connecticut Sexual Assault Crisis Services, Inc.

All services are FREE and CONFIDENTIAL

There are various centers throughout the state of Connecticut. Each center provides:

- Hotline Services 24 hours/day 7 days/week
- 24 hour crisis counseling Information & referral
- Advocacy for children and non-abusing parent
- Short-term counseling for victims and their family and/or friends
- Support groups and more
- Community education programs dealing with sexual assault issues
- Community prevention programs dealing with safety concerns, etc.

Statewide 24 Hour Toll Free Hotline (When you dial the number below, your call is routed to the center closest to your location.)

1.888.999.5545 English

1.888.568.8332 Espanola

YWCA of New Britain Sexual Assault Crisis Services

New Britain Office: 22 Glen Street^[1]_{SEP} P.O. Box 2545, New Britain, CT 06051 Office: 860.225.4681
Hotline: 860.223.1787 (Local) Email: nbsacs@snet.net

Hartford Office 175 Main Street, Hartford, CT 06106 Office: 860.241.9217 Hotline: 860.547.1022
(Local)

Connecticut Coalition Against Domestic Violence (CCADV)

Connecticut Coalition against Domestic Violence (CCADV) is the state's leading voice for victims of domestic violence and those agencies that serve them. CCADV is a membership organization of **Connecticut's 18 domestic violence service agencies** that provide critical support to victims including counseling, support groups, emergency shelter, court advocacy, safety planning, and lethality assessment, among other services.

24/7 hotline: English: 1.888.774.2900 or Spanish: 1.888.774.2900

Interval House:

Interval House is dedicated to providing services to prevent and break the cycle of family and intimate partner abuse, which strives to reach all persons at risk and bring about social change

24-hour domestic violence hotline: 860.527.0550 or 1.888.774.2900

Office of Victim Services

The Office of Victim Services (OVS), Connecticut Judicial Branch, is the state's lead agency established to provide services to victims of violent crime. OVS contracts with non-profit and public organizations to provide services to crime victims. These services include, but are not limited to, information and referral, criminal justice support/advocacy, legal support, therapy, safety planning, group treatment/support, personal advocacy and assistance in filing applications for victim compensation. For more information, call 711 or 1.800.833.8134; go to 225 Spring Street, Fourth Floor, Wethersfield, Connecticut; or visit <http://www.jud.ct.gov/crimevictim/>.

V. Interim Title IX COORDINATOR

The University has appointed an interim Title IX Coordinator to oversee all aspects of the University's compliance with laws and policies protecting against gender discrimination and sexual harassment, including but not limited to Sexual Violence and Other Sexual Misconduct as defined in this Sexual Violence Policy.

Among other responsibilities, the interim University Title IX coordinator has the authority to appoint investigators and determine the complaint process for the reported incident (student, faculty or non-faculty employee).

The interim **University Title IX Coordinator** is:
Dr. David Stender, Gengras Student Union, Room 307
Title9@hartford.edu 860.768.5403

The **Deputy Title IX Coordinator** is:
Lisa Belanger-Buoniconti, Human Resource Director
belanger@hartford.edu 860.768.4156

VI. REPORTING A VIOLATION AND HANDLING OF COMPLAINTS

A victim of Sexual Violence or and Other Sexual Misconduct in violation of this Sexual Violence Policy has a number of rights and options in connection with reporting the incident. The victim may choose to do one or more of the following:

- Report the incident to a Confidential Resource.
- Report the incident to the University.
- File a formal complaint with the University under the procedures set forth in this Sexual Violence Policy.

- File a complaint with the police, with or without University assistance.
- File a complaint with other governmental agencies.

While victims are encouraged to pursue these options, with support available from various University and community resources listed in this Sexual Violence Policy, a victim of Sexual Violence or Other Sexual Misconduct is under no obligation to file a complaint with local law enforcement or to file a formal complaint with the University. Each of these options is discussed below.

Any University employee who is told or otherwise learns about an incident of Sexual Violence or Sexual Misconduct against a student, employee, visitor or other third party **must** report that incident to the interim University's Title IX coordinator or a deputy Title IX coordinator (other than those listed below as confidential resources). Any person who is not sure whether they have an obligation to report an incident should contact the interim Title IX coordinator.

To report a violation or potential violation of this Sexual Violence Policy, any person may contact any of the following:

Any incident, 24 hours a day, 7 days a week: Public Safety, 860.768.7985

Incidents involving students, visitors and third parties: interim University Title IX coordinator for Students, Visitors, and Third parties: Dr. David Stender, Gengras Student Union, Room 307, Title9@hartford.edu 860.768.5403

Incidents involving Faculty and Staff: the Deputy Title IX coordinator for Faculty and Staff: Lisa Belanger-Buoniconiti, Human Resource Development, belanger@hartford.edu 860.768.4156

Any incident which is not ongoing or require immediate reaction to avoid the risk of harm to one or more persons: A person may report a potential violation of Title IX by calling the Whistleblower Hotline/Confidential Telephone Reporting Line - 860.242.0138. Issues raised to the Whistleblower Hotline are taken seriously and will be researched and evaluated for appropriate follow up. However, because the Whistleblower Hotline is NOT monitored continuously, and calls to the Whistleblower Hotline will not be forwarded to Public Safety or law enforcement personnel, incidents that are ongoing or require immediate reaction to prevent harm to one or more persons should not be reported on the Hotline: instead, Public Safety, local law enforcement or x911 should be called immediately. Further information on the Whistleblower Hotline can be found at <http://hartford.edu/HRD/files/pdf-new/2014%20Website/Whistle%20Blower%20Hotline%202013.pdf>.

Finally, all community members that are aware of an incident involving Sexual Violence and Other Sexual Misconduct, including without limitation Sexual Assault, Intimate Partner Violence including Domestic Violence and Dating Violence, Stalking and Sexual Exploitation, are encouraged to speak to the interim University's Title IX Coordinator, a Deputy Coordinator, residence hall director, resident assistant, Public Safety, faculty, or other University staff member to make a formal report. Students and others may be reluctant to report incidents because of concerns that their own behavior may be a violation of University policies. Except to the extent necessary to avoid a likelihood of risk to self or others, the University normally will not pursue disciplinary actions against victims or third party reporters who reveal information about a violation of University policies while reporting an incident of Sexual Violence or Other Sexual Misconduct. In such cases, any possible negative consequences for the reporter of the problem should be evaluated against the possible negative consequences of not reporting the incident.

A. Reporting to Confidential Resources

Victims of Sexual Violence or and Other Sexual Misconduct in violation of this Sexual Violence Policy have available to them a number of Confidential Resources, both on-campus and off-campus, who are available to provide them assistance and advice on an entirely confidential basis. These Confidential Resources will not inform other University personnel or law enforcement agencies without the victim's permission. At the same time, Confidential Resources can be very helpful in advising victims on whether or not to make a formal report, and in assisting with that reporting process.

The following Confidential Resources are available to victims of Sexual Violence or and Other Sexual Misconduct:

On-Campus Resources

- Counseling Services – 860.768.4482
- Student Health Services – 860.768.6601

Off-Campus Resources

- YWCA of New Britain Sexual Assault Crisis Service
- Hotline: 860.223.1787 Email: nbsacs@snet.net
- Interval House
- 24-hour domestic violence hotline: 860.527.0550 or 1.888.774.2900
- Connecticut Sexual Assault Crisis Services (CONNSACS)
- 24-hour confidential hotline – 1.888.999.5545
- Connecticut Coalition Against Domestic Violence (CCADV)
24-hour hotline:
English: 1.888.774.2900 Spanish: 1.888.774.2900
- Rape, Abuse, and Incest National Network (RAINN) crisis hotline –1.800.656.HOPE
- Rape, Abuse, and Incest National Network (RAINN) online hotline
<https://ohl.rainn.org/online/>

The University offers a number of other resources to victims for receiving support, advice, counseling and assistance, and for reporting incidents of Sexual Violence or and Other Sexual Misconduct, but while every effort will be made to preserve confidentiality to the greatest extent possible, those other resources may be obligated to take action when they learn about an incident. Only Confidential Resources can assure complete confidentiality under normal circumstances. Faculty members are not Confidential Resources and must contact the interim University Title IX coordinator or a deputy coordinator if they are alerted of an alleged violation of this Sexual Violence Policy.

B. Reporting to the University

(1) Designated University contacts

Any person who believes he or she has been subject to Sexual Violence or and Other Sexual Misconduct in violation of this Sexual Violence Policy is encouraged to contact any of the following designated University officials:

Any incident, 24 hours a day, 7 days a week: Public Safety, 860.768.7985

Incidents involving students, visitors and third parties:

Interim University Title IX coordinator for Students, Visitors, and Third parties:

Dr. David Stender, Gengras Student Union, Room 307, Title9@hartford.edu 860.768.5403

Incidents involving Faculty and Staff: the Deputy Title IX coordinator for Faculty and Staff:

**Lisa Belanger-Buoniconti, Human Resource Development, belanger@hartford.edu
860.768.4156**

**Any incidents: Director, Student Health and Wellness Center Kenna Grant,
mckenna@hartford.edu, 860.768.4315**

While these offices and individuals are specifically trained to respond to reports of Sexual Violence and Other Sexual Misconduct in violation of this Sexual Violence Policy and to assist victims of these incidents, if a victim chooses to inform other University staff and administration (such as supervisors, advisers, Human Resources, Residential Life and Student Affairs staff, academic administration, faculty, etc.), the University employee will make sure that a designated University official is informed. Notice to any University employee, other than Confidential Resources, triggers an obligation for that employee to report to a designated University official.

(2) Confidentiality and Privacy

When the University receives notice of an incident, whether from the victim, a third party or anonymously, the University has an obligation to take action in order to protect the health and safety of the University community. Normally this includes an investigation, even if the victim does not wish to file a formal complaint, although other options might be available in addition to or, where clearly appropriate, instead of investigation, such as educational programming. Any time a report of Sexual Violence or and Other Sexual Misconduct is investigated, only people with a need to know about the incident will be informed, and information will be shared only as necessary with investigators, witnesses and the accused person. However, investigations by their nature cannot be entirely confidential: in order to properly investigate a report of a possible violation of this Sexual Violence Policy, the identity of the victim, when known, may be revealed. The investigative process is explained further below.

If a victim of Sexual Violence or and Other Sexual Misconduct reports an incident, or is contacted by a University official investigating an allegation of Prohibited Behavior, and the victim specifically asks that the matter remain confidential and not be investigated, the University will consider this request. When weighing a victim's request for confidentiality or that no investigation be pursued, the interim Title IX coordinator will consider a range of factors, including, but not limited to, the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
 - Whether there have been other Sexual Violence complaints about the same alleged perpetrator;
 - Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
 - Whether the alleged perpetrator threatened further Sexual Violence or other violence against the victim or others;
 - Whether the Sexual Violence was committed by multiple perpetrators;
 - ☐ whether the Sexual Violence was perpetrated with a weapon;
 - Whether the victim is a minor;
 - Whether the University possesses other means to obtain relevant evidence of the Sexual Violence (e.g., security cameras or personnel, physical evidence);
 - Whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the University to investigate and, if appropriate, pursue disciplinary action, even though the victim requests confidentiality and no action. If none of these factors is present; the University will normally respect the victim's request for confidentiality.

If the University determines that it must investigate in spite of a victim's request for confidentiality, the University will inform the victim prior to starting an investigation and will, to the extent possible, maintain as much privacy as possible and only share information with people as necessary to meet the University's obligations.

The University may not require a victim to participate in any investigation or disciplinary proceeding. The University also will not require a victim to notify law enforcement authorities or to cooperate in any criminal investigation, although the University may determine that it has its own obligation to notify law enforcement, based on the same considerations described above. Under all circumstances, the University will take all reasonable steps to be protective of the victim's well being, and will work with the victim to create a safety plan as well as take ongoing steps to protect the victim from retaliation or harm. Retaliation against the victim, whether by students or University employees, will not be tolerated. The University will also:

- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see discussion of these resources, above);
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- Inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

If the victim wishes to keep a matter confidential and the University determines that it can honor that request, the University will still assess what actions the University can take in response to the reported incident without identifying the victim. Such actions may include, for example: targeted awareness and prevention programming for the community; assistance with transportation for victims; University housing reassignments, and academic accommodations and assistance for student victims, and workplace accommodations for employee victims.

Because the University is under a continuing obligation to address the issue of Sexual Violence campus-wide, reports of Sexual Violence (including non-identifying reports) will also prompt us to consider broader

remedial action – such as increased monitoring, supervision or security at locations where the reported Sexual Violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

(3) Federal Reporting Obligations

The University has a duty to report data about various forms of sexual misconduct in accordance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Act (Clery Act). No personally identifiable information is disclosed, but statistical information is disclosed as part of the University's Annual Security Report. The information to be shared includes the date, location type (residence hall, public property, off-campus, etc.), and specific crime category. The current University Annual Security Report can be found at <https://www.hartford.edu/publicsafety/clery/default.aspx>.

Under the Clery Act, the University is required to provide timely reports to the University community if there is an ongoing threat of immediate harm to students and employees. The names of victims will be withheld from these reports and the University will withhold identifying information on victims to the greatest extent possible while meeting its obligations under the Clery Act.

(4) Options Available to Victims for Changing Certain Conditions

The interim Title IX Coordinator or designee will advise a victim of Sexual Violence or Other Sexual Misconduct of options available to change academic, living, campus transportation or working conditions in response to the Prohibited Behavior. Such options may include but are not limited to alternative means of providing on-campus transportation; changes in academic or work schedules, or other academic or employment accommodations; and housing reassignments.

The interim Title IX Coordinator or designee will discuss options regardless of whether the victim wishes to maintain confidentiality, and regardless of whether the victim wishes to file a complaint under the University Complaint Process or with law enforcement. However, some options may not be available while maintaining confidentiality or without filing under the University Complaint Process. For example, an option which involves formal sanctioning of another University student, staff or faculty cannot occur without giving that other individual the procedural rights to accused described in this Sexual Violence Policy.

C. Filing a Formal University Complaint

Students, faculty, and staff who are victims of Sexual Violence or Other Sexual Misconduct are encouraged to file a complaint under the University Complaint Process set out in Section VIII of this Sexual Violence Policy, below. The University Complaint Process is available to all University students, faculty and staff for accusations made against any individual who is a University student, faculty or staff.

D. Reporting to Law Enforcement

Community members who are victims of Sexual Violence or Other Sexual Misconduct have the option to notify or not notify law enforcement. University of Hartford community members are encouraged to report Sexual Violence and Other Sexual Misconduct, whether the incident occurred on or off campus, to local law enforcement. Any of the following resources can assist community members who wish to make a report of Sexual Violence or Sexual Misconduct, whether the incident occurred on or off campus, to police:

- University of Hartford Department of Public Safety

860.768.7985

- Director of Connections
Kenna Grant, mckenna@hartford.edu, 860.768.4156
- YWCA of New Britain Sexual Assault Crisis Services
Hotline: 860.223.1787 Email: nbsacs@snet.net
- Interval House

24-hour domestic violence hotline: 860-527-0550, or 1-888-774-2900

Electing not to report an incident to the police will not impact the University's investigation or Title IX complaint process, nor will it affect the victim's other rights and options under this Sexual Violence Policy and the law. If a victim is a minor, according to Connecticut state law, the University will make a report to the appropriate law enforcement agency.

To contact a local police department, contact Public Safety for assistance, or call:

- Hartford Police Department – 860.757.4000
- West Hartford Police Department – 860.523.5203
- Bloomfield Police Department – 860.242.5501

IF YOU NEED IMMEDIATE ASSISTANCE IN CASE OF AN EMERGENCY PLEASE DIAL 860.768.7777 (or 7777 FROM ANY UNIVERSITY PHONE) OR 911. Please be advised that dialing 7777 directly to the Department of Public Safety may speed up emergency response as Public Safety can guide emergency services to the proper location on campus.

Victims of Sexual Violence and Other Sexual Misconduct which constitutes a violation of criminal statutes – including, without limitation, Sexual Assault, Domestic Partner Violence, Dating Violence and Stalking – may be able to seek a protective order or temporary restraining order through the criminal or civil court system.

Any person who obtains a court-ordered protective order or temporary restraining order, whether or not related to a violation of this Sexual Violence Policy, may inform Public Safety of the existence of the protective or temporary restraining order. Information on the criminal justice system, including information on how to obtain and enforce a protective or restraining order, is contained in appendices at the back of this Sexual Violence Policy:

Criminal Complaint Process – See APPENDIX A

How Does a Restraining Order Works? – See APPENDIX B

Reporting Options for Victims of Relationship Violence – See APPENDIX C

E. Filing an External Complaint

In addition to the University offices, employees, students, and visitors to the campus can also direct their concerns about sex discrimination to federal and state offices. The United States Department of Education's Office for Civil Rights (OCR) enforces Title IX. Generally, this covers students, employees, and visitors to the campus involved in the University-sponsored educational programs or activities.

Office of Civil Rights

U.S. Department of Education
5 Post Office Square, 8th floor

Boston, MA 02109-3921
Telephone: 617.289.0111
Fax: 617.289.0150
Email: OCR_Boston@ed.gov

Information concerning OCR's procedures and coverage is contained online:
<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html?src=rt>

The United States Equal Employment Opportunity Commission (EEOC) enforces the federal laws that prohibit sex discrimination in employment and educational activities and programs.

U.S. Equal Employment Opportunity Commission

John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Telephone: 1.800.669.4000
Fax: 617.565.3196

Information concerning EEOC's procedures and coverage is contained online:
<http://www.eeoc.gov/field/newyork/charge.cfm>

Note: Federal law requires that a formal written complaint be filed with the EEOC within 300 days of the date when alleged discriminatory act occurred.

The Connecticut Commission on Human Rights and Opportunities (CHRO) enforces laws that prohibit sex discrimination in employment within the State of Connecticut.

Connecticut Commission on Human Rights and Opportunities

25 Sigourney Street
Hartford, CT 06106
Telephone 860.541.3400 or 1.800.477.5737
Fax 860.246.5068

Information concerning CHRO's procedures and coverage can be found at:
<http://www.ct.gov/chro/cwp/view.asp?a=2524&Q=315884&chroPNavCtr=1#45571>

F. Deciding Not to Report

If a community member decides not to file a complaint with the University, the University encourages the community member to seek out the available medical, mental health, counseling and advocacy resources listed in Section IV, above. Community members who wish to make a complaint at a later date may contact any of the staff mentioned in Section VI D through E, above. Please note that a delay in reporting could weaken the available evidence, or the University's ability to gather information, used to determine whether a person is responsible for Sexual Violence or Other Sexual Misconduct. The University therefore encourages all persons, even if they do not wish to report an incident of Sexual Violence or Other Sexual Misconduct to law enforcement or the University, to arrange for the preservation of any physical evidence, including if relevant preservation of medical evidence at a hospital. Assistance in the preservation of evidence may be provided by Public Safety a local law enforcement agency or a hospital.

VII. Non-Retaliation Policy

The University encourages individuals to bring forward information and/or complaints about violations of state or federal law, University policy, rules or regulations. Retaliation against any individual who, in good

faith, reports or who participates in the investigation of alleged violations is strictly forbidden. The University will take appropriate action, up to and including dismissal or expulsion, as applicable, against any employee or student who violates this non-retaliation policy.

This Sexual Violence Policy does not protect an individual who files a report or provides information as part of an investigation that he or she knows is false, files a bad faith retaliation claim or participates in any illegal conduct.

Such actions adversely affect or threaten to affect the employment rights or other interests of an individual and can take either work or social form.

Examples of work-related retaliation include, but are not limited to:

- Unsubstantiated adverse performance evaluations or disciplinary action;
- Unfounded negative job references;
- Arbitrary denial of salary increases, promotions or other job benefits; and
- Hostile work environment, described as conduct that is so objectively offensive as to alter the conditions of employment;
- Intimidation; and
- Unfounded reduced or limited work assignments.

Examples of social retaliation include, but are not limited to:

- bullying, such as repeated intimidation or humiliation, derogatory or insulting remarks, or social isolation and which occurs indirectly (e.g., via e-mail) or directly;
- physical threats and/or destruction of personal or state property.

Actions also considered retaliatory include any action taken or threatened to be taken by an employee that would dissuade a reasonable employee from engaging in activities protected by this Sexual Violence Policy.

If an individual believes that he or she has been subjected to retaliation as a result of filing a Title IX complaint, s/he should either contact the office to which the initial complaint was filed or any of the following University offices:

| | |
|---|--------------|
| Interim Title IX Coordinator: | 860.768.5403 |
| Deputy Title IX Coordinator/Human Resources Development | 860.768.4156 |
| Public Safety | 860.768.7985 |

VIII. University Complaint Process

Any University student, faculty or staff who believes that they have been a victim of Sexual Violence, Other Sexual Misconduct or other misconduct prohibited under this Sexual Violence Policy (“Prohibited Behavior”) because of the actions of a University student, faculty or staff may file a complaint under the University complaint process (“Process”) against that student, faculty or staff, regardless of where the alleged Prohibited Behavior occurred. Both the complainant and the accused are subject to the procedures and rights set forth in this Process.

A. Process

For the most up to date information on the Process, please see the University’s website at http://www.hartford.edu/student_affairs/title_IX/

B. Filing a University Complaint

All individuals are encouraged to promptly report conduct to the University that may violate this policy. Also, all individuals are encouraged to report conduct that may violate criminal law to both the University and law enforcement. A victim of Sexual Violence or Other Sexual Misconduct may also file a complaint with the interim Title IX Coordinator, Deputy Title IX Coordinator, Human Resource Development, or Public Safety. The interim University Title IX Coordinator and/or a Deputy Coordinator also reserves the right to investigate any incident that comes to the attention of the University, that may relate to this Sexual Violence Policy, and, if necessary, refer that incident to this Process.

C. Interim Remedial Action

Upon receipt of a complaint, the interim Title IX Coordinator, or designee, may enact interim remedial actions in order to stop the alleged harassment or discrimination, and/or to protect the safety and well-being of the complainant, the accused and the University community while an investigation, assessment and appeal is continuing under this Process. Interim remedial action is preliminary, and only in effect until the process is complete and a decision is rendered. Interim remedial actions may be instituted at any point during the investigation, assessment and appeal process and can include, but are not limited to;

- For all complainants:
 - No Contact Orders;
 - Assistance with transportation;
- For students:
 - University housing reassignments and / or suspensions;
 - Academic assistance, course schedule adjustments and other academic accommodations;
 - University campus restrictions and/or bans;
 - Limitations on extracurricular and/or athletic activities;
- For employees:
 - Temporary work assignments, or temporary relocation of workplace; and
 - Temporary assignment of alternative supervision (when the supervisor has been accused violation of this Sexual Violence Policy).

These forms of remedial action, where appropriate, will be made available regardless of whether or not the individual chooses to file a complaint with law enforcement officials.

D. Procedural Standards and Rights

All investigations, assessments and appeals under this Process shall be conducted in a manner which is fair and impartial to both the complainant and the accused.

The completion of the investigation, assessment and, where applicable, determination of sanctions shall be completed in a prompt and fair manner. The interim Title IX Coordinator will not consider parallel police investigations to be a valid reason for delaying an investigation or reaching a conclusion about any alleged violation of University policy. Any appeal shall be handled in a similarly prompt fashion.

Both the complainant and the accused shall have the right to be accompanied by an advisor or support person of their choice at any meeting or in-person proceeding under the Process, so long as the participation of a support person does not cause a postponement or delay of the meeting or proceeding. The advisor shall not be permitted to speak during any meeting or proceeding, although the complainant or accused can request reasonable breaks which do not unreasonably delay or extend the meeting or proceeding in order to consult with the support person.

The identities of the complainant and the accused shall be kept confidential to maximum extent possible, except as required by law or for the purposes of conducting a fair and thorough investigation, assessment and appeal under this Process.

E. Investigation

Upon notification of a possible violation that may relate to this Sexual Violence Policy, the interim Title IX coordinator or trained designee will assess whether or not there is sufficient information on which to base a formal Title IX investigation and will also assess, pursuant to the standards on confidentiality discussed above, any request by the victim not to investigate.

The interim Title IX Coordinator or designee will assign one or more investigators to conduct the Title IX investigation. The interim Title IX coordinator or investigator(s) will provide written notice to the responding party of the allegations constituting a potential violation of the University's sexual misconduct policy, including sufficient details and with sufficient time to prepare a response before any initial interview. The investigator(s) will provide sufficient time to both the Complainant and Respondent to prepare a response before any initial interview, as well as an equal opportunity for the Complainant and Respondent to provide information and evidence, and propose witnesses for interviewing. The Complainant and the Respondent will be apprised of the status of the investigation.

Information on the complainant's prior sexual conduct with anyone other than the accused, or other information that is more likely to inflame or mislead than to inform, such as the complainant's clothing, shall not be considered by the investigator(s). Evidence of prior consensual dating, sexual relationship or sexual conduct between the complainant and accused shall not be considered by itself to imply consent or to preclude a finding of a violation of this Sexual Violence Policy.

At the conclusion of the investigation, the investigator(s) will supply a thorough report of the findings to the designated interim Title IX Coordinator or Deputy. These findings will include recommended conclusions as to whether the accused individual(s) is responsible or not responsible (in whole or in part) for Prohibited Behavior in violation of this Sexual Violence Policy, or a recommended conclusion that there is insufficient information to reach a determination on responsibility. The investigator(s) will identify supporting information for the recommended conclusions in the report. All recommended conclusions shall be based on a "preponderance of the evidence" standard, under which a conclusion will be made only if, based on all the

evidence presented, including an assessment of the credibility of testimony, it is more likely than not that the conclusion is correct. A finding that more than 50% of the evidence supports the conclusion satisfies the preponderance of the evidence standard.

If the accused accepts responsibility for some or all of the violations alleged, the investigator(s) shall note that in the investigative report, and a conclusion of responsibility shall be recommended for all admitted violations.

F. Complaint Assessment Panel

The interim Title IX Coordinator will appoint a Complaint Assessment Panel, which will consist of three impartial persons. The interim Title IX Coordinator will give the accused and complainant the opportunity to review the report, and allow both the complainant and the accused the opportunity to provide for the Complaint Assessment Panel's consideration a written response within a reasonable period of time set by the interim Title IX Coordinator.

If it is determined that further information is needed before the Complaint Assessment Panel can make a determination, the interim Title IX Coordinator will notify the investigator(s) of information or clarification that is needed and the investigator(s) will work to return that information back to the interim Title IX Coordinator in a formal written amendment to the investigative report. The complaint and the respondent will be given the opportunity to review any such supplemental report prepared by the investigator(s). The complainant and the accused will both have the opportunity to provide a written response to the new information within a reasonable time period set by the interim Title IX Coordinator.

The Complaint Assessment Panel will review the complete report supplied by the investigator(s) and any submission(s) by the complainant and accused, and will determine if they concur with the recommended conclusions, reach a different conclusion, or require further information. All determinations of the Complaint Assessment Panel will be based on a preponderance of the evidence standard.

At the point the Complaint Assessment Panel concurs with the completed investigation, the following will occur:

- If the accused has been found not responsible, the interim Title IX Coordinator will prepare a final outcome letter with a statement of the information in support of its finding.
- If the accused has been found responsible, the interim Title IX Coordinator will decide on necessary and appropriate sanctions per university policy and/or code of conduct. The interim Title IX Coordinator will prepare a final outcome letter with a statement of the information in support of its finding.

If the accused has accepted responsibility for some or all of the violations alleged, the Complaint Assessment Panel will include in its final outcome appropriate sanctions for any admitted violation, taking into account the contents of the investigative report and any material submitted by the complainant and accused.

The following are possible sanctions for incidents reviewed under this Sexual Violence Policy:

- Students found responsible for committing Sexual Violence in violation of this Sexual Violence Policy will likely receive a sanction ranging from probation to expulsion, depending upon the severity of the incident and any previous violations of the Student Code of conduct. Faculty or staff found responsible for violating the prohibition against Sexual Violence will likely receive a sanction ranging from suspension to termination.
- Students found responsible for committing Other Sexual Misconduct or other misconduct prohibited

under this Sexual Violence Policy will likely receive a sanction ranging from an official reprimand to expulsion, depending upon the severity of the incident and any previous violations of the Student Code of Conduct. Faculty or staff found responsible for violating the prohibition against Other Sexual Misconduct will likely receive a sanction ranging from a written warning to termination.

- Faculty who are terminated under this Sexual Violence Policy and who are tenured or in the middle of a contract term are entitled to additional procedural rights under Section 10, Dismissal, of the Faculty Policy Manual.
- The committee will sanction students found responsible for violations of the Student Code of Conduct not related to this Sexual Violence Policy in accordance with sanctions used in the general Student Conduct Process.

The final outcome letter will be sent simultaneously to the complainant and the accused. The final outcome letter will include restatement of the original allegations and violations alleged to have occurred, explanation of the findings of the investigators for each separate charge to include Responsible, Not-Responsible and Unable to Determine. The final outcome letter will also include detail of all sanctions imposed. The final outcome letter will also advise the complainant and accused of their right to appeal the findings. The grounds for which an appeal will be granted will be based on guidelines established in this Sexual Violence Policy.

The interim Title IX Coordinator reserves the right to increase or decrease the recommended sanction guidelines listed above in the case of significant mitigating or aggravating factors. The interim Title IX Coordinator also reserves the rights to include additional sanctions, educational or otherwise, in accordance with the general student conduct process.

G. Appeals

After receiving notification of the findings of the investigation and sanctions, when imposed, both the complainant and the accused student have five business days to notify the interim Title IX coordinator or designee of their intent to appeal the finding. An appeal form may be obtained from the Title IX Office, a designee, or the University website http://www.hartford.edu/student_affairs/title_IX/. A formal letter of appeal specifying the grounds upon which the appeal is based and supporting information must be submitted within three business days of the receipt of the appeal form. The interim Title IX coordinator or designee has the discretion to extend the deadline for submission of a letter of appeal.

Sanction(s) imposed by the committee will remain in effect while the appeal is pending. The interim Title IX Coordinator or designee may put in place additional temporary remedial action, as described in Section VIII (B), above. The letter of appeal specifies the grounds upon which the appeal is based, and how those grounds materially affected the outcome (responsibility or sanctions) of the original meeting.

Appellant's written materials will be provided to the other party and the investigator(s), each of whom may submit materials in response to the appeal. Title IX Investigations/Findings may be appealed to the interim University Title IX coordinator. The accepted grounds for an appeal are:

- Additional and/or new relevant information that was not available at the time of the initial investigation.
- An error in process or an abridgement of rights, as outlined by this Sexual Violence Policy, which materially impacted the outcome of the hearing.
- The sanction(s) assigned by the committee did not adhere to the sanction guidelines stated in this Process.

The interim Title IX Coordinator will determine whether or not the appellant has presented one of these three grounds for appeal. If the appeal letter(s) does present grounds for appeal, the appeal will be denied and the

matter will be closed.

The interim University Title IX Coordinator has the discretion to determine whether an appeal should be considered because it presents a claim of an error in process or sanctions. The interim Title IX Coordinator may convene an Appeal Panel, which will consist of three persons who have been appropriately trained. The Appeal Panel shall apply a clear error standard for appeals made on the grounds of an error or sanction issued.

If an appeal is made on the sole basis that new material information was not available at the time of the initial investigation, the interim Title IX Coordinator has the discretion to review the new information to make a preliminary determination as to the likelihood of it having a material effect on the outcome and either grant or deny a review process. The interim Title IX Coordinator has the discretion to assign an investigator to amend the report with the new information and present it to an appeal panel, who may make a determination about whether or not the new information changes the outcome or sanctions of the original Complaint Assessment Panel.

The Appeal Panel may decide that the appeal is not valid. In this case, all sanctions remain in place. If the Appeal Panel finds that the appeal is valid, they may recommend adjustments in sanctioning to the interim Title IX Coordinator.

The Appeal Panel will prepare an appeal outcome letter with its conclusions, including an explanation of the basis for those conclusions and forward this letter to the interim Title IX Coordinator. The appeal outcome letter will be sent simultaneously to the complainant and the accused.

H. Compliance with Sanctions and Accommodations

At the conclusion of the complaint process, including any appeals, the interim Title IX Coordinator will be responsible for ensuring compliance with all assigned sanctions, and to take any other measures, such as additional awareness and prevention programming, which the interim Title IX Coordinator determines to be appropriate to further the purpose of this Sexual Violence Policy.

I. Confidentiality of Process

The University will limit the sharing of information and documents gathered and created during this Process, including any appeals, only to those persons who have a need to know in order to conduct the complaint process, implement interim measures, and enforce sanctions, if any, to comply with this Sexual Assault Procedure and other applicable University policy, and to comply with applicable law.

Appendix A

Criminal Complaint Process

It may seem intimidating or even frightening to consider filing a criminal complaint. If this is the case, there are people such as victim advocates who can support you through the process of a police interview, the subsequent investigation, and possible prosecution. Reporting to the police begins this legal process.

First Response by Police

Generally, there are two circumstances under which a police officer would come to speak with you about an assault:

1. The officer arrives at your residence or wherever you are, in response to an emergency call. In this case, the officer's first responsibility is to provide aid to you as a crime victim. This may mean arranging to have you transported to the emergency room for medical treatment, or simply interviewing you there.
2. A second scenario is when an officer is called to the emergency room in response to a call from the medical staff. In this case, the initial interview will occur in a private room at the hospital with your consent.

The responding officer will sit with you and ask you detailed questions about what occurred, where, when, and how. Many of the questions may feel difficult to answer. Well-trained officers understand how difficult it is to answer these questions, but if they are to aid in an investigation, they need as much detail as possible. It might be helpful to have a knowledgeable advocate sit with you to provide support throughout this process.

Investigation

If an officer is called to the scene of the incident, that person must protect the crime scene, determine the type and circumstances of the crime committed, as well as identify potential suspects and witnesses. An officer may need to interview other witnesses, asking very specific questions about the crime. The officer will then collect evidence, and may document the crime scene.

After the police conduct interviews and gather evidence, they will prepare a report summarizing their investigation. If probable cause exists, the police will also prepare an application for an arrest warrant. ("Probable cause" exists when the facts and circumstances within the knowledge of the officer, and of which s/he has reasonably trustworthy information, are sufficient in themselves to warrant a person of reasonable caution to believe that a crime has been committed.) Both the report and application are then given to the State's Attorney's office. Physical evidence, including the sexual assault evidence collection kit (if you choose to have it completed), is sent to the Connecticut Forensic Science Laboratory for analysis. Your case will be assigned a case number, which you may want to note. You may request a copy of the police report for your own files. If you see any errors, or you remember any further information that will aid the police or the State's Attorney inform the police. It is not unusual for victims to remember more detail as time passes.

Criminal Prosecution and Protective Orders

The process of prosecuting someone in the U.S. criminal justice system can seem onerous to victims of sexual assault, and yet research shows that the experience can be cathartic. Much depends on one's expectations and preparation. Below is an abbreviated description of how the system works, under ideal circumstances.

If the State's Attorney decides that there is enough evidence, criminal charges are brought against the assailant and an arrest warrant is issued. If the location of the assailant is known, an arrest takes place, and a bond hearing is held the next business day. While the criminal case is pending, you can also request that the court issue a protective order prohibiting the assailant from being within a certain distance of you and contacting you and/or family members. Although the protective order will not prevent the assailant from contacting you or approaching you, if s/he does so, the police can arrest him/her for violating the protective order. It may seem very impersonal, but from this point forward your role becomes solely that of "witness." It is the State of Connecticut, as represented by the State's Attorney, that brings charges against the assailant with your testimony serving as evidence. Your testimony is essential to successful prosecution, but you are only required to be in the courtroom during the time you testify. That is because while you are the victim, the crime is considered to be against the State.

After criminal charges are filed, a series of hearings and courtroom proceedings take place. While both the prosecuting and defense attorneys may request "continuances," the number of continuances granted to the prosecution is limited by the assailant's constitutional right to a fair and speedy trial. This constitutional limitation does not limit the amount of continuances granted to the defense because the defendant can waive his/her speedy trial right. This is why many trials stretch out to as long as one year or more. Trials will take place in the Superior Court of Connecticut and you will be questioned on the witness stand about the assault.

Sentencing

If the assailant is found guilty, you may file a Victim Impact Statement with the judge prior to sentencing. This allows you to tell the judge how the assault has affected you and your family, emotionally and economically. The sentencing portion of the trial is separate from the proceeding to determine guilt or innocence. In Connecticut, the judge (rather than a jury) determines the appropriate sentence for the assailant (with the exception of death penalty cases).

Victim's Rights

In all criminal prosecutions, a victim, as the State Legislature has defined by law, shall have the following rights:

1. The right to be treated with fairness and respect throughout the criminal justice process;
2. The right to timely disposition of the case following arrest of the accused, provided no right of the accused is abridged;
3. The right to be reasonably protected from the accused throughout the criminal justice process;
4. The right to notification of court proceedings;
5. The right to attend the trial and all other court proceedings the accused has the right to attend, unless such person is to testify and the court determines that such person's testimony would be materially affected if such person hears other testimony;
6. The right to communicate with the prosecution;
7. The right to object to or support any plea agreement entered into by the accused and the prosecution and to make a statement to the court prior to the acceptance by the court of the plea of guilty or nolo contendere by the accused;
8. The right to make a statement to the court at sentencing;
9. The right to restitution which shall be enforceable in the same manner as any other cause of action or as otherwise provided by law; and,
10. The right to information about the arrest, conviction, sentence, imprisonment and release of the accused.

Appendix B

How Does a Restraining Order Work?

A restraining order is available to victims of domestic/family violence (including those that have experienced sexual assault) regardless of whether the abuser has been charged with a crime. This may be issued by a judge in the civil court (Family Division of the Superior Court) after the victim files an "[Application for Relief from Abuse](#)" form with the court. After completing the form, the clerk of the court will take the application to a judge who will read it over carefully and decide either to: (1) issue the order immediately and set a date for a hearing to occur within two weeks at which the judge will hear from both parties and decide whether the order should be continued and extended for 6 months ("temporary restraining order"); or (2) not issue the order immediately but, instead, set a date for a hearing to occur within two weeks at which the judge will hear from both parties and decide whether a restraining order should be issued for a 6-month period ("restraining order after a hearing"). There is no cost for filing the application for the restraining order and the State of Connecticut pays the marshal's fees to have the papers served on the respondent.

The judge may issue a temporary restraining order if the applicant alleges an immediate and present danger from the respondent. A restraining order (both a temporary restraining order and a restraining order after a hearing) can be issued to protect not only the applicant/victim, but also others, such as dependent children, as the court sees fit. The order may include temporary child custody or visitation rights and may include orders prohibiting the respondent from:

- Imposing any restraint upon the person or liberty of the applicant;
- Threatening, harassing, assaulting, molesting or sexually assaulting, or attacking the applicant; or
- Entering the family dwelling or the dwelling of the applicant.

Obtaining protection for dependent children and child custody and/or visitation orders is one of the main differences between a restraining order (issued by a family court) and a protective order (issued by a criminal court). If the person who is the subject of the restraining order violates the order, s/he will be arrested and charged with the crime of Criminal Violation of a Restraining Order which is a Class D Felony. The person may also be charged with other crimes committed at the same time (e.g., assault, criminal trespass, risk of injury to a child, threatening, etc.).

Procedure for Applying for a Restraining Order

The person who applies for a restraining order is called the "applicant" in the process. The person against whom the order is sought is called the "respondent."

STEP ONE: The applicant must complete the following forms:

[Application for Relief From Abuse](#); and
[Affidavit](#)

Follow the instructions on these forms carefully. If you are seeking temporary custody of children, you must also complete an "[Affidavit Concerning Children](#)" form. If more than two children are involved, you should use the form "Addendum to Affidavit Concerning Children" to supply the required information regarding these additional children.

There are no court fees for the filing of the initial Application or for any motion to modify or extend the order. In addition, the Judicial Branch will pay the fee to have the order served on the respondent. Also, to protect a

victim's actual location, participants in the [Address Confidentiality Program](#) are assigned a post office box at the Secretary of State's Office and receive forwarded mail from the agency. In filling out any court document, you may use the address supplied by this program to protect your location from the respondent. For more information on the Secretary of the State's Address Confidentiality Program call the [Connecticut Coalition Against Domestic Violence](#) at 888.774.2900, or [Connecticut Sexual Assault Crisis Services](#) at (888) 999-5545. For information in Spanish call 888.568.8332.

STEP TWO: The applicant must then submit the completed forms to the court clerk. Both the Application and the Affidavit must be signed in the presence of a clerk, notary public or an attorney. The Application and Affidavit will be carefully reviewed by a judge and the applicant may be required to testify in court when the judge reviews the Application.

If upon review of the information supplied by the applicant the court grants the Application for Relief from Abuse, the clerk's office will process the papers and return to the applicant two certified copies of the Order along with the original Application, Affidavit(s) and Order. If a temporary restraining order has been issued, the clerk will send a copy of the Order or information contained in the Order to law enforcement within 48 hours. The applicant should keep one of the certified copies of the Order with him/her at all times and the other certified copy should be kept in a safe place.

STEP THREE: The applicant should immediately bring the original Application, Affidavit(s) and Restraining Order or Order and Notice of Court Hearing to a State Marshal or any proper officer for service. (At certain court locations, a State Marshal will be at the courthouse at established times during the day to help facilitate service; check with the court clerk about this).

The State Marshal or other proper officer must serve a copy of these papers on the respondent at least five days before the hearing date to notify the respondent of the temporary restraining order, if any, and the hearing date.

STEP FOUR: The applicant must be present in court at the time and date scheduled for the hearing if s/he wants the court to issue a restraining order (if no temporary restraining order had been issued) or continue the restraining order (if a temporary restraining order was issued). If the respondent wishes to be heard concerning the Application, that person must also appear at the time and date scheduled.

At the hearing, the applicant will have an opportunity to present to the judge the reasons for seeking or continuing a restraining order. The respondent will also have an opportunity to be heard. Witnesses or evidence that will support the applicant's claims or the respondent's defense should be brought to court.

STEP FIVE: After the hearing, if the judge grants a restraining order, the applicant will receive two (2) certified copies of a new Restraining Order Relief From Abuse form. If the respondent was present at the hearing, a copy will be given to him/her. If the respondent did not attend the hearing, a copy will be mailed to him/her. The court clerk will send a copy of the Order or information contained on the Order to law enforcement within 48 hours.

The applicant should keep one of the certified copies of the Order with him/her at all times and the other certified copy should be kept in a safe place. The orders after a hearing are effective for six months unless a different period is ordered by the court. The applicant should contact the police department immediately and file a complaint if the respondent violates any order issued.

If the applicant wants the Restraining Order to extend beyond the period ordered by the court, that person must submit a Motion to Extend to the court clerk's office. To help prevent the Order from lapsing, the Motion to Extend should be submitted at least two to three weeks before the Restraining Order expires. After the motion is submitted, the court clerk will schedule a hearing and return the motion to the applicant for service on the respondent. On the hearing date, the same court procedures described above will apply. There

are no court fees for the filing any motion to modify or extend the order. In addition, the Judicial Branch will pay the fee to have the order served on the respondent.

Appendix C

Reporting Options for Victims of Relationship Violence

Victims of intimate partner violence have several avenues for redress, if they choose. The following provides a brief explanation of these options.

Criminal Prosecution

Victims have the option to report the abuse to the police, who will investigate what is reported, and possibly bring criminal charges against the abuser. Criminal prosecution might result in imprisonment of the abuser, or perhaps mandatory attendance in a batterers' intervention program. It could also result in probation, depending on the circumstances and the judge who hears the case. If the abuser is arrested, the victim may seek a protective order.

A protective order is a legal document issued by a state court that orders one person to stop harming another person, and can forbid an abuser from contacting the victim via phone and email, from being within a specified distance of the victim, from contacting the victim's family or friends, and more. If an abuser violates a protective order, the police are required by law to make an arrest.

The process for making a criminal complaint or obtaining a protective order can be quite complicated and difficult. The Department of Public Safety, local Law Enforcement and/or The [Office of Victim's Advocate](#) can assist students, faculty and staff with information about these processes. The advocate can also accompany victims to court.

If you choose not to file criminal charges, you may still be able to obtain a restraining order against your abuser. A restraining order is also a legal document issued by a state court that can prohibit an abuser from being within a specified distance of the victim, from contacting the victim, and more. Some of the differences between a protective order and a restraining order are outlined on the next page.

Appendix C

Continued

Restraining Order

Processed through civil court after an application is filed by a victim.

Abuser must be a current or former family member, household member, dating partner, or spouse.

A judge may extend the restraining order to other family members including children and/or animals owned or kept by the victim.

A judge may grant the victim temporary custody of children.

Protective Order

Processed through criminal court after an arrest.

May be put in place by a judge if the abuser is arrested for activities such as assault, stalking, threatening, or harassment.

Orders may be put in place for a current or former family member, household member, dating partner or spouse and may protect animals owned or kept by the victim. Orders may protect minor children if they are identified as victims of the crime for which the abuser was arrested.

An advocate from the local domestic violence program may be available at criminal court to assist with orders and safety planning.

Civil Suit

In addition to criminal charges, victims can sometimes sue abusers for damages caused by the abuser. Civil suits offer the abused the opportunity to redress the injury and hold abusers accountable by seeking compensation and punitive damages. It is recommended that a person wishing to bring a case to court seek the assistance of an attorney.

THE SOURCE

2018–19



STUDENT
HANDBOOK

UNIVERSITY OF HARTFORD

UNIVERSITY OF HARTFORD

GREGORY S. WOODWARD, PRESIDENT

Dear Friends,

Welcome to the University of Hartford! I wish you all great success on the important chapter of your life you are about to create. It will be challenging, fun, and very rewarding. What you do and who you become here over the next few years will affect the rest of your life in profound ways.

This manual, *The Source*, is your student handbook. Keep it handy and give it a review once in awhile. It contains useful information about helpful resources, student responsibilities, and student rights.

Please remember this as you enter into this new community: we are all here to help you succeed. That is what we “do,” it is our own mission, and why we work here. Ask for help, seek special opportunities, and find people who will help guide and support you. When you ask us for guidance or advice we feel like we succeed as well!

Thanks for being here and for becoming an engaged member of this learning community. It is a special joy to be here and to be part of this inspiring place and activity. I hope you can fully embrace this moment and live it to your highest expectations and achieve your dreams.

Best wishes,



Gregory Woodward

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INTRODUCTION

About *The Source*

The Source, the University of Hartford's graduate and undergraduate student handbook, is issued by the Office of the Dean of Students and is published by the University of Hartford to introduce students to the opportunities, services, and regulations relating to life at the University.

It is the responsibility of each student, both graduate and undergraduate, to be familiar with the Student Code of Conduct and University policies contained in *The Source*, as well as any other regulations relating to life at the University, including those contained in The Manual of Academic Policies and Procedures, copies of which are available at the reference department of the Mortensen Library. In the unlikely event that the contents of *The Source* differ from The Manual of Academic Policies and Procedures, The Manual of Academic Policies and Procedures will take precedence. The University reserves the right to make changes in University regulations, policies, procedures, and other matters as it deems necessary.

Please note that not all of the information in *The Source* is equally applicable to both graduate and undergraduate students. If you have questions about any of the services or policies, please call the responsible office for clarification.

We hope that you will find this handbook useful. If you need assistance with any part of this book, please contact a faculty member or administrator for help.

University of Hartford Mission Statement

As a private university with a public purpose, we engage students in acquiring the knowledge, skills, and values necessary to thrive in, and contribute to, a pluralistic, complex world.

University Values Statement

At the University of Hartford we are committed to community. We are an academic community that values integrity, curiosity, creativity, excellence, responsibility, and accomplishment. Enriched by our diversity and our engagement with one another, we take pride in our shared traditions and experiences. We are dedicated to building a culture that respects all of its members and celebrates their contributions as we work together to strengthen our community.

Diversity Statement

As an institution of higher learning, the University of Hartford strives to be more than merely a mirror of the larger society; it should foster learning and encourage the personal growth of students in an environment that promotes and celebrates diversity. Accordingly, our goals are

- to become an open, honest, disciplined, and caring community
- where the unique qualities of each person are fully appreciated
- to create on the campus a community reasonably reflective of the wide diversity of the larger society—but in which that diversity is managed and supported for the benefit of all
- to balance the rights of individuals and the concerns of the institution, so that all of our members are treated with respect and the larger goals of the University are fully understood.

Each student, faculty member, and member of the staff deserves the full respect of, and courteous treatment by, other members of the University family, regardless of race, color, sex, age, religion, national or ethnic origin, disability, sexual orientation, or veteran status. Institutional efforts to promote community imply certain expectations regarding the behavior of members of the community. We do not tolerate acts of incivility, bigotry, violence, racial or sexual harassment, or substance abuse. Conduct counter to these expectations will be considered to be a serious offense against our community and the rights of its members, and will be dealt with severely.

Student Affairs Mission Statement

The Division of Student Affairs will set the context for individual growth and citizenship through education and service.

Student Affairs Core Values

- Education
- Student Development
- Excellent Service
- Building Responsible Communities
- Honesty
- Respect
- Celebration of Diversity Care and Support Leadership
- Mentoring
- Role Modeling
- Advocacy
- Empowerment
- Excellent Communication Collaboration Accommodation
- Creativity
- Mattering

A Brief History of the University of Hartford

Welcome to the University of Hartford—a university for Hartford and the world. The University of Hartford is young as universities go, having been chartered on Feb. 21, 1957 as a university for the community created by the community.

The white clapboard signature building Bates House, which houses undergraduate admission, is the only remaining building from the time 150 acres of farm land were purchased as the University's location.

The University's first newly built building—today's Hillyer Hall—opened in 1960. In 1967, after other academic buildings had opened, the University welcomed its first on-campus residents. In succeeding years the University has grown in both size and stature, adding the U-shaped Harry Jack Gray Center complex, the ISET complex that ushered in a new era in science, engineering, and technology education, the Renée Samuels Center of the Hartford Art School, which added new space for photography and media arts programs, and the Mort and Irma Handel Performing Arts Center, a state-of-the-art facility for dance and theatre students in The Hartt School.

The University offers 96 undergraduate majors and 65 graduate-level degree programs in its seven schools and colleges. Thanks in large part to a decade long and highly successful Campaign of Commitment completed in 2008, the University now has more than 370 endowed scholarships and 150 endowed funds in addition to new buildings and athletic fields. The main campus spans 350 acres in three towns, 193 acres in Hartford, 133 acres in Bloomfield and 24 acres in West Hartford. The Asylum Avenue campus (formerly the Hartford College for Women) and the Mort and Irma Handel Performing Arts Center campus add 18 additional acres.

It is fitting that an institution forged by the community should also be an integral part of its community. Each year, hundreds of students, faculty and staff annually lend their time to help improve the lives of area residents and surrounding neighborhoods. The Hartt School Community Division provides music, dance, and theatre instruction to more than 4,000 individuals of all ages from across the state. The University's Division I athletics program draws thousands of Hawk supporters to campus to see teams compete in 17 intercollegiate sports. This was the first private university in the nation to have two public magnet schools—an elementary school and a high school concentrating in science and engineering—on its campus.

Today's University of Hartford has surpassed the founders' original but modest plans for a local university in Hartford, becoming instead a vibrant and growing institution that has become a university for the world.

Schools and Colleges of the University

- Barney School of Business
- College of Arts and Sciences
- College of Education, Nursing and Health Professions
- College of Engineering, Technology, and Architecture
- Hartford Art School
- The Hartt School
- Hillyer College

Board of Regents

The governing body of the University of Hartford, the Board of Regents, includes approximately 60 regents who have been selected for their special talents, their vision, and their sense of civic responsibility. The board members represent the fields of law, business and industry, insurance, education, publishing, banking, religion, and the arts, reflecting variety as diverse as the University itself. Included on the board are three students (two undergraduate and one graduate). The undergraduate student regents make periodic reports to the student body through the Student Government Association.

Graduate and Undergraduate Student Regents

Each year, during the late spring, two students and one alternate are selected from the undergraduate student body and one student from the graduate student body to present students' views to the University Board of Regents. These individuals are chosen by a committee comprising students and members of the University Board of Regents, faculty, and staff. The students are full voting members of the Board of Regents and the Student Government Association senate. They attend various committee meetings concerning academic affairs, student affairs, physical plant, and academic affairs. The student regents' responsibilities also include attending executive board meetings of the Student Government Association and organizing opportunities for the University regents to meet with students.

PERSONAL RIGHTS AND FREEDOMS

The University of Hartford is an independent academic community consisting of students, faculty, administrators, and regents. Each individual has a part to play in the preservation of personal freedom. The University encourages freedom of inquiry, freedom of opinion, and freedom of speech; it will defend the right of anyone to advance his or her views, including contrary views; and it recognizes the right of dissent. These privileges exist only because free people guard them. To keep individual freedom alive, and to keep different parts of the community aware and involved, there are various organizations and channels of communication, formal and informal, that exist at the University. These include reasonable access to faculty and administration. It is the University's purpose to have all members of the University community keep these channels functioning responsively and actively. Students are encouraged to use these means to the fullest extent.

Freedom of Inquiry

Students and student organizations are free to examine points of view that are of interest to them. The student body is free to invite any person it chooses to address it on any topic as long as it does not disrupt the essential operation of the institution.

Freedom of Expression

Students and student organizations are free, publicly or privately, to hold discussions, pass resolutions, distribute leaflets, circulate petitions, and take other orderly action that does not disrupt the essential operation of the institution. The use of sound-making equipment or noisemaking devices in such a manner as to interfere with University programs or gatherings is not permissible. Communications media are free of censorship and advance approval of copy. The editors and managers are free to develop editorial policies and news coverage with the understanding that students and student organizations speak only for themselves, not in any formal way on behalf of the University.

Freedom from Discrimination

Consistent with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and all other applicable federal and state laws pertaining to civil rights, all as amended, the University does not discriminate on the basis of race, gender, creed, color, age, disability, sexual orientation, gender identity or expression, national or ethnic origin, veteran status, or any other applicable protected status in the administration and operation of, or access to, its educational programs or activities, including, without limitation, educational policies, employment, admissions, financial aid, and other University-administered programs.

The Office of Student Affairs (Gengras Student Union 307, 860.768.4285) is designated to coordinate efforts by the University to comply with, and carry out, requirements under Section 504. The individual designated to coordinate efforts by the University to comply with and carry out requirements under Title IX is the Title IX coordinator (Computer Center 327, 860.768.4281).

Inquiries concerning the application of Title IX, Section 504, and Title VI may be referred to the Regional Director, Office of Civil Rights, U.S. Department of Education, Boston, MA 02109.

Freedom of Association

Within the scope of University policies, students are free to organize and join associations for educational, political, social, religious, or cultural purposes.

Right to Institutional Participation

Students have the right to participate in institutional policymaking through a representative student government. The role and responsibilities of the student government should be and are clearly articulated.

Right to Privacy

Students are protected from arbitrary and capricious invasions of privacy and entry into their residences. Room inspections may be conducted by University personnel acting in the performance of their duties for reasons of health and safety, to locate missing property and prohibited articles, and for the enforcement of University policies. A Room Entry Permit may be issued by the appropriate Office of Residential Life personnel when there is reason to believe that violations are occurring. Such inspections and searches may result in the offender(s) being referred to the Office of Student Conduct Administration. The University of Hartford cannot interfere with any sworn law enforcement official in conducting room searches if such a search is legal under federal, state, or local law and is within the authorized performance of the official's duty. See also The Family Education Rights and Privacy Act of 1974 (FERPA).

Freedom from Improper Disclosure

In accordance with the Family Educational Rights and Privacy Act, students shall have access to educational records maintained on them and be protected from improper disclosures to third parties without their consent. Academic and student conduct records will be maintained separately, with the exception of suspensions or expulsions from the University. Sanctions resulting in suspension or expulsion will appear on students' permanent records. Academic records are accessed through the registrar's office on the second floor of the Computer Center. Student conduct records are accessed through the Office of Student Conduct Administration.

Student Demonstrations and Peaceful Protests

In the event that students elect to demonstrate or protest before or after availing themselves of the means that have been mentioned above, the following policy will apply:

- Protesters may march, carry signs, and assemble to whatever extent they desire, as long as it does not interfere with the activities of the University.
- Protesters may stand at, but not block, the entrance or exit of any building. Also not permissible is the use of sound-making equipment or noisemaking devices in such manner as to interfere with University classes, programs, or gatherings.
- The seizure of any facility of the University of Hartford by force will constitute trespass. Trespass as well as tampering with, or the destruction of, University or individual property will not be condoned. Students engaging in coercive acts contrary to the above prohibitions will be referred to the Office of Student Conduct Administration.
- Racism or sexism in any form or manner and exhibited by any constituency is not acceptable, and its behavioral manifestation will be dealt with swiftly and stringently. The University has accepted as our definition of racism or sexism any preferential/punishing behavior based upon race or sex in any segment of the University community.

UNIVERSITY GUIDELINES AND POLICIES

Alcohol Policy

Students should review and are expected to abide by Connecticut state laws and the University of Hartford alcohol policy as published in *The Source*, or otherwise distributed or published by The University of Hartford.

- A. Members of the University community or guests/ visitors under the age of 21 may not possess or consume alcoholic beverages.
- B. Individuals may not distribute, transport, serve and/or purchase alcohol to/for minors.
- C. Students who are disruptive as a result of intoxicated behaviors due to the consumption of alcohol or illegal drugs are subject to disciplinary action.
- D. Operating a motor vehicle while under the influence of alcohol is prohibited.
- E. Kegs/mini-kegs/beerballs, common sources, and/or excessive quantities of alcoholic beverages are prohibited.
- F. Large gatherings or events where alcohol is present are prohibited.
- G. Possession or use of drinking paraphernalia, devices and/ or games that promote consumption of alcohol (i.e., beer bong, beer-pong tables, funnels, empty alcohol containers, etc.) are prohibited. Such items may be confiscated and not returned.
- H. Displaying alcohol-related materials on campus in common areas and in public view is prohibited. (e.g. signs, posters, packaging, lights)
- I. Possession or consumption of alcoholic beverages in public areas, except where designated, or at university events where alcohol is not served, regardless of age, is prohibited.
- J. Selling of alcoholic beverages is prohibited.

Chalking Policy

In certain instances on a university campus, it may be deemed appropriate to “chalk” certain walkways or outdoor spaces as a part of a communication campaign. For the purposes of this policy, the term chalking represents using sticks of chalk to draw letters or pictures on horizontal (never vertical) outdoor cement surfaces where other campus community members can see them as they traverse the campus grounds. Generally speaking, chalking will only be deemed appropriate if related to the educational, cultural, recreational, or social life of the campus

a. Procedure and Regulations

Approval for chalking must be given in advance by the Dean of Students or designee. Approval forms are located in the Office of the Dean of Students, Gengras Student Union 307, 860.768.4285.

Only lead-free, soft sidewalk chalk may be used for writing or drawing pictures on horizontal outdoor surfaces on campus.

Chalking may not be done on any vertical surfaces. Horizontal surfaces uncovered by overhangs or awnings are the only surfaces approved for chalking. The general rule of thumb is that if you lie on your back and look up from where you want to chalk and see only sky, it is appropriate to chalk. If you lie on your back and look up and see anything but sky, you may not chalk that surface!

Chalking may not include profanity or any depictions deemed inappropriate by campus community standards. The appropriateness of the depictions or language will be determined by the Dean of Students or designee during the approval process.

If the timing of a chalking conflicts with another campus event, the chalkers may be required to clean off the chalking during a given day and/or time. If the chalking is to advertise an event with a specific date, it must be cleaned off by the chalking party(s) on the day after the event. All chalking must be cleaned off within seven (7) days of the initial chalking (if not done naturally by rain or snow) by the party(s) who did the chalking.

The chalking party(s) is/are responsible for cleanup, even if they are doing the chalking at the behest of a faculty or staff member or if they happen to be faculty or staff members.

b. Violations of This Policy

A student or organization found to be in violation of this policy may be referred to the Office of Student Conduct Administration.

Controlled Substance Policy (Drug Policy):

- A. The possession and/or use of illegal or harmful drugs is prohibited.
- B. The manufacture, distribution, possession with intent to sell and/or sale of prescription medication, illegal or harmful drugs is prohibited.
- C. The possession and/or use of drug paraphernalia is prohibited.
- D. The improper possession and/or misuse of prescription medication is prohibited.

Good Samaritan Amnesty Policy

I. Philosophy

The University of Hartford views student health and safety as matters of paramount importance. The University Alcohol and Drug Policies reflect this priority by prohibiting the use of substances in a manner which is dangerous and/or unlawful.

Students are strongly encouraged to call 860-768-7777 (Public Safety Emergency Phone Line) to request medical assistance when they or others may be
(i) dangerously intoxicated/ under the influence of alcohol/drugs; or,
(ii) experiencing any medical emergency.

The Good Samaritan and Amnesty Policy serves as a supplement to the University's Alcohol and Drug Policies and is designed to encourage help-seeking behavior for individuals requiring medical assistance. This policy provides amnesty from consequences described in the Student Code of Conduct and does not preclude hospitalization, interim suspension, or other actions deemed relevant for student safety.

II. Policy

This policy applies to students seeking medical assistance for themselves or for another person, and who act in accordance with the expectations set forth in this policy. It also applies to any student for whom medical assistance was sought.

Under this policy:

- a. When students contact Public Safety or another appropriate University staff member (e.g. Resident Assistant on Duty, etc.) seeking medical attention neither the reporting student nor the student for whom medical assistance was sought will be subject to a Student Conduct complaint for possession, consumption or intoxication under the University's alcohol or drug policies.
- b. In order to qualify for medical amnesty under this policy, students who seek assistance for another person must remain with that individual (assuming the student is present at the scene) until Public Safety or other designated first/emergency responder (e.g., ambulance, Fire Department) arrives on scene. It is expected that individuals involved in this process cooperate fully with first/emergency responders.
- c. This policy does not apply to individuals requiring medical assistance for alcohol- or drug-related issues who do not seek assistance, for whom no assistance was sought, or who have already been brought to the attention of University staff or first/emergency responders. For example, this policy would not apply to an intoxicated individual whom Public Safety discovers creating a disturbance on campus.

- d. This policy applies to University alcohol and drug policy violations related to possession, consumption, and intoxication. It does not prevent a complaint being filed against a student for other violations of the Student Code of Conduct (e.g., assault, distribution of illegal substances, etc...), nor does it prevent police/criminal action.
 - e. When it is the opinion of the Dean of Students or designee that the continued presence of a student constitutes a danger to the student, or to others, the imposition of interim suspension or other temporary restrictions deemed necessary shall not be precluded under this policy.
 - f. In order to qualify for medical amnesty under this policy the student(s) will be required to:
 - (i) attend a meeting scheduled by the Director of Student Conduct Administration or designee;
 - (ii) attend a meeting with a staff member in the Wellness Center if required by the Director of Student Conduct Administration or designee; and,
 - (iii) act in accordance with all student expectations outlined in this policy.
 - g. This policy is in place to provide help and support for the health of University of Hartford students in isolated situations. It does not excuse or protect those who repeatedly violate University policy. In most cases, this Policy will be applied once - either to the intoxicated student, those that have served alcohol, or those attending social gatherings. Repeat offenders may have their cases referred to the Office of Student Conduct Administration for a student conduct complaint.
- Students that help others in incidents of a medical emergency are not limited to one use of this policy as they should always feel empowered to help those in need. Serious or repeated incidents, however, will prompt a higher degree of medical concern and formal response from the University which may include an intervention and/or student conduct action.
- h. This policy is applied after an incident has been reviewed in the Office of Student Conduct Administration. University personnel responding to an incident will follow all protocols on the scene, including documentation of the incident and of those involved.
 - i. This University policy does not prevent action by local, state, and/or federal authorities.

Hazing Policy

This policy applies to all student organizations, clubs, and teams, and their members, not just Greek-letter organizations. The following definition of hazing has been provided by the Fraternity Executives Association:

Any action taken or situation created intentionally, whether on or off University premises, to produce mental or physical discomfort, embarrassment, ridicule, or any behavior that would constitute bullying and harassment. Such activities and situations include paddling in any form; creations of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside the confines of the house; wearing, publicly, apparel that is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games or activities; and any other activities that are not consistent with fraternal law, ritual, or policy or the regulations and policies of the educational institution.

The University of Hartford further defines hazing to include, but not be limited to, forcing, requiring, or expecting new members, associate members, prospective members, or initiated members of any student organization to participate in any of the following actions or activities:

- drinking alcohol or any other substance
- using any drug, narcotic, or controlled substance
- eating foods or drinking liquids or quantities of food or liquids that a reasonable person would not eat or drink
- branding
- permitting less than six continuous, uninterrupted hours of sleep per night
- nudity at any time
- conducting activities that do not allow adequate time for study
- subjecting a person or group of people to verbal harassment
- the use of demeaning names
- misleading new members in an effort to convince them that they will not be initiated, that they will be hurt during initiation, or any other activity that would cause extreme mental stress
- carrying any items (shields, paddles, bricks, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier
- compelling a person or group to remain at a certain place, or transporting a person or group anywhere without the person's or group's consent (road trips, kidnaps, etc.)
- intentionally trashing any area for the purpose of annoying others or for having others clean the trashed area
- not permitting new members to talk for an extended period of time
- having new members perform personal chores or errands against their will for established members
- blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle, or privately conducting blindfolding activities that serve no constructive purpose
- exposure to the elements
- conducting "interrogations" or any other non-constructive questioning
- putting new members in a room that is uncomfortable (temperature, noise, small size)
- expecting new members to do anything exclusively for the "fun" or "entertainment" of the members
- actions, forced or required, that violate federal, state, or local law

Penalties for Hazing

Individual students and/or student organizations allegedly violating these policies will be subject to misconduct action. In addition to action taken by the University, individual student teams and/or student organizations may be subject to criminal or civil action (Connecticut Public Act Number 88-328).

Painting the Anchor Policy

A long-standing tradition at the University of Hartford is the painting of the anchor. Groups or individuals wishing to paint the anchor must schedule their painting through the Dean of Students office in Gengras Student Union 307.

The following rules must be adhered to during the painting of the anchor:

- There must be no obstruction of traffic.
- The contact person is to have the required form (acquired from the Dean of Students office) with them during the painting.
- Painting may not include any profanity or any depictions deemed inappropriate by campus community standards. The appropriateness of the depictions or language will be determined by the Dean of Students or designee.
- Any person/group painting the anchor at an unapproved time will lose painting privileges for a period of at least one academic year.

History of the Anchor—The anchor located at the front of campus is from the warship USS Hartford. The USS Hartford was built in 1857 as a sailing warship and was instrumental in many battle successes of the Civil War. Its commander was Admiral David Farragut. It was from the bridge of this ship during the battle of Mobile Bay that Farragut is famously to have said. "Damn the torpedoes, full speed ahead." The ship was decommissioned on November 6, 1957, the year the University of Hartford was established. In 1957 a West Hartford resident saw the USS Hartford in Portsmouth, VA and requested the bell and a bow anchor be brought to Hartford. The bell went to the City of Hartford and the anchor arrived on campus in 1958. The anchor is 13 feet tall with 10 foot wide flukes. The cannons from the ship are now located on the campus of Trinity College in Hartford.

Solicitation Policy

1. University buildings and grounds are private property and are for the use of registered students, University guests, and visitors. Uninvited or unapproved enterprises and solicitations by external agents are prohibited.
2. The University name may not be used in any form for personal profit by any member of the University community or by non-University personnel, nor may it be printed, other than for official University business, without prior permission by the Dean of Students and by the assistant vice president for finance for faculty, staff, or non-University personnel.
3. Students, faculty, and staff may not make solicitations for personal profit or on behalf of any group or organization (University sponsored or non- University) and may not use University buildings or property for personal profit without preliminary clearance. No solicitors, salespeople, or agents (student or others) are allowed to contact students room to room in the residence halls for commercial purposes (examples include club promotions, magazine or food sellers, etc.).
4. Advertisements by organizations other than University of Hartford clubs, organizations, and committees will be allowed in the student centers and Residential Life areas with prior approval from those departments on a space- available basis. Acceptance of outside advertising in student centers and Residential Life does not imply endorsement or sanction of the program, event, or product.
5. Religious materials brought forth by off-campus organizations must be submitted to the Department of Campus Ministries for approval before hanging in any area of the Gengras Student Union or Residential Life.
6. Off-campus housing and ride-share information/solicitations may only be posted in the areas of the Gengras Student Union specifically designated for such purposes and should not be posted on general-use bulletin boards.
7. Advertising flyers/posters may not be hung on walls, windows, doors, or other areas that are not designated for such purpose on the interior or exterior of any campus facility. Temporary signs and banners are not to be hung on permanent University signs, light poles, building exteriors, or traffic signs. There will be no posting of signs of any type at the main entrance to the University.
8. University departments, clubs, and organizations advertising on-campus programs, and/or University-sponsored events
 - may post flyers on public bulletin boards inside academic buildings and on outdoor bulletin boards in residential areas on display cases, kiosks, or any other public posting areas without prior approval, as long as the content is not lewd and/or pornographic and does not include advertisements encouraging the use of alcohol or drugs

- must bring six copies of a flyer to Gengras Student Union 205, to receive approval for advertising in Gengras Student Union, University Commons, and the Konover Campus Center; once stamped approved, Gengras Student Union staff will hang advertisements on designated bulletin boards in Gengras Student Union, University Commons, and Konover Campus Center.
Gengras Student Union will also accept larger posters to be mounted on easels for display in the lobby, hallway, or other area according to the availability of easels.
- may post inside residential facilities with the advance permission of the Residential Life professional staff of that area
- may advertise on signs and banners inside the Sports Center with the approval of the Sports Center director; once approved, Sports Center staff will hang signs and banners
- must submit to the Residence Hall Association banners for approval/hanging inside the University Commons cafeteria
- may place temporary free-standing signs outdoors in strategic locations around campus only with prior approval from the director of Public Safety.

Smoking

All residential facilities and academic buildings are smoke free. Smoking is not permitted in any building. Smoking includes the use e-cigarettes (including JUULs) and any other device that creates aerosolized vapor. Vaping is not allowed. Due to health and safety concerns, campus community members must stay at least 25 feet from the entrance to any building when smoking.

Weapons

The possession and/or use on University property of firearms, non-functional representations of firearms that could reasonably be perceived to be real firearms, deadly weapons and dangerous instruments is not permitted. Firearms include any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver or other weapon, whether loaded or unloaded, from which a shot may be discharged. Deadly weapons include any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles. Dangerous instruments include any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, hunting bows, knives, paintball guns or paraphernalia, air-soft guns, electronic defense weapons and other weapons as defined under Connecticut General Statute 53a-3.

Note: Kitchen cutlery stored and utilized in University dining facilities or in residential kitchens shall not be subjected to the provisions of this policy unless used in a manner inconsistent with their design.

FEDERAL GOVERNMENT POLICIES

The Family Educational Rights and Privacy Act of 1974 (FERPA)

The purpose of FERPA is twofold: first, to afford present and former students “the right to inspect and review” their “education records;” second, to protect students’ rights to privacy by limiting the transfer of their Records without their consent.

FERPA specifically excludes the following from education records: financial records of the parents of the student or any information contained therein; confidential letters and statements of recommendation respecting admission to any educational agency or institution, if the student has signed a waiver of right to access. The act also specifically excludes the following from education records: records of instructional supervision and administrative personnel that are in the sole possession of the maker thereof and that are not accessible or revealed to other parties; records on a student created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, created and maintained in connection with the provision of treatment to the student. Finally, the act specifies that it shall not be construed as altering confidential communications otherwise protected by law.

FERPA requires the University to make education records, not excluded above, available to students within a reasonable time but in no case to exceed 45 days after a written request has been made. The request should identify the record(s) the student wishes to inspect. A student wishing to challenge the accuracy of his/her records should submit comments in writing to the official maintaining the records. If informal efforts to resolve areas of disagreement fail, the student may request a hearing regarding the request for amendment. Officials maintaining various records at the University include the registrar, directors of admission and student financial assistance, director of residential life, bursar, deans of the colleges, director of career services, judicial coordinator, and veterans advisor. Most of these individuals are identified elsewhere in this handbook. Except as permitted by the act, transcripts of, or information concerning a student’s education record will be released to parties outside the University only with the written consent of the student, except to the extent that FERPA authorizes disclosure without consent. The act also allows the University to release “directory information.”

The University defines the following information as directory information: name, address, telephone listing, dates of attendance, degrees and awards received, major field of study, date and place of birth, sports and activities, weight and height of athletes, most recent institution attended, and e-mail addresses. Any student objecting to the release of directory information should bring this to the attention of the registrar; accordingly, release of directory information for the particular student will be withheld. Students wishing to do so may file a complaint concerning alleged failures by the University to comply with the requirements of FERPA with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Title VI

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, religion, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving federal financial assistance. The intent of Title VI is to ensure for all individuals equal access to federal benefits.

Section 504

The University of Hartford hereby provides notice to its students, employees, applicants, and others that it supports the language and intent of section 504 of the Rehabilitation Act of 1973 (and regulations issued pursuant hereto, effective June 3, 1977), which prohibits discrimination on the basis of disability in its educational programs and its activities.

This policy and the requirement of nondiscrimination extend to admission to, access to, and employment at the University. Pursuant to section 504 and implementing regulations, the University also gives notice that the Dean of Students is the individual designated to coordinate efforts by the University to comply with and carry out requirements and responsibilities under section 504 and serves as the University's compliance officer. The Dean of Students is located in Gengras Student Union 307, and can be contacted at 860.768.4285. The assistant vice president for student health and wellness will serve as the coordinator for disabled-student services, providing direct advice and assistance to persons with disabilities.

Any student at the University who feels that he or she has been denied access to programs, facilities, or activities, or has been discriminated against based on a handicap, and who wishes to file a complaint, may do so by contacting the assistant vice president for student health and wellness at 860.768.5129, who shall attempt to remedy the student's grievance by informal means.

If the complaining party is not satisfied, he or she may follow established grievance procedures; a copy of the procedures is available from the assistant vice president for student health and wellness and includes the grievant's identifying in detail the nature of the grievance, as well as the parties, physical location, and other relevant information.

The grievance procedure includes a review by the compliance officer and, if necessary, a hearing before a committee of persons having no prior interest in the grievance. If remedial action is recommended by the hearing committee, the compliance officer will bring the findings of the committee to the attention of the appropriate supervisor and provide the grievant with a copy of the record, with the supervisor submitting a written response to the recommendations and findings of the hearing committee together with any plans for necessary remedial action.

Right to Contact U.S. Department of Education

Any person may also contact the Regional Director, Office for Civil Rights, U.S. Department of Education, Boston, MA 02109, regarding the institution's compliance with regulations implementing Title VI, Title IX, and Section 504.

Complaints Regarding Administrative Decisions

If a student has a complaint about an administrative action or decision affecting that student, then the University encourages the student first to meet with a representative from the relevant department to resolve that complaint. The Dean of Students Office is available to provide guidance to the student in this process.

If that meeting fails to resolve the complaint to the student's satisfaction, the student can then bring that complaint to the attention of the University officer who oversees the applicable administrative function, or that officer's designee. Some examples include:

- for a housing or disciplinary matter:
Dean of Students, Gengras Student Union 307, 860.768.4285;
- for a financial aid matter or issue with academic records:
Provost, Computer Center 332, 860.768.4505; or
- for general financial or billing matters:
Vice President for Finance and Administration, Computer Center 328, 860.768.5307.

If the matter has not been satisfactorily resolved after completing each step described above, then the student may choose to contact either or both of the following:

Connecticut Office of Higher Education

61 Woodland Street

Hartford, CT 06105-2326

800.842.0229

www.ctohe.org/studentcomplaints.shtml

New England Association of Schools and Colleges

3 Burlington Woods Drive

Suite 100

Burlington, MA 01803-4531

cihe@neasc.org; 781.425.7714

<https://cihe.neasc.org>

Phone Directory

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| Accessibility Services | 860.768.4312 |
| Admission and Student Financial Assistance | 860.768.4296 |
| Athletics | 860.768.4658 |
| Bank of America | 800.841.4000 |
| Bookstore | 860.768.4801 |
| Campus Ministries | |
| Catholic | 860.216.1254 |
| Jewish | 860.768.7956 |
| Protestant | 860.768.4899 |
| Career Services | 860.768.4287 |
| Center for Community Service | 860.768.5409 |
| Center for Reading and Writing | 860.768.4312 |
| Center for Student Success | 860.768.7003 |
| Colleges/Schools Dean's Offices | |
| Barney School of Business | 860.768.4243 |
| College of Arts and Sciences | 860.768.4250 |
| College of Education, Nursing and Health Professions | 860.768.4648 |
| College of Engineering, Technology, and Architecture | 860.768.4844 |
| Hartford Art School | 860.768.4393 |
| Hartt School, The | 860.768.4454 |
| Hillyer College | 860.768.4709 |
| Counseling and Psychological Services | 860.768.4482 |
| Dean of Students Office | 860.768.4285 |
| Facilities | 860.768.7925 |
| Dining Service | |
| Gengras | 860.768.4817 |
| University Commons | 860.768.4797 |
| Greek Life | 860.768.5409 |
| Hawks Ticket Office | 860.768.4295 |
| Health, Education, & Wellness Center | 860.768.5433 |
| Health Services | 860.768.6601 |
| Informer, The | 860.768.5723 |
| International Center | 860.768.5100 |
| Libraries | |
| Mortensen Circulation | 860.768.4264 |
| Mortensen Reference | 860.768.4403 |
| Allen Music Library | 860.768.4491 |
| Director, Libraries | 860.768.4268 |
| Mail Services | 860.768.4219 |
| Mort and Irma Handel Performing Arts Center | 860.768.2488 |
| Multicultural Office | 860.768.5122 |
| Orientation | 860.768.7003 |
| Office of Technology Services | 860.768.5907 |
| Public Safety (routine) | 860.768.7985 |
| EMERGENCY | 860.768.7777 |
| Radio Stations | |
| WSAM—University Commons | 860.768.4768 |
| WWUH—Gray Center | 860.768.4703 |
| Residential Life | 860.768.7792 |
| Sports Center | 860.768.5070 |
| STN2 News | 860.768.5213 |
| Student Activities | 860.768.5128 |
| Student Administrative Services Center (SASC) | 860.768.4999 |

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| Student Centers Administration | 860.768.4283 |
| Office of Student Conduct Administration | 860.768.4285 |
| Student Government | 860.768.4775 |
| University of Hartford Box Office | 860.768.4228 |
| WSAM Radio | 860.768.4238 |
| WWUH Radio | 860.768.4703 |

STUDENT SERVICES

Student Affairs

The Student Affairs directors and coordinators provide quality services and programs that enable our students to grow personally and academically. You can count on all student affairs professionals at the University of Hartford to share accurate information with you in a timely fashion; to solicit your opinions and ideas and to listen to them; to treat you with dignity and respect; to speak directly and honestly with you; to state their expectations clearly and hold you and themselves accountable for living up to them; to encourage you to exercise leadership; to challenge not only you but also the status quo, and to encourage you to become involved in a full range of activities and learning experiences. You can also count on student affairs staff members to minimize bureaucracy and red tape, to strive for continuous improvement, and to make it easy for you to interact with them.

Student Affairs wants to create an active, supportive, and vital living-learning community that will enhance student development, retention, and staff commitment by focusing on the principles of open communication, empowerment, engagement, integration, diversity, and total quality service. Our goals are to:

- provide a supportive community in which you know you matter
- help you maximize your potential for becoming responsible citizens of the world
- promote a nurturing and accepting environment that will enhance your self-esteem
- make a commitment to a pluralistic community that values you because of your differences rather than in spite of them
- increase your involvement with the faculty and staff, which will enrich your total University experience
- create a campus climate that promotes friendly interaction and opportunities enjoyment/fun while encouraging all students to be respectful of each other
- provide you with opportunities for self-directed learning
- encourage opportunities for participation in community service and service-learning opportunities

The University of Hartford offers a variety of student services aimed at bridging students' academic experiences with the active extracurricular life of the campus.

Specifically, the following areas within the Division of Student Affairs provide specialized services and programs designed for you:

- Access-Ability Services
- Campus Ministry
- Career Services
- Center for Community Service
- Health Education and Wellness Center
- Counseling and Psychological Services
- Health Services
- Multicultural Programs
- Orientation
- Residential Life
- Student Activities and Greek Life
- Student Centers Administration
- Student Conduct Administration
- Student Success Center

While the Department of Athletics, Public Safety, Campus Dining Services, and the International Center do not report to the Division of Student Affairs, these departments subscribe to the same basic goals, and they interact routinely with departments in the Division of Student Affairs for the benefit of our students.

Access-Ability Services

Access-Ability Services at The University of Hartford provides services and accommodations to students with disabilities. Once the student has been accepted to the University of Hartford, he/she should submit current documentation to the Director of Access-Ability Services. After documentation is received and reviewed, students will be contacted on their University of Hartford email account with information about scheduling an Intake Interview. Intake Interviews consist of filling out paperwork, discussing the nature and impact of the disability, and setting up accommodations.

Potential accommodations will be determined by the appropriate disability services provider on a case-by-case basis and Accommodation Letters are submitted electronically to faculty by Access-Ability Services with the student copied on the email. Accommodation Letters should be obtained within the first three weeks of each semester in order to receive accommodations. Please note that accommodations are not retroactive and do not automatically rollover each semester. Students who choose not to disclose their disability or request Accommodation Letters each semester forfeit all academic accommodations. All students are required to meet the same academic, comportment, and technical standards, regardless of the presence of a disability.

Academic Coaching: Professional Academic Coaches are available to meet one-on-one with eligible students for academic strategies. Common topics include; adjustment to college, time-management, organization, and study skills. Appointments are scheduled on a first come, first served basis. A First-Year student may meet once per week for 45 minutes, and upperclassmen may receive appointments when available. Students may schedule or cancel appointments by calling 860.768.4312. Please note that Access-Ability Services does not offer content tutoring.

Test Accommodations: In order to qualify for testing accommodations, the student must have been approved for accommodations based on appropriate documentation on file with Access-Ability Services. Students may choose not to use accommodations for their tests. Students are required to take tests, exams, and final exams at the same time/date as their class. Work schedules, clubs/activities, and travel plans are not accommodated by Access-Ability Services. Occasionally, a scheduling conflict arises, and, if necessary, legitimate exceptions to the standard policy may be made.

Students taking exams in Access-Ability Services must make a testing reservation one week prior to the scheduled test/exam date and complete an Exam Administration Form. Access-Ability Services then emails the form to the professor and students must inform their professors that they have made testing arrangements.

Students testing in Access-Ability services must:

- Arrive on time to take the test
- Follow the tenets of academic honesty.
- Leave personal belongings including but not limited to jacket, book bag, pocket book, cell phones, smartwatches, personal listening device, textbooks and notes in the reception area.
- Take the test in the assigned space.
- Submit any scrap paper, calculations, or approved notes with the completed test/exam.
- If a student requires the use of the lavatory, a notation will be written on the exam.
- Students may leave as soon as the test is completed unless the “standard” test has not yet been administered. Once the student leaves the test site, the student forfeits access to the test.

All documentation should be sent to: Director of Access-Ability Services, Auerbach Hall, Room 209, 200 Bloomfield Avenue, West Hartford, CT 06117 or the information can be sent via fax to: 860.768.4183. The office phone number is 860.768.4312.

Website: <http://www.hartford.edu/access-ability>

Campus Ministries

Catholic Campus Ministry

Catholic Campus Ministry at the University of Hartford is a service provided by the Archdiocese of Hartford. The ministry offers opportunities for students, alumni, faculty, and staff to expand their knowledge of the Catholic tradition and deepen their relationship with Christ in the community of the Church. Weekly celebration of the Mass (Sunday, Holy Day and weekday), Scripture studies, small faith groups, community service and social events are some of the ways individuals are able to get involved. Sandi Smith is the full-time Catholic Campus Minister. The Catholic Campus Ministry Center is located across the street from the main campus entrance at 207 Bloomfield Avenue. For more information come to the center, call 860.216.1254, email ccm@hartford.edu, or visit the website at:

www.hartford.edu/student_affairs/departments/catholic_ministry

Newman Club

The Newman Club is the Catholic student organization on campus. The group is dedicated to the mission of spiritual education, social justice, and a welcoming community. The Newman Club, which meets bi-weekly, is open to students of all faiths.

For more information email newmanc@hartford.edu or call 860.216.1254.

Newman Choristers

The Newman Choristers are a dedicated group of singers and musicians who lead the music during the Sunday Mass at the center as well as perform at other campus and community events. Students of all faiths and abilities are encouraged to join.

For more information please email ccm@hartford.edu or call 860.216.1254.

Hartford Hillel Foundation

University of Hartford Hillel is committed to providing opportunities for students to celebrate, discover, and experience Judaism in a pluralistic and welcoming environment. Hillel offers students an opportunity to learn about themselves and strengthen their Jewish identity. Hillel aims to reach every student at the University of Hartford through a variety of programs and initiatives. We do so by providing a space where students are encouraged to grow intellectually, socially, and spiritually and develop a commitment to Jewish life after graduation. For more information follow Hillel on social media @UHartHillel or contact us via email at Hillel@hartford.edu

Protestant Campus Ministry

Reverend F. Gary Knighton is the Protestant pastor for the campus. He is available for spiritual formation and counseling services for students and faculty/administration personnel.

Pastor Knighton supports the efforts of the Fellowship of Christian Athletes, Intervarsity Christian Fellowship, and the Gospel Choir. An essential function of the ministry is to link students with local area churches to be a part of during their time on campus. Meetings are held on Tuesday nights at 6:00pm for weekly worship services. Email Pastor Knighton at pcm@hartford.edu or call 860.819.9798.

Career Services

The University's office of Career Services provides comprehensive assistance to all matriculated students and recent graduates in making decisions regarding careers and related fields of study, work opportunities, and experiential education. The organizational goal is to provide every student with appropriate help from the very beginning, including selecting a major or course of study. Students are assisted in the process of finding appropriate work experiences while in college—identifying and “testing out” potential career options—and finding jobs or continuing their education after graduation. Career Services serves both undergraduate and graduate students of the University of Hartford. Alumni receive access to most services free of charge.

During your years at the University of Hartford, you will seek answers to many questions. If these questions resemble those that follow, the Career Services staff can help:

- What major should I choose?
- How do I combine my interests, skills, and values into an academic career plan?
- What kinds of jobs will I be qualified for with my degree?
- How can I find an appropriate work experience or internship to see if my career goals are realistic?
- How can I prepare for the job search, write a résumé, and identify and contact potential employers?
- How do I identify graduate schools whose programs interest me?
- What would I be doing in a particular job?

Career Services' programs have been developed to meet a variety of needs that you will likely have at different times while you are a student. The following are among the most important:

- individual career advising by appointment
- assistance in finding internships and part-time jobs while in college
- self-assessment tools and interest inventories
- on-and off-campus recruitment by employers
- consultation in writing résumés, cover letters, and graduate school essays
- online, searchable databases of professional positions and internships
- practice (mock) interviews, with or without video support
- job listings for part-time and summer positions, as well as Federal Work Study employment
- workshops on important topics, such as résumé writing, interviewing, and developing a job-search strategy
- annual Career Fairs and networking events
- a comprehensive Career Library with occupational information

The best way to use Career Services is to begin early. Drop in at Gengras Student Union 207. You might want to make an appointment with a career advisor. Our telephone number is 860.768.4287. If you would like to learn more about our services, visit our website at: www.hartford.edu/career

Applied Learning

As a student, you know the benefits of learning from experience. Career Services provides assistance in finding both internships and “co-op” positions. Internships may be either paid or unpaid and usually carry academic credit in a defined field of study. Cooperative education is a process that enables you to complement your academic education with practical experience related to your major or career goals. Students in all academic majors are eligible to participate in applied-learning opportunities. It is important to speak with your academic advisor regarding the rules governing academic credit.

Career Services provides assistance in locating internships in many different fields and locations. Some are listed on the Handshake portal of Career Services' website, while others are developed through research. A good place to begin is with an appointment with a career advisor; call 860.768.4287 or drop by Career Services (Gengras Student Union 207). Academic credit for internships is the responsibility of the academic advising faculty/internship coordinator of your school or college.

Career Services can help you to identify and prepare for these preprofessional roles. For more information, contact Career Services, Gengras Student Union 207, 860.768.4287.

Student Employment

A part-time or summer job benefits both the student and the employer. For the student, it is an opportunity to explore a specific career interest or to investigate the working world in general. It also represents a paycheck that helps meet tuition payments and living expenses. Career

Services provides assistance to all enrolled students seeking employment. Full-time summer and part-time and temporary jobs both on and off campus are listed on the Career Bridge portal on the Career Services website as they become available.

In addition, Career Services and the Office of Admission and Student Financial Assistance provide guidance for students eligible for Federal Work Study awards. Whether the job helps you to meet college expenses or to gain valuable work experience, Career Services can help you find the position you need. Stop by Gengras 207 or call 860.768.4287 to set up an appointment with a career advisor. Our office is open year-round.

Internships

Participation in internship opportunities—supervised work experiences in a field related to students' program of study—is an excellent way to gain experience while earning academic credit. Even more important, internships allow students to “test drive” a prospective work environment while still affording to make a change if things do not work out.

Career Services provides assistance in locating internships in many different fields and locations. Some are listed on the Handshake portal of Career Services' website, while others are developed through re-search. A good place to begin is with an appointment with a career advisor; call 860.768.4287 or drop by Career Services (Gengras Student Union 207). Academic credit for internships is the responsibility of the academic advising faculty/internship coordinator of your school or college.

Center for Community Service

The Center for Community Service serves as a resource for students, faculty, and staff in providing opportunities for civic engagement, volunteerism, and service learning with agencies throughout the greater Hartford area. The Center for Community Service hopes to increase the level of volunteer service provided by our students, faculty, staff, and alumni by:

- working closely with our off-campus neighbors and agencies to identify opportunities
- maintaining an active database of agencies seeking volunteers
- publicizing volunteer service opportunities and connecting volunteers with these experiences
- assisting clubs and organizations with their philanthropic efforts
- researching community and agency needs and securing relevant and meaningful service-learning experiences that will strongly relate to the students' course work
- providing printed resources on the field of service-learning
- serving as the University's liaison with local off-campus agencies
- meeting with classes and academic departments to discuss service-learning opportunities

We invite everyone to stop by Gengras Student Union 209, or call 860.768.5409 and let us know how we can be of assistance. Visit our website at www.hartford.edu/ccs

To volunteer in the Greater Hartford area or your local community, please visit <https://uofh.volunteermatch.org> and create a volunteer account to search community service listings.

Center for Adult Academic Services and Graduate Admission

The Center for Adult Academic Services provides a variety of services for part-time undergraduate students. Graduate admission coordinates the application and admission process for all graduate programs offered at the University. It disseminates information about graduate degree programs and functions as the clearinghouse for information about related services available to graduate students.

The center is also the entry point for nonmatriculated adult students who wish to enroll in undergraduate courses at the University on a part-time basis. Academic advisors assist with course selection and registration.

The Center for Adult Academic Services and the Graduate Admission office can be contacted at 860.768.4371, or stop by the office in room 231 of the Beatrice Fox Auerbach Computer and Administration Center. Regular office hours are Monday through Thursday, 8:30 a.m. to 7:30 p.m., and Friday, 8:30 a.m. to 4:30 p.m.

Health Education and Wellness Center

Be Well Be Healthy Be a Healthy Hawk

Located on the lower level of University Commons in room 118, The Health Education and Wellness Center offers comprehensive health promotion services for the University of Hartford campus community through a holistic living and learning atmosphere. We achieve this by offering programs and resources to students, faculty, and staff in an environment that is both fun and comfortable.

With a focus on your health and happiness, we offer fun and supportive wellness service programs such as nutrition and fitness, wellness coaching, alcohol and drug prevention, and so much more. Wellness helps you achieve your highest potential and includes social, emotional, spiritual, environmental, intellectual, occupational, and economic components. Wellness is more than being free from illness; it is a dynamic process of change and growth. We want to assist you as you undertake this process.

We are sensitive to how the components of your life impact your health and well-being. We encourage personal responsibility for achieving and maintaining wellness. Not only do we assist in the process of healing, but also provide information and care to maintain and enhance well-being according to your individual needs.

Support and education are essential to everyone's health and wellness. Visit us at the lower level of University Commons in room 118, and we will help you to design your personal approach to wellness in all areas of your life.

Our Center is filled with health and wellness resources to meet your needs. Additionally, professional staff members, with assistance from graduate and undergraduate student workers, operate the Health Education and Wellness Center and are available to assist you.

Please visit our comprehensive website for more information on our programs and services: http://www.hartford.edu/student_affairs/departments/health-education-wellness-center-new/default.aspx

Counseling and Psychological Services

Counseling and Psychological Services (CAPS) supports the mission of the University by helping students achieve their educational and personal goals. The emphasis is on adjustment to college, personal growth, and meeting the developmental needs of young adults by providing them with support, information, and life skills. The tools and processes offered by CAPS include psychosocial assessment, short-term counseling and psychotherapy, mental health consultation and training, psychological education through programs and support groups for students.

Some of the issues addressed through counseling, consultation, and/or education include:

- relationship and communication skills
- self-esteem
- anxiety
- sexuality
- drugs and alcohol
- eating issues
- stress and time management
- depression and suicide
- grief and loss

It is perfectly normal for any one of us to feel the need for assistance in making difficult decisions, handling troublesome relationships, managing change, or coping with feelings of loneliness, fear, or sadness. Students often come to counseling with issues concerning roommates, friends, dating partners, and family. It is also common that during adjustment to college, self-doubts arise, and some students need help in making the transition. All of us have periods of crisis in our lives and times when it can be very helpful to talk with a counselor.

What About Confidentiality?

Counseling sessions are confidential. Any records kept on students are the property of CAPS and are not part of the students' academic or medical records. There is no communication with parents, faculty, or staff about counseling visits without the written consent of the student, except in rare instances when there is imminent risk to the safety of the student or those around them.

How Does Counseling Work?

Full-time and part-time undergraduate and graduate students taking at least six credits are eligible to access CAPS services. Graduate and part-time students are required to pay a modest additional fee to the Bursar's Office. Students utilize CAPS services in consultation with counseling staff who help determine the limited number of sessions a student will attend. These services are time-limited in nature and help students focus in on both the central issue(s) that brought them to treatment as well as on identified goals and objectives. CAPS services include individual, group, and couples counseling. Of course, there are times when a student's treatment needs extend beyond that which CAPS can offer. In such instances, CAPS counselors will work with students to arrange access to off-campus psychotherapists and psychiatrists. While walk-in appointments are reserved for emergencies only, an initial appointment with a counselor is usually available within a week and may be arranged by calling the CAPS office at 860.768.4482 or by stopping by Gengras Student Union 313.

What Resources Are Available Online?

CAPS has a wide variety of information available to students through their website, www.hartford.edu/CAPS. In addition to general information about CAPS services, the website provides free resources for depression, anxiety, bipolar disorder, post-traumatic stress disorder, alcohol abuse, and eating disorders. Helpful information is also available for parents, staff, and faculty. Any student requiring off-campus psychological or psychiatric services can find a helpful referral list to a variety of providers in the community through the CAPS website. Please note that CAPS does not provide online counseling services. Please call CAPS at 860.768.4482 or stop by the CAPS office located in Gengras Student Union 313 to set up an appointment with a counselor.

Proactive Intervention***Policy Statement***

The Division of Student Affairs is an active force in providing students with assistance when they are faced with difficult issues in their lives. Programs offered by the Health Education and Wellness Center and the Office of Counseling and Psychological Services are an example of the division's commitment. While most students will seek out assistance when they feel it necessary, or are receptive to recommendations from concerned members of the University community, occasionally a student may require intervention.

For the purposes of this policy, proactive intervention is defined as requiring the student to meet with a staff member from the Office of Counseling and Psychological Services. The University will require proactive intervention only when (i) a student exhibits behavior that could pose a danger to them self or others; or (ii) the student's behavior could impair their ability to function in the University community; or (iii) the student's behavior may be related to the effects of drugs

or alcohol abuse. The primary goal of the proactive intervention policy is to assist students in getting the help they need before they get into a crisis. It is important to note that intervention will not be used in lieu of referrals or consultations that ordinarily take place between faculty and staff members and the individuals listed below. Proactive intervention will be used only when a student is not willing to seek assistance for them self. If the student should refuse the intervention, the code of student conduct system, when appropriate, may be used as a means of following up on the student's behavior.

It is also important to note that the University of Hartford respects the rights of individuals whose religious tenets and practices may exclude the treatment of psychological and physiological conditions through the means below.

Procedures

Faculty or staff members may request proactive intervention by contacting a representative of the Office of Counseling and Psychological Services. The CAPS representative will make appropriate recommendations based on the nature of the concerns at hand and refer students to the appropriate resource on campus (Counseling and Psychological Services, Health, Education and Wellness Center, Public Safety, Student Success Center, Dean of Students Office, etc).

Drug/Alcohol Use

The student may be assigned to attend lifestyle classes offered through the Health Education and Wellness Center. Another option is for the student to participate in a motivational interview process.

Psychological Issues

If warranted, a one-time assessment by a member of the Office of Counseling and Psychological Services may be mandated by the Dean of Students Office. Any recommendations that come from the assessment, including following the procedures of the section on Required Medical Leave of Absence will be reported to the Assistant Vice President for Student Health and Wellness. The counseling staff will review behavioral expectations with the student and recommend future steps. The student will make the final decision on whether or not they will seek ongoing counseling or support.

Contacts

Individuals holding the following positions, or in the following offices, may serve as resources:

| | |
|--|--------------|
| Resident Directors | 860.768.7792 |
| Public Safety Personnel | 860.768.7985 |
| Assistant Vice President for Student Development | 860.768.5122 |
| Assistant Vice President for Student Health and Wellness | 860.768.4260 |
| Counseling and Psychological Services Personnel | 860.768.4482 |
| Director of Access-Ability | 860.768.4312 |
| Assistant Vice President for Residential Life | 860.768.7793 |
| Director of the Health Education and Wellness Center | 860.768.5188 |
| Director of Student Conduct Administration | 860.768.4285 |
| Student Success Center Personnel | 860.768.7003 |

Medical Leave of Absence

A number of students experience periods of medical or psychological distress during their years at the University. During such periods, the vast majority of students are able to continue their studies and benefit from the structure and support of the collegiate environment. The Office of Counseling and Psychological Services and the Health Services departments are committed to providing evaluation, treatment, and referral services designed to facilitate the continued participation of students in University life while they are dealing with these medical or psychological issues.

Occasionally, students experience medical or psychological problems severe enough to require more intensive treatment or time away from the University environment. This policy is intended to ease the departure process and facilitate the student's return to the University when enrollment needs to be interrupted for a period of time.

Requesting a Leave

Students needing to interrupt their studies for psychological reasons may request to be placed on a medical leave of absence upon the written recommendation of a staff member from the Office of Counseling and Psychological Services, a private therapist, or a medical provider. Students requesting a medical leave of absence must present a statement from their attending physician, which will be reviewed and acted upon by the Assistant Vice President for Student Health and Wellness. Students on medical leave of absence remain matriculated at the University and are not required to reapply for admission. Students participate in the normal registration and room-selection process in absentia, are eligible for tuition and fee refunds according to the University's published refund policy, and are informed of the implications of the leave on their financial aid packages. It is the student's responsibility to contact financial aid to determine what, if any, impact the leave will have on their financial aid for the semester.

Returning to the University

Students returning from a medical leave of absence will be required to submit a return to campus form (available in the Dean of Students Office) completed by a qualified licensed professional; to meet with the Assistant Vice President for Student Health and Wellness, and to make arrangements when appropriate, for on or off-campus support services tailored to their individual needs.

Required Medical or Psychological Leave of Absence

There may be a rare occasion when a student is required to take a leave of absence based on a thorough review of their case, including recommendations of a staff member from the Office of Counseling and Psychological Services, Student Health Services, or a private physician or therapist in consultation with appropriate staff/offices.

The Assistant Vice President for Student Health and Wellness or designee is responsible for consulting with appropriate offices; notifying individuals/offices that have a need to know; communicating with the student and, if advisable, the family; and managing community reactions when necessary.

All questions and concerns about any potential required medical or psychological leave of absence are to be directed to the Assistant Vice President for Student Health and Wellness.

Health Services

Basic Services

The University Health Services (860.768.6601) is located in the Sports Center. The entrance is on the west (left) side of the building. Through payment of the Student Support Services fee, services are available to all full-time undergraduate students during the fall and spring semesters. Graduate and part-time students are welcome to use the facility by either (a) paying the student support services fee during the registration process, or (b) paying a fee for medical services at the time they are rendered.

Student Health Services provides basic health care to students, including routine acute and chronic medical care, women's health exams, birth-control counseling, and most laboratory testing. The Health Services staff includes a physician, nurse practitioners, registered nurses, and medical assistants. Our providers are experienced in treating common health problems seen on college campuses and have access to a wide range of specialists and emergency services when necessary.

Health Services operates on an appointment system. For students' convenience, Health Services offers the following for a modest fee: allergy injections using the antigen and instructions supplied by the student's allergist; PPD, tetanus, flu, hepatitis B, meningitis, varicella, measles, mumps, and rubella injections; women's health annual exams; pregnancy testing; STD testing, including confidential HIV testing; a variety of medications, including prescription, over-the-counter, and birth-control products

Medications

Many students need to have monthly medications that we do not carry. Students may contact CVS Pharmacy (located in Bishops Corner) to set up a delivery account.

CVS

344 North Main St., West Hartford, CT 860.236.3564

The University of Hartford and Connecticut State Law require that all enrolled students who were born after December 31, 1956 submit a health history and proof of immunizations. Please go to our website at uhaweb.hartford.edu/health/forms/html to find the required form for each student to submit prior to attending classes. All immunizations must be submitted on this form only. Please fill out the entire form.

Students remaining out of compliance with State of Connecticut regulations may be unable to register for classes for a second semester until their records are complete. Connecticut State Law also requires that all students living on campus be vaccinated with the meningococcal meningitis vaccine. This law took effect in 2002. The meningococcal meningitis vaccine is available through Health Services for a fee. Students remaining out of compliance with State of Connecticut meningococcal meningitis regulations will be unable to register for classes for a second semester until their records are complete.

Insurance

Health Services does not handle insurance for the University. Please contact Financial Affairs (860-768-4200) for information.

Local Walk-in Centers/Prompt Care/Emergency Care

ProHealth Physicians Extended Hours

631 South Quaker Lane, West Hartford, CT 860-232-2010

Hours: Monday thru Friday, 5:30 p.m. - 9 p.m.; Saturday, 9 a.m. - 5 p.m.; Sunday, 10 a.m. - 2 p.m.

AFC Urgent Care

1030 Boulevard, West Hartford, CT 860-986-6440

Open 7 days a week. No appointment necessary.

The Urgent Care Center of Connecticut

421 Cottage Grove Road, Bloomfield, CT 860.242.0034

Open 7 days a week. No appointment necessary.

Be sure to check with these facilities to see if they take your personal insurance. For medical or psychological leaves of absence, see Counseling and Psychological Services.

Policy on Student Illness

If you are ill and cannot attend class, email the instructor in advance (or if not possible, email within 24 hours of the missed class) and let him or her know.

Missing an Exam or Assignment

Allowing you to make-up missed exams and assignments is at the instructor's discretion. For the instructor to consider allowing you to make-up missed exams or assignments, you must do the following:

- Visit the University Health Center (UHC), a doctor, or hospital for treatment on the day that you are sick and get documentation of the visit for your instructor, and
- Email your faculty member in advance (or if not possible, within 24 hours of the missed class) to tell him or her that you cannot attend and that you are seeking or have sought treatment.

If a student was sick and did not come to Health Services they can still stop in our office and fill out a note that we will sign off on. They can present this to their professor.

Extended Illness

In the case of an extended illness (a week or more), e-mail the Dean of Students Office. Documentation of treatment is required.

International Center

The International Center provides services to students, scholars, faculty, and guests from around the world and offers over 100 study abroad programs in 50 countries each semester. International students and scholars receive support and guidance regarding immigration regulations and life in the U.S., and both international and domestic students can participate in a variety of programs to highlight the cultural diversity of the University community. The International Center also hosts a multitude of programs abroad, ranging from a week to a year in duration, which offer students the option to study, intern, conduct research and/or engage in service learning abroad. The International Center is located in Gengras Student Union 309. Phone: 860.768.4870 or email internatl@hartford.edu.

Multicultural Programs

The Office of Multicultural Programs provides opportunities and advocacy for historically under-represented groups. The focus is to promote and enhance a pluralistic community by advocating for cross cultural awareness.

Programs and opportunities include: Multicultural Student Organizations, Community Service Activities, Cultural Programs, Diversity Training, Academic Support, Student and Professional Development, The Hartford Scholars and The Book Fund. Students and staff actively collaborate with departments and organizations to foster diversity, understanding, inclusion and equity across campus. The Office of Multicultural Programs is located in Gengras Student Union 211. Phone: 860.768.5122 or email rojanjack@hartford.edu.

RESIDENTIAL LIFE

Welcome

Welcome to on-campus living at the University of Hartford! We hope that during the coming year you will take advantage of the opportunity to become an active member of your residential community. The experience of on-campus living is a valuable part of a university's education through which students gain independence, obtain knowledge, and develop lifelong relationships. Making the best use of this experience requires a commitment to a few basic principles including, but not limited to:

- consideration for the rights of others for privacy and quiet
- respect for the community and for others' personal belongings
- discussion of differences with roommates or neighbors in a timely and constructive manner

Residential Life Information and Policies

The University of Hartford offers you a living experience based on a community structure that supports the University's commitment to a culturally diverse residential environment. In order to maintain a strong community with an atmosphere conducive to academic excellence, there must be guidelines for appropriate behavior. These guidelines encourage student accountability and responsibility and have been established with the intention of benefiting the community as a whole. All students are responsible for abiding by all University policies and procedures, including those stated in this handbook and in the Housing Agreement.

Office of Residential Life Policy Statement

The Office of Residential Life does not discriminate in its application, assignment, or discipline procedures; in access to its programs or activities; or in treatment or employment of individuals on the basis of race, creed, color, national origin, ancestry, disability, age, sex, sexual orientation, or nationality.

Residential Life Staff

The Office of Residential Life is responsible for developing and implementing the University of Hartford housing policies. The office includes the following staff members:

- Assistant Vice President of Student Life
- Assistant Director for Community Development
- Assistant Director for Assessment and Operations
- Assignments Manager
- Office Manager
- Professional Resident Directors (RDs)
- Graduate Assistants (GAs)
- Resident Assistants (RAs)
- Customer Service Representatives (CSRs)
- Assignments Assistant

The Office of Residential Life is open Monday through Friday from 8:30 a.m. to 4:30 p.m. The staff provides assistance and answers questions regarding housing policies and procedures.

Each residential area is supervised by a professional Resident Director (RD). These RDs are available in their areas for regular office hours during the business day. Resident Assistants are on duty Sunday through Thursday from 7:30 p.m. to 8:30 a.m. and have 24-hour shifts on Friday and Saturday. Residents are encouraged to be responsible and independent in their living areas. Individuals are expected to take responsibility for creating and preserving a positive community. Residents are expected to respect the rights of others, to be considerate, to take care of property, and to act as responsible adults in the community.

Residential Life Staff Contact Information

The most updated information about the Office of Residential Life staff, policies, and important deadlines is listed on our website: www.hartford.edu/reslife. Students can also contact the Office of Residential Life by e-mail at reslife@hartford.edu. Staff can also be reached at the following numbers and locations:

Residential Life Central Office

F Complex, Barnard 860.768.7792

Resident Director Offices

| | |
|---|--------------|
| A & B Complex, Crandall 101 | 860.768.6101 |
| C & D Complex, Malcolm X 101 | 860.768.6103 |
| E & F Complex, Hillyer 103 | 860.768.6105 |
| Hawk Hall, Room 102 | 860.768.7905 |
| Regents Park and Park River, Regents Park Room C22 | 860.768.6108 |
| The Village, Apt. 7105 | 860.768.6110 |
| Asylum Avenue Campus, TH 14 | 860.550.3347 |

Residential Living Areas

The residential living areas provide students with the opportunity to develop skills they can use throughout their lives, including the ability to resolve conflicts, make compromises, understand another person's point of view, take responsibility for community activities, and develop a community that is as safe and secure as possible for all its members. By living and working together, the residents give their living area a distinct personality through the activities they plan and the friendships they develop.

The six complexes are made up of individual houses and are the University's most traditional residence halls. Hawk Hall is exclusively for first year students, houses the Residential Learning Community program, and is the newest residential facility on campus. Regents Park is a suite-style living facility that includes a living room and snack/dining area in each four-person suite. Residents of Regents Park are responsible for cooperative housekeeping within their suite. The Village Apartments and Park River Apartments have been designed to provide campus housing for upper-class students who want the additional privacy and independence of apartment living including a kitchen and cooperative housekeeping within the apartment. The Asylum Avenue Campus offers independent townhouse living for graduate students and includes a bedroom and office space per student with a shared living area and kitchen. The Asylum Avenue Campus is located about two miles from the main campus and free laundry is available on the main campus for Asylum Avenue residents.

Student Rights

As a resident of the University of Hartford housing, you possess specific and individual rights that should be respected by your roommates/suitemates, those living around you, and by the Office of Residential Life. These rights are balanced by reciprocal responsibilities, which everyone must uphold to maintain the residential community. As a resident, you have the right to

- sleep and study in your room free from undue interference
- have control over your personal belongings
- have free access to and from your place of residence
- enjoy a clean and safe environment
- entertain guests when it does not infringe upon roommate or community rights or conflict with housing policy
- confront another's behavior when it infringes upon your rights
- be free from all forms of intimidation, including verbal, physical, and/or emotional harm
- bring forward issues and grievances
- seek aid of staff in resolving conflicts
- be afforded due process as described in University documents

Community Standards

At the beginning of each semester, students will be expected to participate in a community standards meeting facilitated by a RA. Community standards are the agreements made by the residents concerning how suite/floor/apartment/quad/wing mates will relate to and treat each other. Community standards can be seen as a contract or list of agreements made by members of a given community. Community standards are a process by which individuals begin forming a community through dialogue, compromise, and commitment. Community standards evolve; they should not be thought of as a task to be completed but rather as a means through which community interaction occurs.

An important aspect of community standards is discussing and deciding how to enforce the agreements. Discussing the issues of responsibility and accountability of each community member to every other member can be difficult. The thought of holding someone accountable can be equally difficult, so the RA is available to help residents have these discussions. Community standards are an ongoing process that defines mutual expectations for how the community will function on an interpersonal level, subject to applicable University policy. Community standards further provide the mechanism for the community to deal with behaviors that violate standards.

Get Involved—Community Engagement

A complete college education includes a rich assortment of activities, which are made readily available in the University of Hartford's residential community. Part of our mission in the Office of Residential Life is to provide opportunities for community involvement, giving you a chance to help shape the community in which you live. Involvement in residential activities and programs offers many rewards: new friendships, a broadened awareness of the rich diversity found in the University of Hartford student body; a greater appreciation for scholarship, art, and community building; and a chance to relax, have fun, and build memories that will last a lifetime. Contact your RA or RD to learn more about the different programs, activities, and leadership opportunities available in your residential area.

Employment Opportunities

Assignments Assistant

The Assignment Assistant (AA) is selected and trained by the Assignments Manager. This position plays a significant role in the day-to-day functions of assignments and in the Office of Residential Life. This position is behind the scenes, work independently, and closely supports our assignment processes.

Customer Service Representatives

Customer Service Representatives (CSRs) are students who have successfully completed an extensive training program. Their primary role is to provide excellent customer service and to support all the functions of the Office of Residential Life in the central office.

Resident Assistants

Resident assistants (RAs) are students who have successfully completed extensive selection and training programs. Their primary role is to work with you as a peer advisor to make your stay in on-campus housing a positive living/learning experience. The RA is available to:

- help students meet other residents and build a community
- provide support with social, personal, and other issues
- assist in the resolution of conflicts with room/suite/apartment mates
- plan activities to address students' needs and interests
- uphold the Code of Student Conduct and Residential Life policies and procedures
- serve as a resource and referral agent for students
- educate residents regarding campus resources
- enforce safety and security measures in cooperation with Public Safety
- assist the RD and the Office of Residential Life with administrative tasks

Applications for RA positions are available on a year-round basis. The RA selection process for the following academic year begins during the previous fall semester. For more information about the RA selection process, contact the Office of Residential Life at reslife@hartford.edu or by phone at 860.768.7792.

Residential Living Requirement

Overview

Living on campus is an important part of your University of Hartford educational experience. Studies nationally have shown that college students who live on campus have a better grade point average, are more involved in campus activities, take full advantage of campus resources, and are more likely to graduate than those who live off campus. Learning to embrace and to be active within your community—and to be successful in life—requires the acquisition of skills and abilities that extend far beyond the learning that takes place in the classroom. The University of Hartford is committed to providing you with rich opportunities to grow both intellectually and socially. This includes making connections with students whose life experiences are different than your own, actively participating in your residential community, learning how to appropriately deal with conflict, and living according to the shared values of our University community. It is our philosophy and expectation that all enrolled full-time first- and second-year students who do not qualify for an exception as detailed below live in University housing and participate in a University-sponsored meal plan.

Requirement

All full-time undergraduate students must live in on-campus housing and participate in a meal plan during their first two years at the University, barring exceptions listed on the Residential Life website. All students requesting an exception must request one using the process outlined on the Residential Life website.

Housing Eligibility and Assignments

Housing Eligibility

To be eligible for on-campus housing, students must maintain full-time status by carrying at least 12 credit hours per semester. Students who fall below full-time status and wish to remain in on-campus housing must request permission in writing from the Assistant Vice President of Student Affairs overseeing Residential Life or designee.

Assignments Process:

New Students

Housing is assigned for the full academic year. A \$500 admission deposit must be returned with the application; \$150 of this deposit is applied to the student's account as a housing deposit for as long as the student lives on campus. The housing deposit reserves a space in University housing and gives students access to the housing application. Applications and deposits submitted after University housing is filled to capacity will be placed on a waiting list in order of the date a completed application is received. If residence halls are filled, we reserve the right to place students temporarily in overflow accommodations until regular space is available. If a student should decide to withdraw their housing application, the student must notify the Admission office by July 1. After the July 1 cancellation deadline, no deposits will be refunded unless unforeseen circumstances make it necessary for the University to initiate withdrawal from agreement. New students requesting a Special Housing Assignment as an accommodation due to a medical condition or a disability should contact the assistant vice president for student health and wellness by June 15th.

Returning Students

Housing is assigned for the full academic year. If a student decides to withdraw from this housing agreement and wishes to request that the housing deposit to be released to their account, the student must notify the Office of Residential Life in writing by July

1. After this deadline, no deposits will be refunded. The room reservation deposit is non-refundable. Returning students choose their housing assignments for the following year during the housing selection process in the spring semester. Priority is given to current students based on criteria outlined during room selection. Students must be registered for classes by the last day of the prior semester to retain their housing assignment. Returning students requiring a Special Housing Assignment as an accommodation due to a medical condition or a disability, should contact the assistant vice president for student health and wellness prior to the start of the housing selection process in the spring semester. Information on deadline dates to submit a Special Housing Request will be available through the Residential Life website and the Dean of Students Office at the beginning of the 2nd semester.

Housing Waiting List

Students who do not pay the room reservation deposit by the start of online room selection, and students whose student conduct history did not permit participation in the housing selection process, may be placed on a wait list with no guarantee of housing. Students must complete the online housing application to be placed on the waitlist.

Break Period Housing

During Thanksgiving and spring breaks, all residential facilities will remain open. Only those students enrolled in Winterterm or Summerterm classes may apply to remain in residence during the winter/summer breaks. All residential areas on the main campus are closed between the end of the fall semester and the start of Winterterm.

Housing Agreement Appeal Process

A student's housing agreement is binding for the entire year except for students who graduate in December. Releases from the housing agreement are granted only under exceptional circumstances, for example:

- medical reason with documentation
- marriage
- part-time status
- withdrawal from the University

To petition for release from your housing agreement, students must submit an email request to the Assistant Vice President of Student Affairs overseeing Residential Life. Please note that an approved release from the Agreement does not always result in a refund of your housing deposit.

Deposit and Refunds

New students who pay their deposit by the first Monday in May and wish to live on campus will receive University-sponsored housing accommodations. The first \$150 of the admission deposit acts as a housing deposit and is required with a housing application. Returning students must pay the \$250 non-refundable room reservation deposit by the designated deadline in order to be eligible for housing during the upcoming academic year and to participate in the room selection process. This deposit is credited to the student's fall tuition bill. The housing deposit is refundable when occupancy on campus is completed and the University notified prior to July 1st, only after any deductions are made by the University for any damage that may have occurred and provided the student has no other financial obligations to the University. The University, upon request, will provide the student with an itemized bill for attributed damages.

Students who withdraw from housing during the semester are eligible for refunds according to the University's Refund Policies as published by the Bursar's Office.

Late Occupancy

A student planning to occupy his/her room after the opening of the residence halls should notify the Office of Residential Life in writing prior to the assigned arrival date. A room will not

necessarily be held later than the first day of classes unless the student has notified the office of the late arrival. Failure to do so may result in a loss of the room and forfeiture of applicable deposits.

Administrative Moves

The University expressly reserves the right at any time during the academic year for the Assistant Vice President of Student Affairs overseeing Residential Life, or his/her designee, to reassign the student to other housing accommodations as the University, in its absolute discretion, deems necessary for maximum utilization of the University's housing facilities and for situations that are in the best interest of the residential community. When a move results in assignment to an area with a different housing fee the charges may be decreased, but not increased without the agreement of the student affected, unless the reassignment is a room change initiated by the student.

All available measures will be taken to ensure that the student is given adequate time to move, but establishing this time frame for such administrative moves is the sole responsibility of the Residential Life administrator involved in the situation. Failure to comply with such requests may result in student conduct action and/or cancellation of the student's agreement for University housing.

Consolidation

When there are a significant number of vacancies in any residential area, the Office of Residential Life will implement its consolidation policy. Students may be asked to move out of a given area or may be required to move to a different assignment within that area. Students not complying with the consolidation policy will be assessed an additional room charge and may face a referral to the Office of Student Conduct Administration.

Room Changes

Students who desire a room change must follow the procedures outlined by Residential Life by contacting the appropriate Resident Director. When appropriate, mediation between room/suite/apartment mates may be required before a room change is granted. All room change requests are subject to approval based on space availability. If there is a vacancy in your living unit as the result of a room change, Residential Life reserves the right to check the condition of the room and to assign a student to the vacancy.

Students are expected to maintain the prepared condition of any vacancy in the living unit. Any student involved in an unauthorized room change, or who fails to maintain a prepared vacancy, will be referred to the Office of Student Conduct Administration and may face other housing-related consequences.

Removal from Housing

When it becomes clear that a student has caused extensive and/or repeated damage to the University housing facilities and/or has been found responsible for repeated student conduct violations, the Resident Director may recommend removal from housing. The Assistant Vice President of Student Affairs overseeing Residential Life or his/her designee will make final removal decisions. Students appealing those decisions must immediately notify the Assistant Vice President of Student Affairs overseeing Residential Life of the intent to appeal and must submit written appeal within five (5) academic days.

Housing Operations

Entry

The University respects and appreciates the student's right to privacy. Your room/suite/apartment is considered your private domain and will not be entered without your permission, except in the following circumstances:

- if there is reason to believe that a threat to the health, welfare, or safety of any person or property exists

- enforcement of University policies as stated in this publication and the University Code of Student Conduct
- performance of maintenance/custodial services and inspections
- health-and-safety inspections
- closing inspections prior to winter break
- when a search permit is issued for the search and/or seizure of property
- for nuisance noise (e.g., alarm clock, unattended music, etc.)

Health and Safety Inspections

Approximately, once per month, Residential Life staff will enter student spaces to inspect rooms/suites/apartments. These inspections will be unannounced. During inspections, each room/suite/apartment will be examined for cleanliness, damage, health and safety concerns, and fire hazards. Examples of health and safety violations include, but are not limited to the following:

- possession of prohibited items (see list below and on the Residential Life webpage)
- fire hazards
- excessive trash
- inappropriate or offensive material in the common area
- bed risers/lofts
- failure to maintain an appropriately sanitary living space as determined by the Office of Residential Life

Prohibited items and other health and safety hazard violations may be removed from the room by Residential Life staff or Public Safety Officers. Residents who fail a health and safety inspection or fail to maintain each residential area in a satisfactory condition may be referred to the Office of Student Conduct Administration. In addition, residents will be assessed for damages found during inspections. Staff will conduct follow-up visits to ensure problem areas are brought up to standard. Items that are confiscated will be stored, destroyed, or discarded, as appropriate.

Prohibited Items

The following items are deemed hazardous and students are not permitted to have these items in their possession or within their living spaces:

- any open-coil heating device (exception: coffee pots with an auto shutoff feature or without an exposed element/hot plate, such as Keurig's)
- George Foreman grills, toaster ovens, crock pots, toasters and hot plates (exception: these appliances are permitted in areas with full kitchens, such as the Village Apartments, Park River Apartments, and the Asylum Avenue Graduate Townhouses)
- compact personal refrigerators that are larger than 3.6 cubic ft. (students are permitted to have personal refrigerators that are 3.6 cubic ft. or smaller)
- oil-based popcorn poppers and grills
- irons (exception: irons with an auto shutoff feature are permitted)
- halogen lamps, lava lamps, and multi-headed lamps with plastic covers
- air conditioners and space heaters (except those issued by the University)
- dishwashers (except those issued by the University)
- extension cord and multi-plug outlet adapters (surge protectors are allowed)
- outdoor holiday lights and non-UL approved indoor holiday lights
- bed risers/lofts
- decorations or items hanging from the ceiling
- flammable materials (i.e. storing or possessing gasoline or any flammable liquids, including gasoline-powered machines, gas or charcoal grills, and other combustibles or explosive chemicals, fireworks, oil lamps, oil warmers, etc.)
- candles or incense (lit and unlit)
- pets (exception: fish are permitted in no more than a 20-gallon aquarium)
- weapons (i.e. firearms, hunting bows, knives, paintball guns or paraphernalia, and pellet

and air-soft guns, along with any item legally classified as dangerous instruments or deadly weapons), see page 15 for full definition.

- wireless routers
- electric heating blankets
- personal mattress (unless approved by the University)
- Hover boards
- drug paraphernalia (i.e. hookahs, pipes, grinders, rolling papers, smoking devices, etc.)
- alcohol (unless 21 or older), bulk containers (i.e. kegs, logs, beer balls, etc.), binge drinking paraphernalia, alcohol above 100 proof, empty alcohol containers (unless 21 or older), and displaying alcohol related materials such as signs in common areas or within public view

Residential Life staff will confiscate illegal or misused items and individuals responsible will be subject to misconduct charges. Any permitted student appliance must be UL approved. Residential Life staff and Facilities personnel reserve the right to check frayed or broken cords to ensure student safety. During break periods, all appliances not provided by the University must be unplugged. The Office of Residential Life reserves the right to make changes to this list throughout the year to ensure student health and safety.

Keys

Each student is issued a key(s) to his/her room/suite/apartment and/or building at the time of check-in. It is mandatory that the key(s) be returned when the student checks out. Keys may not be duplicated, nor may they be transferred or given to other persons. Lost keys should be reported immediately to the Office of Residential Life.

In order to ensure that our residence halls are safe and secure, lock changes will occur any time a key is reported lost. Students will be charged appropriately for any lock change(s) necessary as a result of the lost key(s). The cost is \$120 per occurrence in the complexes, and \$150 in the apartment areas (\$180 on Saturdays and \$240 on Sundays) for emergency lock changes, since both an outer door and a bedroom door are affected. Failure to return your key at checkout will also result in an automatic lock change. When a student needs a new key, the Office of Residential Life will issue a replacement. Unless the student requests a lock change for security reasons, there is a 72-hour grace period (not including weekends) before the locks are changed. If the student finds the missing key, he/she must return the replacement key to the Office of Residential Life within the 72-hour period. If the replacement key is not returned during this time, a lock change will be issued for reasons of safety and security, and the student will be billed accordingly. Unless the replacement key is returned prior to the lock change, there will be no reasons accepted for canceling the work order to change the locks.

Lockouts

Students who become locked out of their rooms should first come to the Office of Residential Life if it occurs Monday through Friday between the hours of 8:30 a.m. to 4:30 p.m. Students who are locked out after 4:30pm and before 7:30pm should attempt to contact their roommate or request a lock out from Public Safety. After 7:30 p.m., students should attempt to locate a Resident Assistant to gain access to the room/suite/apartment. If an RA is unavailable, students should contact the RA duty phone numbers listed here: <http://bit.ly/15Ajj0Y>. There is no fee imposed the first time a student is locked out of his/her room. Subsequent lockouts will be billed to the student's account, starting at a rate of \$10 per lockout and increasing \$5 per occurrence. Students will be required to present their student ID or otherwise prove their identity in order to receive a lockout or access card.

Room Check-in and Check-out

Residents are given the opportunity to complete a room condition report upon moving in. This report is kept on file and reviewed during the damage billing assessment period at the end of the academic year. Students have the right to not fill out a room condition report. An inspection for damages is also made when a student changes rooms.

Failure to follow appropriate check-in or checkout procedures or to leave by the officially stated time may result in a \$50 fee for improper checkout. Students will be notified of the check-in and checkout procedures by the RAs or RD of their residential area. Students are also directed to view their e-mail to stay informed of important dates.

Search Permits

A search permit that involves Public Safety search and/or seizure of property must be secured from a professional Office of Residential Life staff member when entering a student room/suite/apartment for the enforcement of any regulation/policy as stipulated in this publication, the Student Code of Conduct, the University of Hartford Bulletin, and/or the Housing Agreement. In searching an area, closets and drawers, any unlocked or locked storage device or container may be open or seized. Improper or illegal items in plain view may be taken during health-and-safety inspections without a search permit.

Emergencies

To call for help in an emergency (e.g., cases of acute illnesses or accidents) or to report any serious threat to safety or security, call the Public Safety office at 860.768.7777. This office is open 24 hours a day.

Fire Drills and Alarms

The University conducts biannual emergency evacuation drills. Students are required to exit the buildings immediately and may not re-enter the building without the direction of authorized University personnel. Failure to comply may result in a referral to the Office of Student Conduct Administration. In order to best protect one's self from the dangers of a fire on campus, adhere to the following policies and protocol:

- Always evacuate the building if an alarm sounds. Your life could depend on this.
- If you see, smell, or hear fire, call out loudly, pull a fire alarm, and evacuate the building immediately. When you have vacated, call the Public Safety emergency number 860.768.7777.
- In the event of a fire alarm, do not use elevators.
- When an alarm sounds, vacate the building immediately upon hearing the alarm, and then proceed to the designated evacuation point. At that time, a Residential Life staff member will provide further instructions.
- Gases and smoke in a fire rise so keep low and crawl if you need to. Cover your nose and throat with a damp cloth if possible.
- If your clothing catches on fire, you need to “stop, drop, and roll”. Running will cause the fire to increase.
- If you cannot evacuate during a fire, hang and/or wave a sheet or other item from the window so rescue personnel know you need help.
- If smoke is entering the room where you are, stuff fabric materials that are preferably wet under the door, and try to seal the cracks between the door and doorframe.
- Do not tamper with smoke or heat detectors.
- Do not overload electrical outlets.
- Familiarize yourself with the items and appliances that are not permitted in the residence halls, and comply with this policy.
- Do not smoke in or within 25 feet of the building.
- Do not burn candles, incense, or any other item with an open flame.
- Do not run electrical cords under rugs or furniture or over nails.
- Check all of your electrical cords on appliances and do not use them if the cords are frayed or damaged.
- Sleep with your bedroom and suite or apartment doors tightly closed. Doors are generally fire rated and will help keep a fire out. If they are open, the fire will come in.
- Learn the location of fire extinguishers and leave them alone so they are charged when you need to use them.

- Know the location of fire exits.
- Do not vandalize fire exit signs. Report missing or damaged fire signs immediately.
- Know the location of fire alarm pull stations. Use them only in an emergency

Locking Doors

For your own personal safety and security, you should keep your doors locked at all times and not prop open suite, stairwell, or apartment doors. Propping open any doors is potentially dangerous and a violation of housing policies. Students found to have propped doors may be referred to the Office of Student Conduct Administration.

Property Loss or Damage***Personal Property***

The University is not liable for the loss of money, clothing, or other valuables, or for any loss or damage to property belonging to the student, or any personal goods stored in University housing facilities. The University does not provide insurance for personal property. Students are strongly advised not to bring to campus any items of extraordinary value. Students are urged to inventory all personal belongings, to record serial numbers whenever possible and to make arrangements through separate renter's insurance for adequate coverage. Thefts should be reported immediately to Public Safety. Engraving tools are available at Public Safety to assist in the identification of personal property.

University Property

The student is liable for any damage to University property and agrees to pay for the restoration of the property to its original condition; natural disasters or reasonable wear and tear excepted. Liability for any damage to the residential unit or to the public area within any of the residential units beyond reasonable wear and tear will be assigned to students of the particular apartment, suite, or room whenever the damage cannot be assigned as the responsibility of identified persons. Property belonging to the University must not be moved or taken from areas designated for its specific use. Students are encouraged to have Hawk Pride in their residential communities and help reduce damage by reporting issues and keeping their space clean.

Air-Conditioning Units

Many of our facilities come equipped with air-conditioning units. Students are not permitted to bring their own air-conditioner.

Alcohol on Campus

Connecticut statutes prohibit consumption of alcohol by citizens under the age of 21 years old. For information on the residential alcohol policy, refer to the alcohol policy on page 10 or contact your RD. Residential Life staff will educate students concerning University and state policies and will intervene when a student's alcohol use negatively affects him/her or the community.

Alterations to University Property

Residents shall not make any changes or alterations to an apartment or room, or disassemble or dismantle any piece of equipment or furniture, or place, affix, or attach any articles to the floor, walls, ceilings, furniture, or fixtures without the written consent of the University. This shall include, but not be limited to, the addition or changing of any locks, removal of window screens, the alteration of the heating or light fixtures, painting of any surface including windowpanes, installation of any television or radio antenna, and all other changes, repairs, and additions. University furniture may not be removed from the residence hall at any time.

Bicycles

Bicycles are not to be stored in the breezeways of the Village quads, the lounges or lobbies of residential areas, or in the basements or in the stairways of the residence halls. Bicycles and scooters should not be ridden inside of any residential facility. It is strongly recommended that students lock bicycles at all times and to register the bicycles with Public Safety.

Ceiling Hangings

Due to the potential threat to personal safety in the event of fire, no overhead decorations are permitted.

Cleaning

University custodians are responsible for the routine upkeep of common areas within the residential areas, such as stairways, hallways, laundry rooms, and study rooms. Custodial staff members also clean common area bathrooms within the complexes on a weekly basis. It is the residents' responsibility to clean their rooms/suites/apartments and maintain any supplies in their bathrooms, such as soap. Residents will be held accountable for charges incurred as a result of cleaning that is necessary due to resident abuse. Residents are responsible for disposing of trash that has been stored in bathrooms and rooms.

Courtesy Hours/Quiet Hours

Residents and staff are responsible for maintaining an atmosphere that is conducive to study and sleep. Therefore, courtesy hours are in effect 24 hours a day. Residents are expected to observe common courtesy and to respond positively to requests to reduce or minimize the noise they are making. As a general rule, musical instruments should not be played in rooms/suites/apartments. Stereos are not amplified to outside areas. Quiet hours are as follows:

Sunday–Thursday, 10 p.m.–10 a.m.

Friday–Saturday, 1 a.m.–10 a.m.

Village Quads 1 and 2 and F Complex – Gallaudet are 24-hour quiet areas during the entire calendar year. Residents may vote to extend quiet hours in their house/complex/building/quad during their community standards meeting but may not reduce them. All areas must adhere to 24-hour quiet policies during final exam periods each semester.

Defacing University Property

Defacing University property is prohibited. Documented behavior will be referred to the Office of Student Conduct Administration.

Driving on the Walkways/Service Road

Walkways and service/emergency accesses located in front of the residence halls are off limits to all but service vehicles. Cars using these areas are subject to ticketing or towing by Public Safety.

Drugs on Campus

The Drug Free Schools and Communities Act expressly prohibits the use of illegal drugs, or prescription drugs by anyone other than the prescription holder on any University property. The University of Hartford is bound by and adheres to all federal laws. See page 11 for the Controlled Substance Policy.

Extension Cords and Surge Protectors

Extension cords and multi-plug outlet adapters are prohibited in all residential facilities. Only UL-approved surge-protected power strips are permitted. Violators will be referred to the Office of Student Conduct Administration.

Flammable Materials

Flammable liquids are not permitted in any residential areas. Cloth and other flammable materials may not be hung on walls or ceilings. Flammable or wet materials may not be hung above heat-ers due to fire hazard. Storing or possessing gasoline, including gasoline-powered machines, or other combustibles or explosive chemicals, fireworks, candles, incense, oil lamps, oil warmers, or other flammables is not allowed in any residential area. Producing an open flame in or around the residence halls is not permitted. Grills that are used for outdoor grilling are not allowed in, near, or around the residence halls due to fire codes in both Hartford and West Hartford. Unauthorized grills will be confiscated and discarded. A member of the Residential Life staff will address violations of fire codes on an individual basis, and students may be referred to the Office of Student Conduct Administration.

Food Service

All residential students must purchase a meal plan each semester for the period of their housing agreement (see Dining Services).

Garbage Removal

Students must maintain clean rooms/suites/apartments. The living space must not be susceptible to insect and pest infestation, and the property must not be damaged in any way. Food must be stored and disposed of properly. Residents are responsible for the removal of all garbage and trash from their rooms/suites/apartments. Garbage cans may not exceed the 13-gallon (tall kitchen garbage bag) size to ensure that garbage is removed in a timely fashion. Students are expected to empty the garbage from their rooms/suites/apartments into the dumpsters located adjacent to each residential area. Excessive trash in a residential area may result in a health and safety violation and if not corrected could result in a referral to the Office of Student Conduct Administration.

Holiday Decorations

Residents may decorate their rooms during holiday periods, provided such decorations do not restrict access to and from residents' rooms and public areas. Do not attach anything to or tamper with light fixtures, sprinkler heads, or exit signs. No live or cut trees are allowed in the residential areas; however, artificial trees may be used. Candles and incense are not permitted in the residence halls for any reason. Refrain from painting windows, common area doors, and walls.

Laundry Facilities

Washers and dryers are provided for student convenience in various locations within the residential areas. These washers and dryers operate at no charge for residential students. Report machine malfunctions to MacGray by calling 1.800.622.4729, or by visiting <http://bit.ly/12pJzBk>.

Mail

Before school starts, each resident student will receive a mailbox number. Be sure that this mail-box number appears on all mail being sent to you in order to avoid delays. Mailboxes are located on the lower level of Gengras Student Union. Mail Services, open from 9 a.m. to 3 p.m., Monday through Friday, is also located on the lower level of Gengras Student Union. Students may mail or pick up packages and buy stamps there. Any problems related to student mail should be brought to the attention of Mail Services.

Non-student Guests

All residents are responsible for their guests on campus. As such, guests must remain with their hosts and residents must register all non-residential guests online using the form on the Residential Life webpage. Guests must also register their vehicles with Public Safety if they do not have a parking pass of their own. If a guest is displaying inappropriate behavior, the host will be held responsible for that behavior. All guests must comply with University rules and regulations.

Overnight guests (both student and non-student) are permitted only with permission of your room/suite/apartment mates. Guests are normally limited to a maximum stay of two consecutive nights per month. If agreements with roommates cannot be reached, the rights of the roommates supersede those of the guest. The occupants of that suite/apartment may determine visitation hours for each suite/apartment.

Offensive Odors

An offensive odor is any odor or aroma of such intensity that it becomes apparent and is bothersome to others. Any odor can become offensive when it is too strong. Some examples are perfume, air-freshening spray, large amounts of dirty laundry, or body odor. Residential

staff will address offensive odors when complaints are received. Residents identified as being responsible for the odor will be asked to eliminate the cause of the odor. Candles and incense are not permitted, as they are a fire hazard and can easily set off the smoke detectors.

Pets

Only fish are allowed in residential rooms/suites/apartments. Fish must be properly maintained. The maximum size for an aquarium is 20 gallons. Aquariums and other equipment needed to maintain fish may not be plugged into electrical outlets during vacation periods. Violation of the policy will result in immediate removal of the animal, a referral to the Office of Student Conduct Administration, and full replacement cost for damaged property. Repeated violations may result in immediate removal from housing. Animals kept for medical or service purposes must be pre-approved by the Dean of Students Office and are subject to all policies outlined once approved.

Residential Room Entry Protocol

The University of Hartford Facilities Department is committed to providing visually appealing, safe, healthy, and clean facilities. If a work request has been submitted, staff will be entering the space to conduct the work. Staff work in student rooms between 9 a.m.–4:30 p.m., Monday– Friday, except in emergency situations.

In order to respect student spaces, staff will not move personal belongings. Requestors should move/remove all belongings around the area to be repaired. In addition, roommates should be notified that a work request has been submitted.

Student rooms may be entered without consent when there is a reason to believe an emergency condition exists. Authorized personnel will enter to protect the health or safety of persons or to make emergency repairs to University facilities to avoid damage to University or student property.

During break periods, the University reserves the right to inspect, maintain, and make repairs in residence hall rooms. Further, the University reserves the right to replace damaged or obsolete furniture and to remove from the room, without the occupant's permission, any objects or materials which constitute a safety or sanitation hazard or are University property.

Roofs

Roofs of all buildings are off limits to students. Any person on the roof of any facility or throwing anything onto the roof of any facility will be referred to the Office of Student Conduct Administration.

Room Occupancy

Due to safety and fire-code regulations, there is a limit to the number of people allowed in the various living units on campus. The appropriate maximum number of people for each living unit is as follows:

- Complex and Hawk Hall sleeping rooms: 4
- Regent's Park, Park River, and Village Apartments: 20

Smoking

Quad 2 in the Village Apartments is a smoke free quad. See full smoking guidelines on page 15.

Tampering with Fire Equipment

Any student found tampering with fire equipment or activating a false alarm will be referred to the Office of Student Conduct Administration and/or arrested. Any student found tampering with an exit sign will be referred to the Office of Student Conduct Administration.

Unauthorized Use and/or Possession of University Property

Students may not have non-issued University property in their rooms/ apartments/suites. Violators will be subject to fines and referred to the Office of Student Conduct Administration, and/or will be charged for the full replacement value of said item(s). This action also covers the misuse of University property.

Weapons

Kitchen cutlery stored and utilized in University dining facilities or in residential kitchens shall not be subjected to the provisions of the weapons guidelines (See page 15) unless used in a manner inconsistent with their design.

Windows

Throwing items out windows presents a safety hazard and does not constitute an appropriate methods for disposing of trash. Throwing items at windows for any reason is likely to result in broken windows and/or screens. Using windows for egress to or from an area presents a safety risk, may result in damage to the window and/or screen, and is prohibited. Individuals entering or leaving a room/apartment through a window will be subject to misconduct charges and responsible for the cost of any damage that results from this action. Damaged or punctured screens will result in residential damage charges.

STUDENT LIFE

Student Centers Administration

As the “living rooms” of campus, the Student Centers provide over 140,500 square feet of space for campus and community gathering. Our spaces are used for activities, special events, leisure and recreational activity. Our amenities include office spaces for student organizations and University departments, dining areas, dry cleaning services, the campus mail room, etc. In addition, the staff of the department offers campus event services assistance including space scheduling, event planning and logistics coordination.

The Campus Information Centers located in Gengras Student Union room 205 and the Hawk Hall 1st Floor Lounge’s main function is to provide the University community and our guests access to resources and information during various hours. The Information Centers are the first point of contact in providing customer service related to building, campus and event information and assistance with set-ups and other related Student Centers services.

Student Centers Administration is one of the largest employers of students attending the University. Applications are accepted throughout the year for employment. If interested, please fill out an application by going to Hartford.edu/sca then to student development/employment and then clicking “Apply here!”

Events Services Committee

The Event Services Committee (ESC) assists University event coordinators in the preparation and coordination of events on campus. This includes any event with anticipated attendance of more than 100—all dances and parties; any outdoor event, speaker, or program with technical or safety needs; or any event with non-University of Hartford participants. Student Centers Administration will determine if your student organization or academic/administrative department should attend the Event Services Committee meeting two weeks prior to your event.

The ESC consists of campus administrators who work closely with the sponsoring group in presenting a safe and successful event. The committee may recommend a review of any event by the director of Student Centers prior to approval. Should a student club or organization not preview its event at least two weeks in advance of event date, the committee will automatically cancel the event, reserved facility, and labor support.

ESC event reviews take place on Tuesdays at noon for student club organization activities and Thursdays at noon for academic and administrative department events.

Gengras Student Union

Since 1968, Gengras Student Union (Gengras Student Union) has been the campus community center. This facility offers everything from student club/organization offices to Gengras Café, Einstein Brothers Bagels and Moe’s Southwestern Grill, U.S./Campus Mail Services, Bank of America ATM, the Hawk Card ID Office, Student Government Association, Campus Ministries, Community Services, Multicultural Office, International Center, Counseling and Personal Development and Career Services. Meeting and event space is available to reserve for student clubs/organizations and departments, with nine meeting rooms including the Gengras Café for events. These groups may reserve space by going to hartford.edu/sca, then to space reservations. You may then access the Space Reservation form by clicking Reserving Spaces on the left menu. Hawk Lounge provides a gathering point for campus community to relax and visit with friends. Vendor tables for student clubs/organizations, departments, and off-campus events can be reserved daily for distributing information and selling a wide variety of products.

Operating hours for Gengras Student Union are

Academic Year

Monday–Friday, 7:30 a.m.–10 p.m.; Saturday–Sunday, noon a.m.–5 p.m. (Closed on official holidays)

Academic Breaks and Summer

Monday–Friday, 8 a.m.–5 p.m. (Closed on official holidays)

Konover Campus Center

Konover Campus Center (KCC) offers many food options during the academic year. The Village Market is a store offering a variety of beverages, snacks, breakfast items, fruits and vegetables. Subway offers a variety of sandwiches and subs. Located near the resident apartments and Lincoln Theater, these services are open until 1:30 a.m. (closed during official holidays and some breaks). The Great Room is a large multi-purpose room (300-person capacity) that is available for student and department events day or evening. These groups may reserve space by going to hartford.edu/sca, then to space reservations. Students may then access the Space Reservation form by clicking Reserving Spaces on the left menu.

University Commons

Appropriately located for students' convenience on the residential side of campus, University Commons (UC) is the place to go for the Campus Meal Plan in the Commons Café during the academic year. This building also hosts the Office of Marketing and Communication, Connections Health Education and Wellness Center, Women and Gender Resource Center, WSAM student radio station, and the Hawk's Nest. The Hawk's Nest provides the campus community with an informal atmosphere to meet with friends and enjoy burgers, pizza, sandwiches, ice cream, and beverages. There are TVs to keep students entertained and informed. University Commons 116/118 is available for meetings for student organizations and departments after class periods and weekends. These groups may reserve space by going to hartford.edu/sca, then to space reservations. Students may then access the Space Reservation form by clicking Reserving Spaces on the left menu.

Student Activities and Greek Life

This office coordinates the Campus Activities Team (CAT), Greek Life (social fraternities and sororities), Commuter Student Association (CSA) and Leadership Quest—leadership programs under the direction of the director of Student Activities and Greek Life. The director's office is located in Gengras Student Union, room 209B, and the phone number is 860.768.5409.

Campus Activities Team

The Campus Activities Team (CAT) is a group of student volunteers who coordinate many exciting activities, including campus concerts, comedians, hypnotists, lecturers, themed dances, and parties, offered to students weekly. CAT also works closely with many student clubs and organizations to cosponsor their events throughout the year and is responsible for Spring Fling. To let them know what you would like for programs and entertainment, and/or to volunteer, contact CAT at 860.768. 5135 or go to Gengras Student Union 132 for assistance.

College Union Advisory Board

The College Union Advisory Board (CUAB) is a volunteer advisory board consisting of students, faculty, staff, and administrators who offer recommendations to the director of Student Centers on the department's facilities, programs, services, policies, and procedures. The board meets monthly beginning in October and ending in April. If you are interested in volunteering for this board call the director of student centers and activities at 860.768.4283.

Commuter Student Association

The Commuter Student Association (CSA) represents the interests of commuter students. It provides services for the benefit of the entire student body and provides a social atmosphere to promote commuter integration into the campus community. The Commuter Student

Association is committed to making the University of Hartford experience enjoyable and successful. Throughout the academic year, the CSA hosts both on- and off-campus events to keep commuter students involved in campus life.

The mission of the Commuter Student Association is to engage with a diverse body of commuters by providing exceptional programmatic experiences and creating and maintaining a clean and productive space that commuters can call “home.” In pursuit of that mission, the Commuter Student Association facilitates four commuter learning communities focused on the following topics: civic engagement, social opportunities, career/leadership development, and wellness. The learning communities provide support to this unique student population, while connecting students to campus resources and offering educationally purposeful events.

The CSA has an open student lounge, sponsors events that foster social connections, and holds regular General Assembly meetings for CSA members and any undergraduate University student.

For more information, visit the CSA office in Gengras Student Union 154 or the Commuter Lounge in Gengras Student Union 146; call 860.768.5135; or e-mail commuters@hartford.edu.

Greek Life (Social Fraternities and Sororities)

The Greek organizations at the University of Hartford, contribute significantly to the quality of campus life. Greeks at the University of Hartford constitute about 10 percent of the undergraduate student body. Greek life involves students in University activities, promotes academic achievement, supports athletic programs, and provides student opportunities to develop leadership and team-building skills. Most importantly, fraternities and sororities at the University of Hartford actively support over 27 local and national philanthropic projects/organizations by donating time, efforts, and funds. An important aspect of the Greek experience is the strong relationships chapters have with their alumni members and their national organizations. In order to become a member of a fraternity or sorority, an interested student must go through the recruitment process, be at least a second-semester freshman student with a minimum collegiate GPA of 2.5 and have completed 12 college credits from an Accredited college or university. Please be aware that there are additional conditions of acceptance into each organization determined by their own international headquarters and individual campus chapters vary. Additionally, some chapters have their own GPA requirements, and all chapters have a minimum average required to be an active member. For more information please visit www.hartford.edu/studentactivities.

Greek Life Mission Statement

The Greek life community at the University of Hartford is devoted to providing the fraternal experience, while challenging students personally and professionally, promoting academic success, maintaining the highest standards of ethical conduct, and fostering diverse, philanthropic pursuits.

The Fraternal Experience

The fraternal experience is a diverse, nationwide community of students and alumni who share a common bond, serve society, create and experience unique opportunities, and foster professional and personal development.

Governing Councils

The University works with the chapters and Greek Council leaders through professional staff in the Office of Student Activities and Greek Life. The office is located in Gengras Student Union 120G and may be reached by calling 860.768.4163. The two councils are as follows:

Panhellenic Council

This student organization coordinates sorority life and the member chapters of the National Panhellenic Conference (NPC) that are recognized at Hartford.

Interfraternity Council (IFC)

This student organization coordinates fraternity life and the member chapters of the National Interfraternity Conference (NIC).

Recognized Organizations at the University of Hartford*National Panhellenic Council—Sororities*

Alpha Xi Delta
Delta Gamma
Delta Zeta
Phi Mu
Sigma Delta Tau

Interfraternity Council Fraternities

Alpha Epsilon Pi
Alpha Sigma Phi
Delta Sigma Phi
Phi Kappa Sigma
Sigma Alpha Epsilon
Sigma Nu
Theta Chi

Not affiliated or non-recognized Greek Organizations

Alpha Epsilon Phi Sorority
Phi Gamma (Local Sorority)
Phi Delta Theta Fraternity
Tau Epsilon Phi Fraternity

City-wide/Metro or Latino Greek Lettered Organizations

Alpha Kappa Alpha Sorority
Delta Sigma Theta Sorority
Sigma Gamma Rho Sorority
Zeta Phi Beta Sorority

Alpha Phi Alpha Fraternity
Kappa Alpha Psi Fraternity
Phi Beta Sigma Fraternity
Omega Psi Phi Fraternity
Iota Phi Theta Fraternity
Lambda Theta Alpha Sorority
Sigma Iota Alpha Sorority
Phi Iota Alpha Fraternity

Although these organizations are listed, they are not part of an established government structure on our campus, therefore, they are not fully recognized by the Greek Life office. For further information regarding these chapters, contact their respective national headquarters.

If a student is approached by an organization not listed above or by any organization that is not recognized by the University and the Greek Life office, contact the Greek Life office for assistance at 860.768.4163.

Expansion of new fraternities or sororities follows a process designated by the national conferences, the Office of Student Activities and Greek Life, and the Panhellenic/Interfraternity councils. Students interested in exploring the possibility of starting a new chapter are required to contact the director of student activities and Greek life in Gengras Student Union 209.

Greek Life Ethical Standards

The following are ethical standards mandated by the Greek Life office for all University of Hartford fraternity and sorority members and their chapters: Chapters must promote high academic standards, study skills, and class attendance. All members must respect fellow Greek Life members, University officials, and the University's community.

Chapters are prohibited from hazing its members or its new members. Any actions or references to racist or sexist behavior, alcohol, or drugs are prohibited. Chapters are responsible for their individual member's behavior and image in the community. Chapter members, alumni, and University officials must promote personal development and continuous learning through chapter and University opportunities.

Any violations of these ethical standards and those set by IFC or Panhel may be adjudicated through the Greek Life Code of Conduct as listed in The Source (student handbook), by IFC, Panhel, Greek Council, and University officials.

A chapter that fails to react to an individual's or chapter's behavior is held accountable to their respective council's judicial system. Failure of these organizations to address this behavior on a timely basis (within two weeks) will result in the University invoking a special-case judicial process to adjudicate these matters.

Greek Judicial System

Made up of selected students and overseen by the director of Student Activities and Greek Life, the Greek Standards Board may hear cases involving social fraternities or sororities that are accused of hazing, violating Panhellenic or Interfraternity bylaws, violating University rules and regulations, and/or behaviors noted in the Greek Code of Conduct. Violations may also be identified from the Greek Life Code of Ethics, federal/state/local law, and commonly held standards of acceptable conduct. Cases involving fraternity misconduct are subject to adjudication by the IFC Standards Board or the Greek Life Standards Board. Any cases involving Panhellenic recruitment violations are addressed by the Panhellenic Judicial Board in accordance to the National Panhellenic Council Manual of Information. bylaws.

The international and the national offices of the chapters as well as the University Code of Conduct system may also hold hearings, depending on the case. Any appeals to cases heard by the standards board must be made to the director of Student Activities and Greek Life, or the applicable advisor. Further appeals are discretionary. The administration of the University of Hartford reserves the right to intervene in fraternity/sorority judicial matters as its officers and professionals deem necessary. Furthermore, the administration reserves the exclusive authority to administratively suspend any chapter, to investigate, fact find, and protect interested parties, as the circumstances require.

Greek Code of Conduct

In addition to the expectations outlined in the Greek Life Ethical Standards, chapters are expected to adhere to the following:

- be responsible for the actions of their members on and off the University of Hartford campus.
- abide by all appropriate rules/regulations of the University and all local, state, and federal laws and statutes, as well as those of the national Panhellenic conference and the National Interfraternal Council and their respective international and national organizations.
- be knowledgeable of and comply with the operating policies of the Panhellenic and Interfraternity councils.
- adhere to the rules and guidelines of recruitment.
- members should exhibit respectful behaviors towards students, other members, other Greek-like chapters, campus organizations, and University property.
- accept collective responsibility for the behavior of members at events and in chapter/meeting rooms and when otherwise acting on behalf of the organization.
- participate in campus activities and contribute to campus life through programs and actions.
- have a working scholarship program that promotes academic development and achievement.
- include anti hazing statements and nondiscrimination policies in chapter literature

Greek Life Hazing Policy

The Greek Life hazing policy is consistent with the University hazing policy on page 12.

Center for Student Success

The Center for Student Success (CSS), located behind B-Complex on Alumni Plaza, is the place students can come to have questions answered, schedule appointments for one-on-one tutoring, get advice, share concerns or frustrations, learn about upcoming activities, get connected with programming and leadership opportunities on campus, receive assistance with time-management, or just hang out in a friendly and supportive location.

Peer Tutoring

The Center for Student Success coordinates the University's peer tutoring program. If a student needs a tutor or wants to become a tutor, he/she should stop by the CSS.

Support Services

The CSS staff provides the resources and support necessary for new students to have a successful transition to college and have an enjoyable and rewarding academic and social experience at the University. This includes information, guidance, and referrals in such areas as study skills, academic support services, mental health and wellness, career exploration and internships, financial aid and scholarships, campus life, intramural athletics, and reminders about important deadlines. CSS staff help students get involved in clubs and organizations so that they can become an integral part of the University community. The Center for Student Success is a drop-in center with no appointment needed. For assistance, stop by, call 860.768.7003, or email css@hartford.edu. The Center's website is www.hartford.edu/css.

Student Government Association

The Student Government Association (SGA) represents students' views in the development of programs, services, and policy decisions. It also funds and works with more than 70 clubs and organizations. Members of SGA meet weekly in various committees about student-related issues and serve on a variety of University committees. SGA members are interested in your viewpoint and invite you to stop by their office in Gengras Student Union 120, and to attend their meetings, held each Tuesday at noon in Gengras Student Union. The elected representatives of the SGA are the president, five vice presidents, and senators. Student regents are selected through an application/interview process. Senators represent each of the colleges and residence halls. Perhaps you would be interested in running for a position. Watch for election announcements in the fall and spring. The SGA administers a variety of programs through its departments and services:

- academic and social clubs
- academic department
- administrative department
- budgets and allocations for clubs and organizations
- elections
- finance department
- public relations
- SGA administration
- SGA lawyer*
- Student Affairs Department
- traffic appeals board

* For legal issues unrelated to their student status or to the University, a student may contact the Student Government Association who will put the student in touch with an attorney. SGA will pay a certain amount of legal fees depending on the situation and duration of the attorney's involvement.

Academic and Social Clubs

More than 70 clubs and organizations exist to encourage students to meet others and to pursue individual interests. Each organization welcomes new members. For more information about a specific group, contact the Student Government Association, Gengras Student Union 120, 860.768.4775.

Campus Media

STN 2 News

STN 2 News, broadcasting from the University of Hartford television studio, presents a newscast every Friday at 5 p.m. Produced totally by students, the newscast covers campus news, Hartford Hawks sports action, and weather. The newscast appears on University cable channel 2 and is repeated several times the following week. Working on the weekly newscast provides an opportunity to learn about all aspects of television news, including reporting, writing, video photography, editing, producing, and directing. Channel 2 News is a cocurricular experience, offering valuable practice in television and the fun and satisfaction that go along with making a television show every week. If you have any questions, please contact the Channel 2 News TV studio at 860.768.5213.

Icon—Yearbook

Icon, the yearbook of the University of Hartford, is a visual representation of student life that includes academics, organizations, athletics, campus activities, and major world events. Also included are portraits of graduating seniors. The 250-page, hard-bound volume is compiled by an all-student staff and completed throughout the academic year. Yearbooks are mailed to all graduates in October or November. Students learn a great deal about the publishing industry, general business practices, and organizational skills. All interested students are welcome. They may contact the editors in Gengras Student Union 152, or by calling 860.768.4724.

The Informer—Student Newspaper

The Informer is the student-run newspaper at the University. This weekly paper is a 16-page forum for news, entertainment, sports, and special features. *The Informer* welcomes articles, ads, or editorials from any member of the University community. The staff of *The Informer* is available to lend assistance to writers. All students are welcome to join the staff. Writers need not submit articles every week. Deadline for submission of material for the following week's paper is Friday at 5 p.m. The office is located in Gengras Student Union 158, and may be reached by calling 860.768.4723.

WSAM

WSAM is an award-winning, student-run, campus-wide alternative radio station. Located at 105.3 on FM, WSAM provides the campus community with quality rock, jazz, metal, club, international, folk, and public affairs programming as well as news and sports broadcasts. WSAM provides interested students with practical experience in all areas of radio broadcasting. WSAM is committed to an educational, entertaining experience and has been recognized by the National Association of College Broadcasters for its excellence in the management and operations category. WSAM accepts new members twice a year. If you are interested in getting involved, please call the business line at 860.768.4238. To make a song request, call 860.768.4768.

WWUH

Recognized nationally as one of the foremost college stations in the Northeast, WWUH is a 24-hour, public alternative radio station broadcasting from the lower level of the Harry Jack Gray Center's East Wing. A 1,000-watt, noncommercial radio station operating at 91.3 FM and campus channel 5 television, WWUH serves the community as well as the student body, reaching from western Massachusetts to south central Connecticut. WWUH features diverse programming, including alternative rock, folk, jazz, classical, reggae, and blues, as well as public

affairs, ethnic, and specialty shows. Student volunteers are always needed in the station's programming, music, promotions, community affairs, and engineering departments. WWUH has proven to be an invaluable training ground for those seeking professional careers in radio or the music industry. WWUH also broadcasts across the globe using Real Audio technology. To get involved, call 860.768.4703, or stop by any weekday afternoon.

H—University Magazine

H magazine is printed twice yearly. Each issue contains campus and athletics news, features, class notes, alumni profiles, and fundraising updates. *H* is mailed to approximately 75,000 alumni, parents, donors, and friends of the University and is also distributed to faculty, staff, and seniors.

Additional Opportunities

For additional information on ways to get involved on campus, please see Center for Community Service, Network Peer Educators, International Center, Multicultural Programs, Your Role in Governance, Student Activities and Greek Life, and Student Health and Wellness Center.

Dining Services

The University of Hartford's Dining program offers quality, variety, convenience, and flexibility. At the University Commons, our all-you-care-to-enjoy location, students can dine for breakfast, lunch, and dinner. The eight retail locations on campus are *a la cart* accepting the dining dollars that are attached to a student's plan, cash, Hawk Cash, or credit/debit. For added flexibility, students may use a meal equivalency at Backstage Café for lunch and dinner. Non-resident students may choose one of two commuter meal plans.

During scheduled University breaks Dining Dollars, HawkCASH, cash, or credit cards are all accepted.

Note: Students may upgrade their meal plans anytime throughout the semester. However, students only have the first two weeks of the semester (from the first day of classes) to downgrade their meal plans.

Dining Dollars

All of the meal memberships offer Dining Dollars, which are accepted like cash in all of our dining locations. Students may use their Dining Dollars account to purchase beverages, snacks, or full meals for themselves and their friends at any time. Whenever students buy a meal on campus, the total amount of your purchase is subtracted from their Dining Dollars. Dining Dollars will carry over from fall to spring semester. They do not carry over from academic school year to the next.

HawkCASH—Increased Flexibility

HawkCASH is accepted at all dining locations. Additionally, HawkCASH may additionally be used for a variety of restaurants off campus. It is also be used at vending machines, the bookstore, health services, and for making copies and printing on campus.

Please note: All resident students must participate in a meal membership. Freshmen may choose from any of the four plans offered. As its name implies, the Freshman Exclusive 7-Day All-Access plan will only be available to students during their freshman year. The commuter meal plans are not available to students living on our main campus. Commuter students have the option to purchase any meal membership. For additional information or assistance in making a selection, see hartford.campusdish.com and try the Meal Plan Wizard to make your selection easier.

Residence Hall Students

The University Commons is designed for resident students use and is located in heart of the residential community. All resident students are required to purchase a meal membership each

term. The Freshman Exclusive plan is only available to first-year students. Each student's ID card is magnetically encoded with his/her account number. Once the student's account has been activated, he or she will need to use it to make all purchases.

Students should choose the membership that best fits their lifestyle:

100 Block

100 meals/semester plus \$1,000 Dining Dollars and 5 guest meals/semester

This plan has 100 meals at our residential dining hall, University Commons. The plan is supplemented with \$1,000 Dining Dollars and 5 guest meals per semester.

200 Block

200 meals/semester, plus \$500 Dining Dollars and 5 guest meals/semester

This plan has 200 meals at our residential dining hall, University Commons. The plan is supplemented with \$500 Dining Dollars and 5 guest meals per semester.

5-Day All-Access Plan

Unlimited meal 5 days a week, plus \$400 Dining Dollars and 5 guest meals/semester

Designed for those who are likely to eat at our residential dining hall, University Commons 5 days a week. This plan gives you unlimited meals those five days. This gives student flexibility to visit other locations with their Dining Dollars. This plan is supplemented with \$400 Dining Dollars and 5 guest meals per semester.

Freshman Exclusive 7-Day All Access

7-Day All-Access Plan with \$100 in Dining Dollars per semester

This plan has unlimited meal access to our residential dining hall, University Commons. This plan is supplemented with \$100 Dining Dollars and 5 guest meals per semester.

Off-Campus Students and Apartment Residents

For the students who live off campus and choose not to participate in one of the four meal memberships, two smaller dining-meal plans has been specifically designed for commuter students. The commuter dining plan is not available to student living on main campus. Commuter students have the option to purchase any of the 6 meal memberships. Information on these plans may be obtained in the HawkCARD office.

Commuter 50 Block

50 meals/semester

The Commuter 50 Block plan offers 50 meals per semester for convenient use at our residential dining hall, University Commons, or Backstage Café. This plan works well for commuter students who may eat one or two meals per week on campus. This plan comes with \$600 Dining Dollars.

Commuter 25 Block

25 meals/semester

The Commuter 25 Block plan offers 25 meals per semester for convenient use at our residential dining hall, University Commons, or Backstage Café. This plan comes with \$400 Dining Dollars.

Residential All-You-Care-to-Enjoy Location:**University Commons**

Newly renovated, The Commons allows students to get what they crave and catch up with friends in a friendly, comfortable environment. Watch made-to-order meals prepared in front of your eyes and/or venture to one of our many stations serving international and home-style entrees. Student favorites from deli, brick oven pizza or salad bar are always available, too.

Monday–Friday 7 a.m.–8 p.m.

Saturday/Sunday 8 a.m.–7 p.m.

Kosher Kitchen

Located in University Commons, the Kosher Kitchen follows all the religious guidelines and is staffed by a certified mashgiach. Kosher meals are available at lunch Monday through Friday and at dinner Monday through Thursday during the semester (holiday closings and shutdown periods not included). Please visit www.hartford.campusdish.com for further information.

Piece of Mind Pantry (located in the University Commons)

Students with a wheat allergy and/or are allergic to peanuts, shellfish, fish or tree nuts may use the Piece of Mind Pantry. The pantry contains prepackaged food that are allergen friendly and contain an ingredient list. To obtain access to the pantry, students must submit their medical documentation showing evidence of a food allergy to the assistant vice president for student health and wellness.

Gluten-Free Solutions

Dining Services has a dedicated Gluten-Free Zone in our residential dining room where all selections in this area are gluten-free. They have been specially prepared in a gluten-free area of our kitchen. A daily menu is provided on the dining services website:

<https://hartford.campusdish.com/>

Retail Restaurants:***Gengras Food Court***

Our food court is conveniently located at Gengras Student Union. We feature your favorites like Burger Studio, Pizza and Saute. In addition we have two national brands, Einstein Brother's Bagels and Moe's Southwest. You can also find grab-and-go salads and sandwiches, homemade soups. You will find various items made without gluten in this server.

| | |
|-----------------|---------------|
| Monday–Thursday | 8 a.m.–7 p.m. |
| Friday | 8 a.m.–2 p.m. |
| Saturday/Sunday | Closed |

Subway

Located in Konover, made to order late night sandwiches and subs.

| | |
|-----------------|-------------------|
| Monday–Friday | 11 a.m.–1:30 a.m. |
| Saturday–Sunday | 7 p.m.–1:30 a.m. |

Hawk's Nest

The Hawk's Nest, located in the lower level of the University Commons building, features brick-oven pizza, chicken sandwiches, big, juicy cheeseburgers, and the world's best wings in a sports-themed atmosphere. Take food to go or sit by the cozy fire place or by the large-screen televisions. Take advantage and enjoy our evening delivery service.

Monday–Sunday 5–10:30 p.m. 860.768.4033.

Einstein Bros. Bagels

| | |
|---------------|------------------|
| Monday–Friday | 7:30 a.m.–2 p.m. |
|---------------|------------------|

Cafés and Coffee Houses***Starbucks at the Dorothy Goodwin Café***

The Dorothy Goodwin Café, located in the Mortensen Library, serving Starbucks Coffee, healthy snacks, and scrumptious treats.

| | |
|-----------------|---------------|
| Monday–Thursday | 8 a.m.–9 p.m. |
| Friday | 8 a.m.–5 p.m. |
| Saturday | Closed |
| Sunday | 2–9 p.m. |

The Backstage Café*

Located in the Handel Performing Arts Center, the Backstage Café serves deli sandwiches and specials, Starbucks coffee and espresso, specialty coffee drinks, bottled beverages, and an extensive array of convenience products including grab-and-go items. Free WiFi is available at The Backstage!

| | |
|---------------|---------------|
| Monday–Friday | 9 a.m.–7 p.m. |
| Saturday | 8 a.m.–4 p.m. |
| Sunday | Closed |

Convenience Stores***Village Market***

Stock your in-room fridge or grab a snack to keep you going at our on-campus market located in Konover Campus Center. Designed to make life easier, the Village Market provides everything you need, including groceries, convenience items, and health-and-beauty products.

| | |
|---------------|-------------------|
| Monday–Sunday | 11 a.m.–1:30 a.m. |
|---------------|-------------------|

Village Market Express

Located in the Dana academic building offering grab-and-go items and hot and cold beverages for students on their way to class.

| | |
|-----------------|---------------|
| Monday–Thursday | 8 a.m.–8 p.m. |
| Friday | 8 a.m.–2 p.m. |
| Saturday/Sunday | Closed |

Food Committee

The food committee serves as a consumer-oriented monitor of dining services. Jurisdiction includes services at University Commons, Gengras Food Court, Backstage Café, Market City Deli, Hawk's Nest, and the 1877 Club restaurant. Membership consists of 15 people representing six organizations, but anyone can become a member after attending three consecutive meetings. Contact SGA to become a member.

* This location accepts meal equivalency.

OTHER UNIVERSITY SERVICES AND RESOURCES

Banking Services on Campus

ATM machines are located outside University Commons and on the first floor in Gengras Student Union. A People's Bank branch is located at the Handel Center for the Performing Arts and is accessible by campus shuttle.

Box Office

The University of Hartford Box Office, located at Lincoln Theater, handles tickets for all University of Hartford events except athletics. The box office is open Monday through Friday from 10 a.m. to 6 p.m. and one hour prior to each performance. For ticket information, call 860.768.4228 or 800.274.8587.

Emergency Closing Information

It is the policy of the University of Hartford to remain open during inclement weather unless and until a determination is made to close based on an assessment of current and forecast conditions. When such a determination is made, the University will announce either a closing or delayed opening. Faculty and instructors are expected to follow the announced schedule and to conduct class when the University is open.

Please note that when the campus is closed preventing a class from meeting at its scheduled time, professors may opt to conduct classes or provide assignments online. Students should plan to check Blackboard and their email regularly on such days to learn of any alternate arrangements.

Changes to the University's operating schedule are communicated through:

1. Web Alert

The University's Web Alert system will be activated if there is an advisory. A message will appear on the University's home page (www.hartford.edu) detailing the emergency announcement.

2. Telephone

Dial the University's main number (860.768.4100 from off campus, 0 from campus residences and offices), where you will hear the latest emergency information if the normal operating schedule has been altered.

3. Facebook and Twitter

Updates are posted via Facebook (University of Hartford) and Twitter (UofHartford).

4. Text Message Notification Service

Emergency closing alerts will be sent via text message to those cell phone numbers registered with the University as shown in the Self-Service Center. Learn more at www.hartford.edu/alert.

5. Notice About Radio and Television

Local radio and television stations provide limited information and do not offer the complete advisory available on the University's website and main telephone number as described above. In addition, area radio stations now limit the amount of airtime devoted to announcing weather-related closings and may not be reading the complete list when you are listening. The University provides information to radio stations WTIC (1080 AM/96.5 FM), WRCH (100.5 FM), and WWUH (91.3 FM), and to Hartford's network TV affiliates (WFSB 3, WTNH 8, WVIT 30, WTIC 61). Please follow up on any announcements on TV or radio by checking the University's website or by calling 860.768.4100.

Under most circumstances, the University will open 30 minutes prior to the next scheduled class. Faculty and staff are not to arrive on campus prior to this announced opening time.

If it is announced that “UHart will open at 10 a.m.”:

- Faculty and staff should report to campus at, and not prior to, 10 a.m.
- Classes will begin at 10:30 a.m.
- All classes of 90 minutes or less with a start time prior to 10:30 a.m. will not meet.
- All classes and labs scheduled at or after 10:30 a.m. will be held at their normal times.
- All classes and labs longer than 90 minutes with a start time prior to 10:30 a.m. will meet beginning at 10:30 a.m. if 50 percent or more of the regular meeting time remains. (A 9:30 a.m. to noon lab would meet at 10:30 a.m. because more than 50 percent of the lab time remains.)

If it is announced that “UHart will close at 2 p.m.”:

- All classes with start times at or after 2 p.m. will not be held.
- All classes in session at 2 p.m. will dismiss
- Depending on day and time, the advisory issued may contain specific information about classes beginning just prior to the time of University closure (such as 1:30 p.m. classes in the current example)

Online Courses

All online courses at the University are taught asynchronously and are not affected by weather-related closings.

Additional Closing/Delay-related Information

For residential students, the Commons will remain open for dining during its regular hours when the University has closed due to severe weather.

The Sports Center will follow the operating schedule of the University and will be closed to members when the University is closed. The building will be open for residential students only.

The nature of the programs and the age of participants in the Hartt Community Division require that its closings be more closely aligned with those of the local public school systems and may not reflect those of the University.

The University of Hartford Magnet School and the University High School of Science and Engineering follow Hartford Public School closing procedures.

Faculty Senate

The Faculty Senate includes representatives from each of the colleges and meets monthly to discuss and vote on curriculum and other issues. There are several Faculty Senate committees that include student representatives. Students interested in serving on a Faculty Senate committee or task force should call the Faculty Senate office at 860.768.4475.

Financial Assistance

The University of Hartford Office of Student Financial Assistance works with families to maximize their eligibility for federal, state, and institutional aid. We are available Monday through Friday from 8:30 to 4:30 to answer all of your financial aid questions. Each student is assigned to a financial aid counselor who will work with them for their entire time at UHart. That said, any of our financial aid staff can assist all students. The Office of Admission and Student Financial Assistance is located in Bates House. Walk-ins are accommodated during normal business hours or you can contact us by phone at 860.768.4296 or 800.947.4303 or email finaid@hartford.edu.

Joseloff Gallery

The Joseloff Gallery provides an expansive yet intimate setting for students and visitors to view notable group exhibitions of contemporary art by internationally known artists, Hartford Art School faculty, and students.

The annual Faculty Exhibition is a chance to see recent work produced by the faculty of the Hartford Art School. All students are encouraged to enter the Alexander A. Goldfarb Juried Student Exhibition, which awards two \$1,000 purchase prizes to the top undergraduate artists. The Georgette and Richard Koopman Distinguished Chair in the Visual Arts Exhibition allows students to study the work of current visiting artist professors. The Kohn Joseloff Guest Curator series brings in fresh perspectives on art and art making, presenting group exhibitions arranged by noted curators. The International Distinguished Artists Symposium and Exhibition is a grand showcase for the work of internationally known artists featuring challenging themes and a week of lectures and discussions leading up to the gala opening of the exhibition.

Opening receptions, lectures, panel discussions, and informal gallery talks accompany many exhibitions. Students are encouraged to join the staff as gallery monitors to gain hands-on experience and insight into the workings of a professional gallery. All Joseloff Gallery exhibitions are free and open to the public. Learn more at www.joseloffgallery.org.

Laundry and Dry Cleaning on Campus

The Campus Laundry is a full-service laundry and dry cleaner offering the following services:

- wash, dry, and fold laundry service
- pressing shirts and blouses
- professional dry cleaning
- bed and bath linen rentals
- special faculty plans

Located in Konover Campus Center, these services can help you devote a maximum amount of time to academics and extracurricular activities without the burden of leaving the campus to drop off and pick up laundry or dry cleaning. Laundry and linen rental services are paid for by the year or the semester. The dry cleaning service may be used and paid for on a per-piece basis.

Over the summer, a brochure containing registration and payment options is mailed out by the University to all students. If you have any further questions during the regular academic year, please call 860.768.5233 or 800.243.7789.

Local Hotels

The University of Hartford welcomes numerous out-of-town visitors to campus throughout the year for a variety of special events, including academic programs, admission events, Hawktober Weekend, Orientation, sporting events, and Commencement. UHart has partnered with a number of local hotels and inns to offer special pricing for guests visiting campus. These properties can be viewed and reserved online at hartford.edu/hotels.

Mail Services

Mail Services, located on the lower level (first floor) of Gengras Student Union, provides basic services offered by the U.S. Post Office and provides two drop boxes for mail: one for campus mail and one for U.S. mail. Operating hours are 9 a.m. to 3 p.m.
Location: Gengras Student Union 110. Phone: 860.768.4210.

Off-Campus Housing: General Guidelines

If upperclass students elect to live within an off-campus neighborhood, there remains the need to respect the rules of civility within that neighborhood. The property should be kept well maintained and students should understand that late night parties and other late activities are

not going to be welcomed by neighbors. Violation of local noise ordinances or other regulations can result in the revocation of the rental permit obtained by the landlord. Loss of the permit would mean the requirement to move from that residence. In addition, be aware that towns around the University regulate the number of unrelated individuals who may occupy a single-family home. While homeowners may wish to rent their homes to students, occupancy may require a permit to be filed by the property owner with the local zoning authority. Ask the property owner if that permit has been obtained. If not, he/she may need to obtain one before prior to moving in.

Orientation Program

The University's Orientation program is a student's introduction to the University's campus community. During Orientation students learn how to make the University of Hartford feel like home away from home, how to take advantage of opportunities for a successful start to a college career, and begin friendships with fellow incoming students. Students will also receive academic advising, meet some of the faculty and staff, and finalize registration for their first semester classes.

Five sessions are offered for traditional first-year students entering in the fall. Sessions 1 through 4 are designed for traditional first-year students. Session 5 is reserved for those who have date conflicts with sessions 1 through 4 and is abbreviated due to move-in weekend. Transfer Orientation is designed specifically for transfer students and their unique needs and is typically held the day prior to Session 5. A spring semester orientation is also held in January the day before the start of classes.

If you have any questions related to orientation, transitioning to the University of Hartford, or to apply to be a Red Cap, please call us at 860-768-7003 or email orientation@hartford.edu.

Preceptor Program

Preceptors are advanced undergraduates in any college of the University who display academic skill and manifest capacities for leadership. They assist full-time faculty in introductory-level courses and are usually chosen individually by the professor of the course. Preceptors complete two workshops focused on both pedagogical and ethical issues to prepare them for this important responsibility. Once in the classroom, they play a variety of different roles, depending on the content and structure of the course, the needs of the professor, and their own strengths and weaknesses. Some tutor students in a particular subject area or in basic study skills, some work as writing coaches and discussion leaders, some run pre-exam review sessions, and some guide students in the lab. Preceptors exemplify responsible University citizenship and sound academic habits, including careful preparation for class and active class participation. These talented and mature undergraduates serve as role models whom beginning students may emulate.

Public Safety

The Department of Public Safety is dedicated to providing a campus environment in which students may pursue academic and leisure activities as safely as possible. Officers conduct foot, vehicle, and bicycle patrols of all campus areas, including parking lots and academic and residential facilities, responding to all complaints and requests for assistance.

All uniformed Public Safety staff are state certified as medical response technicians and provide emergency and routine first aid to the ill or injured.

In addition to ensuring compliance of state, local, and federal laws, Public Safety staff enforces University policies and regulations, including those related to the registration, parking, and operation of motor vehicles on campus. Trained investigators review all complaints and follow up on initial reports by gathering additional facts and information relative to the complaint. Public Safety's crime prevention unit has the resources and skills to provide programs on a variety of topics, including personal safety, property protection, and fire safety. Please contact

the unit for specific information. Many other services are provided by the Department of Public Safety, including escort service, registration of bicycles and other property, lost and found, jumper cable loans and/or vehicle assistance. The department also publishes *Your Car on Campus*, a comprehensive pamphlet detailing University of Hartford's parking and traffic rules, regulations, and guidelines. A copy of this handbook can be found online at publicsafety.hartford.edu.

Parking on Campus

In order to park a motor vehicle in any University parking area, all students must register the vehicle with the Department of Public Safety and obtain a current parking permit. This is done through the University of Hartford self-service portal or the Public Safety website, <http://publicsafety.hartford.edu>. The permit must be purchased prior to or immediately upon bringing the vehicle to campus. Students will be billed for the parking permit. Permits are not transferable to another person or vehicle.

If, for any reason, students must operate a motor vehicle not displaying a University of Hartford parking permit, they must post the vehicle online through the University of Hartford's self-service portal or immediately upon arriving on campus at the Department of Public Safety office. Students must bring their valid vehicle registration and ID to the Public safety office when registering the vehicle.

Commuters who alternate the use of two vehicles may obtain a permit for the second vehicle at a reduced rate upon verification of ownership.

All students registering vehicles for parking online with Public Safety are directed to the electronic version of "Your Car on Campus," a brochure of the rules and regulations governing parking, available parking lots, and operating a vehicle on campus. It is recommended that a copy of the brochure be printed for reference when the parking agreement is signed electronically.

Please note that the University of Hartford is primarily a pedestrian community, and Connecticut state law dictates that pedestrians have the right of way.

Public Safety staff joins in welcoming you to the University of Hartford and wishes you a safe and enjoyable campus experience. If you have any questions, please contact the Department of Public Safety at 860.768.7985.

Your Car on Campus

Public Safety has authority to enforce the University motor vehicle and traffic regulations as outlined in the *Your Car on Campus* pamphlet found online at <http://www.hartford.edu/publicsafety/Parking/Your%20Car%20On%20Campus%202014.aspx>. Questions may be directed to a member of Public Safety.

Traffic Appeals Board (TAB)

The Traffic Appeals Board (TAB) provides an avenue for appealing student parking violations. The TAB consists of members of Public Safety and Student Government Association. The TAB Coordinator and the rest of the board are selected each year by the Executive Vice President of SGA. The coordinator serves as chair for any appeal hearings. Any questions can be addressed to SGA in Gengras Student Union, room 120 or at 860.768.4775.

LiveSafe Mobile App

LiveSafe, a free mobile app designed to prevent crime and enable better incident response is being introduced to the UHart community for the 2017-18 academic year. Its core features include quick tip submittal via text with picture and video attachments

(including the option to stay anonymous), live chat with public safety officials, fast access to emergency phone numbers that initiate location tracking when called, a comprehensive safety map that pinpoints incidents on or near campus, and a peer-to-peer tool called SafeWalk that allows friends to watch out for each other through location monitoring and group chat. The app is available for both Android and iOS devices. Learn more at hartford.edu/livesafe.

Text Alert Notifications

UHTXT is a mass notification system that enables University students to receive alerts and updates as text messages on cell phones. Students who have an accurate cell phone number recorded as “Cellular Phone” in the Self-Service Center will receive text alerts in the event of a campus emergency or closing. To confirm, add, or remove your cell phone number, follow the instructions at hartford.edu/alert.

Red Key Society

Members of this organization volunteer their knowledge of the University of Hartford in providing a variety of services to prospective students under the auspices of the Office of Admission and Student Financial Assistance. Red Key members serve as campus tour guides and hosts to overnight student guests, and their involvement extends to special events, such as open house, a day in the life, receptions, and phone campaigns.

For more details on how you can become a Red Key member, please contact the Office of Admission, located in Bates House, or call 860.768.4296.

Transportation

Campus shuttles will not operate on days that the University is closed due to severe weather. If the University opens late, the off-campus shuttle route will begin at Clemens Place with a special pickup 25 minutes before the announced opening time. On-campus shuttle service will begin at the time the University opens. If the University closes early, a final off-campus route with all stops will leave Millard Circle 15 minutes after the official closing time. On-campus shuttle service will end with the circuit of campus that immediately follows the official closing time. Shuttle information and schedules at hartford.edu/shuttle.

Veterans Affairs

This office serves as a liaison between veterans on campus and the Veterans Administration in Hartford to assist veterans enrolled at the University. This office provides information to veterans and eligible persons about scholarships and educational and tutorial assistance programs. We welcome any questions concerning your benefits and entitlements. The coordinator of Veterans Affairs is located in the registrar’s office and may be reached by calling 860.768.4559.

Academic Assistance:

Faculty

Faculty members enjoy exchanging ideas with you and getting to know you personally. Take the initiative to get to know them. Each has office hours when he/she is available to meet with you. Feel free to stop by their offices; greet them as you pass them or when you see them at events, concerts, and receptions on campus.

Tutoring Programs

The Center for Student Success (CSS), located behind B-Complex on Alumni Plaza, is the place students can come to have questions answered, schedule appointments for one-on-one tutoring, get advice, share concerns or frustrations, learn about upcoming activities, get connected with programming and leadership opportunities on campus, receive assistance with time-management, or just hang out in a friendly and supportive location.

Peer Tutoring

The Center for Student Success coordinates the University's peer tutoring program. If a student needs a tutor or wants to become a tutor, he/she should stop by the CSS.

Support Services

The CSS staff provides the resources and support necessary for new students to have a successful transition to college and have an enjoyable and rewarding academic and social experience at the University. This includes information, guidance, and referrals in such areas as study skills, academic support services, mental health and wellness, career exploration and internships, financial aid and scholarships, campus life, intramural athletics, and reminders about important deadlines. CSS staff help students get involved in clubs and organizations so that they can become an integral part of the University community. The Center for Student Success is a drop-in center with no appointment needed. For assistance, stop by, call 860.768.7003, or email css@hartford.edu. Our website, which contains relevant and important information, is www.hartford.edu/css.

Center for Reading and Writing

The Center for Reading and Writing, located in Mortensen Library, offers free individualized assistance to anyone at the University who wants to discuss approaches to reading, writing, and studying. Professional and peer consultants work one-to-one on such specific issues as generating and organizing ideas in writing, using sources in writing, and editing written drafts.

We also teach flexible and efficient strategies for reading, note taking, preparing for tests, and managing time. Specialists are available to work with students of English as a foreign language. Please call 860.768.4131 to make an appointment.

Mathematics, Physics, Computer Science Tutoring Labs

The tutoring labs are staffed by full-time faculty and upper-class majors in the departments of mathematics, physics, and computer science. Free tutoring is offered for nearly all first- and second-level courses taught by the departments. The math/physics lab is located in Dana Hall 208A, and the computer science lab is located in Dana Hall 272. The schedule of hours is arranged at the beginning of each semester. The schedules are posted at the labs and at the department office in Dana Hall 230. Schedules for labs are also posted at hartford.edu/tutors.

Tutoring in Accounting

Tutoring is available through the accounting department's graduate assistants for much of the day Monday through Friday. See the posting outside Auerbach Hall 401A for specific hours. Tutors may also be obtained through the Student Government Association.

Tutoring in Economics and Quant Courses

Tutoring is available in several of the introductory Economics, Finance, and Statistics/Quant courses (stop by Auerbach 412, for tutors and times). Students can come with any course-related problems. Contact Dr. Malek Lashgari, Chair, Department of Economics, Finance, and Insurance, in Auerbach 412 G, or email: Lashgari@hartford.edu, for tutoring opportunities in this department.

Harrison Libraries

Information about collections and services is available on Harrison Libraries' home page, library.hartford.edu. Library phone numbers and hours are as follows:

Mortensen Library

Circulation phone 860.768.4264
Reference phone 860.768.4142

Hours (fall and spring semesters)

| | |
|-----------------|---------------------|
| Monday–Thursday | 7:30 a.m.–1:30 a.m. |
| Friday | 7:30 a.m.–6 p.m. |
| Saturday | 10 a.m.–6 p.m. |
| Sunday | noon–1:30 a.m. |

Allen Library

| | |
|-------------------|--------------|
| Circulation phone | 860.768.4491 |
| Reference phone | 860.768.4770 |

Hours (fall and spring semesters)

| | |
|-----------------|-------------------|
| Monday–Thursday | 8:30 a.m.–11 p.m. |
| Friday | 8:30 a.m.–6 p.m. |
| Saturday | 11 a.m.–5 p.m. |
| Sunday | noon–11 p.m. |

Information Technology in the Libraries

The Harrison Libraries house nearly 100 PCs with access to the Internet. Selected computers also have desktop applications installed. Through the home page (library.hartford.edu), users can search the libraries' catalog, an extensive collection of databases and electronic journals, and collections of links to Web information sources, as well as additional information on library services. Mortensen Library includes a Users' Branch, staffed by the Office of Technology Services (OTS), that supports desktop applications as well as Internet access. The libraries also provide secure wireless connections for holders of University e-mail accounts. Laptop computers and iPADS along with a variety of other equipment may be checked out at the circulation desks for in-library use. A valid University ID card is required to borrow any library material.

All computers linked to the University's computer network have complete access to the library system. Dorm residents should investigate access through ResNet. The reference departments (860.768.4142 or 860.768.4770) should be called for information about off-campus access. All members of the University community should obtain computer network accounts from OTS. Application must be made in person.

Borrowing Library Materials—Undergraduates

Mortensen Library books may be borrowed for four weeks, with three renewals. Allen Library books and scores may be borrowed for three weeks, with one renewal. Graduate students have different loan periods in Mortensen Library. Consult the libraries' home page for information. All borrowers must present a current University ID card.

Video and Audio Collections

The libraries' video and audio collections (DVDs, VHS, CDs, LPs, and cassettes) may be searched through the libraries' catalog. Visual materials are housed at the circulation desk in each library. Mortensen Library videos may be viewed in the library or borrowed for four hours (or until closing, whichever comes first). CDs and cassettes are housed at the Allen Library circulation desk; LPs are available in the stacks. Allen audio and video materials are for in-library use only.

Late and Non-returned Materials

Fines for overdue materials are assessed at the following rates:

- Books and scores are fined at 10 cents per day to a maximum of \$10 per item per charge period.
- Reserve materials are fined at \$1 per hour to a maximum of \$25 per item.
- Mortensen videos are fined at \$1 per hour to a maximum of \$25 per item.
- Laptop computers are fined at \$5 per hour to a maximum of \$50 per item.
- Laptop power adapters and mice are fined at \$1 per hour to a maximum of \$25 per item.

Charges for library materials overdue four weeks (28 days) from the due date are billed through the bursar's office. Charges include a replacement fee based on the value of the item plus a nonrefundable \$15 processing fee and all overdue fines. Credit for the replacement cost should be requested at the time the item is returned. The replacement cost will be credited if the item is returned in usable condition within one year of the due date. Library materials that require replacement when returned in severely damaged condition are also billed through the bursar's office. Borrowing privileges are suspended (excluding course reserves used in the libraries) when outstanding libraries fees reach \$20.

Athletics

Intercollegiate Athletics

The University of Hartford sponsors 17 intercollegiate sports. All teams compete at the NCAA Division I level. The men's programs are baseball, basketball, cross-country, golf, lacrosse, soccer, and track and field (indoor and outdoor). The women's programs are softball, basketball, golf, volleyball, cross-country, lacrosse, soccer, and track and field (indoor and outdoor). The University is a member of the America East Conference for all sports except men's and women's golf. Men's golf competes in the Big Sky Conference and women's golf in the Metro Atlantic Athletic Conference. All teams compete in all sanctioned conference championships. The University is also a member of the College Athletic Conference and the National Collegiate Athletic Conference.

Intramurals

The University of Hartford's intramural program offers organized athletic competition for men and women who do not wish to compete at the Division I intercollegiate level. Intramurals are among the most popular student activities on campus, attracting more than 1,800 participants each year. Activities are offered throughout the academic year, and students can choose from a wide variety of sports, including touch football, basketball, volleyball, racquetball, street hockey, roller hockey, softball, soccer, team handball, tennis, and water polo. Featured championship events are played under lights at Al-Marzook Field.

Sports Club Program

The Sports Club program is designed for individuals who desire a higher level of competition than is offered by intramurals. The club program is open to all full-time students and provides an opportunity for athletic competition where there is no existing intercollegiate team. Club teams are popular and include (but are not limited to) men's volleyball, men's and women's rugby, and karate. For more information, call or stop into the SGA office, Gengras Student Union 120, 860.768.4775.

Recreational Activity

Whether it's shooting baskets or playing a friend in a competitive game of racquetball, recreational opportunities are plentiful at the University. Students may also use the six lighted Deco-II outdoor tennis courts, the indoor swimming pool, the outdoor basketball court, and fitness room.

Fitness and Leisure Activity Programs

To meet the needs of a more health-conscious America, the University of Hartford's physical fitness program has expanded rapidly over the past several years. The Fitness and Leisure Activity Class offers a variety of fitness-and sports-related courses each semester. Each course carries one academic credit, and students can apply two credits from this program toward their undergraduate degrees.

Facilities

The Sports Center is home for intercollegiate athletics, intramurals, fitness and health activities, and recreation. The center encompasses 130,000 square feet of space and is highlighted by the 3,508-seat Chase Arena in the Reich Family Pavilion. Besides providing the University community with all the conveniences of a modern health and fitness facility, the Sports Center

includes such amenities as a pro shop, conference room, concession areas, and saunas. A modern training room/sports medicine unit and offices of the University's Health Services unit are also housed in the facility. Adjacent to the Sports Center are Alumni Stadium and the Al-Marzook athletic fields—home to the University's soccer and lacrosse teams. The complex also includes the softball field and Fiondella Field for baseball.

Cultural Events and Opportunities

Hartford Art School

Have you ever wanted to take a course in drawing, ceramics, painting, photography, or graphic design? Come on over, and we will help you find a studio class to enrich your understanding of the visual arts. If you are interested in a fine arts minor, please contact the associate dean at 860.768.4396. Don't miss the exhibitions in the Joseloff and Silpe Galleries and the weekly shows in the Silpe Student Gallery. You are also welcome to attend visiting artist lectures and the film/video series. Call 860.768.4393 for more information.

Guest Lectures

The University sponsors many lectures on a range of topics throughout the year. Check the University's calendar of events at www.hartford.edu or bookmark UNotes Daily at <http://unotes.hartford.edu>.

Theater/University Players

The University Players usually presents several major productions during the academic year as part of its program at the University. These productions are open to all personnel connected with the University, whether students, faculty, or staff. Other programs involving students primarily are the Directors' Workshop (a series of one-act plays) and the Actors' Studio (a series of scenes from plays).

For information regarding auditions, consult the call board in the lobby of Auerbach Auditorium or call the cinema and theater office in Hillyer 423 at 860.768.4742. Students are always welcome to work on production crews as well.

The Hartt School

The Hartt School is the internationally acclaimed performing arts conservatory of the University of Hartford with innovative programs in music, dance, and theatre. With more than 400 concerts, recitals, plays, master classes, dance performances, and musical theatre productions by students, faculty, and guest artists every year, performance is central to Hartt's curriculum. A complete performance schedule is available at www.hartford.edu/hartt. Most performances are open to students without charge or at a reduced rate when a valid ID is presented at the box office. Information is also available by calling the University Box Office at 860.768.4228.

Lincoln Theater

Lincoln Theater is the University of Hartford's largest venue for lectures and music, dance, and theatre performances. The theater plays a crucial role in providing entertainment for the surrounding Greater Hartford community. Since its dedication in 1978, Lincoln Theater has brought to the University and surrounding community the opportunity to see a wide array of people and programs.

Millard Auditorium

Millard Auditorium is one of the performance venues on the main University of Hartford campus. The intimate 428-seat house is used for symphonies, chamber music concerts, solo recitals, and lectures. Millard has computerized sound and lighting equipment, a 50-foot proscenium arch with a stage depth of 32 feet, a 22 line-set fly, and a full orchestra pit.

Mort and Irma Handel Performing Arts Center

All courses for dance and theatre majors are taught at the Mort and Irma Handel Performing Arts Center, which opened in September 2008. This 55,000-square-foot, state-of-the-art facility

has five dance studios, four theatre rehearsal studios, three vocal studios, and two black box theatres—the 300-seat Edward C. and Ann T. Roberts Foundation Black Box Theater and the 100-seat McCray Black Box Theater, given through the generosity of Kent '51 and Susan McCray. Each theater has Robbins sprung floors and a state-of-the-art computerized light board and sound equipment. Virtually any stage configuration is possible in these venues, providing designers, directors, and choreographers complete flexibility for innovation. Many Theatre and Dance Divisions performances, Hartt Community Dance Division performances, plus recitals, lectures, and concerts, are held in these venues each year. For information, call the University Box Office at 860.768.4228.

STUDENT ACADEMIC CONDUCT

Academic Honesty Statement

A university is a community of learners. Learners at the University of Hartford consist of students, faculty and staff, seeking academic and personal advancement. Academic and personal advancement is based on honest intellectual endeavors and the resulting creative achievement. Integrity in those endeavors is the foundation upon which that advancement is built. While inspiration and insight spring forth from the work of others, the work product must always be one's own. One's sense of integrity requires that proper credit be given where credit is due.

The purpose of the academic honesty policy is to provide a clear statement to students and faculty of the University's expectations regarding academic honesty and to set forth procedures for the enforcement of that policy. The procedures in this Academic Honesty Policy are administrative functions and are not subject to the same rules as in criminal or civil proceedings.

Throughout the following policy, the term "college" refers to any one of the schools or colleges of the University. The term "University-wide program" refers to programs such as Multi Media Web Design and Development or the Bachelor of University Studies that do not reside in a college. The term "department chair" refers to a department chair or, in the case of colleges that do not have departments, the equivalent to a department chair.

Policy

- A. All students are expected to observe generally accepted principles of scholarly writing in all examinations, compositions, papers, essays, tests, quizzes, reports and dissertations whether written in the classroom or outside. Sources of information used by a student in the preparation of work submitted as a basis for credit, or for a grade, or to satisfy graduate or undergraduate thesis requirements shall be clearly indicated in some conventional manner, such as by the use of quotation marks, footnotes, and bibliography.
- B. Students are forbidden to submit as their own any project, papers, or creative work that is in whole or part the work of another.
- C. The use of a paper writing service, is prohibited. Also prohibited is the use of papers obtained from the Internet, in whole or in part.
- D. All examinations and quizzes are to be completed without reference to books or notes, except when the instructor of a course shall have given explicit authorization for an "open book examination" or some other specified sort of assistance. Except as authorized by the instructor, no student is to give or receive assistance in the completion of an examination or a quiz.
- E. Other examples of academic dishonesty include, but are not limited to, the falsification of academic documents such as transcripts, registration materials, withdrawal forms, or grade reports, as well as the unauthorized reading, removing, or copying of any academic document or record maintained by any member of the faculty or administration.

Procedure

If an instructor becomes aware of a violation of Sections A, B, C, D, or E, or if a University official becomes aware of a violation of Section E, or other dishonest academic action, the following procedures shall be followed:

1. The complainant (instructor or University official) must present the charge and evidence to the student in private conference within ten working days* of the discovery of the

* business days: For the purposes of this policy, working days are defined as days the University is open to conduct the work of the University, Monday through Friday. It excludes, therefore, days Monday through Friday in which the University is closed due to holidays or inclement weather.

alleged violation. The private conference should be in person whenever possible, but when necessary by electronic means.

2. If the complainant is an instructor, the procedure in Step 3 then is followed. If the complainant is a University official alleging a violation of Section E that cannot be resolved by such a conference, the complaint shall be referred to the Dean of Students. The Dean of Students within five working days will determine the Dean or University-wide program Director with whom the complaint will be filed (the procedure in Step 3 is followed), or if the case shall be referred to the Office of Student Conduct Administration.
3. If this meeting does not resolve the situation, then either party, complainant or the accused, may file a written complaint with the chair of the unit in which the course is taught or with the director of the relevant University-wide program within seven working days. A meeting is held with the department chair, complainant, and accused within seven working days. The meeting should be in person whenever possible, but when necessary by electronic means. If the complainant is the department chair, then the meeting is held with the Dean of the unit in which the course is taught or the director of the relevant University-wide program.
4. If this meeting does not resolve the situation, then either party, complainant or the accused, may file a written complaint with the Dean of the unit in which the course is taught or with the director of the relevant University-wide program within ten working days. The complaint shall include the penalty proposed by the instructor. The Dean or Director shall ensure that both parties receive copies of the complaint as soon as possible. If the student is matriculated in a college or in a University-wide program other than that in which the violation occurs, a written copy of the complaint shall be sent to the Dean of the college of matriculation or Director of the program of matriculation.
5. The Dean with whom the complaint is filed shall call for a meeting of the College Academic Standing Committee (ASC) to be held within ten working days of receiving the complaint or at the next scheduled ASC meeting, whichever is sooner. The Director of a University-wide program shall call a meeting to be held within ten working days of receiving the complaint. The University-wide program Curriculum Committee shall function as an ASC.
6. Academic Standing Committee, having received the written complaint from the Dean or Director of a University-wide program, shall:
 - a. inform both parties in writing ten working days prior to the meeting of the time, date, place of the meeting, and
 - b. invite the Dean of Students, and the appropriate College Dean(s), and/or the Director of the University wide program (when relevant) to attend, (with voice but not vote).
7. For the ASC meeting, the student shall have the right to select a meeting advisor. The meeting advisor shall not be licensed in the field of law, shall be a current member of the University community (limited to faculty, staff, and students), and not otherwise involved in the case. The meeting advisor shall not address the committee or otherwise directly participate, but the accused may request a short recess to consult the meeting advisor.
8. The ASC Meeting
 - a. No member of the committee who is otherwise involved in the alleged violation shall sit in judgment during the meeting.
 - b. The meeting shall be closed to all non-participants.
 - c. Both parties shall be afforded the opportunity to speak, to present evidence and witnesses, and to hear and question adverse witnesses.
 - d. The committee's recommendation must be made within fifteen working days of the initial ASC meeting to the appropriate Dean or Director of a University-wide program.

- e. All of the proceedings pursuant to the investigation of an alleged violation shall be carried forward in a confidential manner. There shall be no general announcement of the identity of the student(s) charged with the violation, or of the recommendation of the committee.
9. After duly investigating the reports received, hearing the statements of the accused and such other persons as may testify, and hearing other relevant evidence, the ASC shall recommend to the Dean or the Director of the University-wide program one or more of the following, as it deems appropriate:
 - a. that (1) the charges be dismissed, (2) the charges have not been substantiated, or (3) the evidence established innocence, or
 - b. the student is considered responsible for the alleged violation by a preponderance of the evidence, and therefore one or more of the following actions be taken:
 - the instructor's penalty shall be upheld.
 - the student be dropped from the course or assigned a grade of "F" for the specific assignment or for the entire course.
 - the student be academically suspended (1) for the remainder of the current semester, losing credit for the current academic program, or (2) for the following semester or year, or both.
 - the student be dismissed from the University, and the dismissal be entered on the student's permanent academic record (transcript original), maintained by the Registrar in the case of dismissal.
10. The chair of the ASC Committee shall present the recommendation in writing to the Dean or University-wide Program Director who convened the committee. The recommendation shall also be presented in writing to the student, the original complainant, the Dean of the student's college of matriculation or the Director of the student's University-wide program of matriculation.
 - a. If complainant or student should find the recommendation unacceptable with respect to the imposition of suspension or dismissal, that individual may make an appeal to the Provost within five working days.
 - b. In the absence of such an appeal, the Dean of the student's college of matriculation or the Director of the student's University-wide program of matriculation shall be responsible for seeing that the recommendation is carried out, subject to the student's right of appeal set forth in Step 11, below. The Dean or Director shall also provide the student's academic advisor with a confidential report of the recommendation and action taken. In the case of non-matriculated students, the Dean or the Director with whom the complaint was filed shall notify the student of the recommendation and shall be responsible for seeing that the recommendation is carried out subject to the student's right of appeal.
 - c. If such an appeal is made, the chair of the Committee shall forward the recommendation and all relevant material to the Provost for consideration and action.
11. Appeal to the Provost: Should the student or complainant find the action unacceptable, either party may appeal to the Provost within five working days after notification. Appeals will be considered only on the following bases:
 - a. the existence of newly discovered evidence not available at the time of the hearing/decision;
 - b. the imposition of an unreasonable penalty or sanction at a prior hearing;
 - c. a substantive violation, mistake, or error in the procedures established herein has occurred, which would have significantly altered the outcome of the meeting provided for above. The Provost may request additional information from the appellant and may exercise any of the following options: affirm, modify, or reverse any part of the original decision; however, no modifications may be made so as to increase the sanction of penalty.

Appeals to Actions Taken in the Event of Less than Satisfactory Academic Progress

Decisions to place students on probation, remove from degree candidacy, or academically dismiss them are appealable according to the following rules and procedures. Responsibility for initiating the appeal in a timely fashion and in accordance with procedures outlined below lies with the student. Colleges will notify students in writing within seven business days* after the end of a semester of the decisions to place or continue on probation, removal from degree candidacy, or to dismiss. After the end of the fall semester, seven working days begins the first working day after January 1; after the end of the spring semester, seven working days begins on the Monday after Commencement weekend.

- A. Bases for Appeals: Students may appeal these actions only on the basis of procedural irregularities or on the basis of mitigating circumstances. Appeals based on mitigating circumstances should include explanations of the circumstances, a description of their effect on performance, and discussion of the actions taken to minimize or eliminate these circumstances and their effects.
- B. Procedures for Appeals
 1. An appeal must be made in writing to the dean of the college or designee within seven working days after notification, and should be accompanied by appropriate documentation.
 2. The dean of the college or designee refers the appeal to the academic standing committee of the college within five working days.
 3. Following review of the materials, the ASC will hold a closed hearing at the next regularly scheduled ASC meeting. The student is invited to meet with ASC to respond to questions. The dean of students or designee may be invited to attend by either the student or ASC with voice but not vote.
 4. Following the hearing, the ASC shall either sustain or rescind the action. The Dean or designee will inform the student of ASC's decision within five working days. There shall be no further appeal from decisions to place students on probation or to remove from degree candidacy. Decisions by ASC on appeals of dismissal may be appealed to the Provost.
 5. Appeals of dismissal must be made within seven working days of notification by the Dean, and only on the basis of procedural irregularities or on the basis of mitigating circumstances.
 6. The Provost shall sustain the College ASC or rescind the dismissal within seven working days. There is no further appeal to dismissal.

Appeals from Academic Decisions

Appeals relating to the decisions of an instructor(s) in the implementation of an academic policy can be made only on the grounds of alleged unjust or capricious action on the part of an instructor.

Steps in the Appeals Process

Step 1: The student must contact the instructor (in person, by phone, or by electronic means) to discuss the issue in question, stating the grounds for the appeal and presenting evidence to support the grounds. This must be completed within ten working days* after notification of the academic decision during a semester, and within ten working days after notification at the end of a semester.

Step 2: The instructor upon receiving an appeal of an academic decision from a student has ten working days to respond.

Step 3: If the situation is not resolved with the instructor, the student may request a meeting with the department chair or designee of the unit in which the course is taught (in person, by phone, or by electronic means) within ten working days. This meeting must occur within ten working days of the student's request for a meeting.

Step 4: If the situation is still not resolved, the student may submit a written appeal with supporting evidence to the dean (or designee) of the college in which the course is taught. This must occur within ten working days after the meeting with the department chair (or designee). Within ten working days, the dean shall decide whether the appeal warrants further investigation. If the dean decides that no further appeal is warranted, no further appeal is allowed.

Step 5: If the dean decides the appeal warrants further investigation, the appeal and evidence shall go to the Academic Standing Committee (ASC) of the college or program in which the course was taught at the next regularly scheduled meeting of ASC. The ASC meets (when necessary, by electronic means), and reviews the appeal by hearing the evidence presented by the student and the faculty member. The student and faculty member are invited to meet with the ASC to respond to questions on the issues, whenever possible in person or if necessary via electronic means. The dean of students or designee may be invited to attend by either the student or ASC with voice but not vote.

Step 6: For the ASC meeting, the student shall have the right to select a meeting advisor. The meeting advisor shall not be licensed in the field of law, shall be a current member of the University community (limited to faculty, staff, and students), and not otherwise involved in the case. The meeting advisor shall not address the committee or otherwise directly participate, but the accused may request a short recess to consult the meeting advisor.

Step 7: After hearing the appeal, the ASC shall submit a report and recommendations to the dean within five working days. The committee shall make the final determination of the case. The Dean informs the parties of the decision in a timely manner. No further appeal is allowed.

SEXUAL VIOLENCE AND MISCONDUCT POLICY AND PROCEDURES

This section is subject to amendment or change and may not be the current policy, please visit the University Title IX webpage to view the current policy and other information at http://hartford.edu/student_affairs/title_IX/

I. Statement of Policy

The University of Hartford strives to provide an environment free from Sexual Violence and Other Sexual Misconduct (as defined below), including without limitation Sexual Assault, Intimate Partner Violence – including without limitation Domestic Violence and Dating Violence – and Stalking. Further, Title IX of the Education Amendments of 1972 (“Title IX”) prohibits discrimination based on gender, including sexual violence and misconduct, in educational programs and activities that receive federal financial assistance; Title VII of the Civil Rights Act of 1964 (“Title VII”) prohibits discrimination in employment based on sex, among other protected classifications; Section 304 of the Violence Against Women Reauthorization Act of 2013, codified at 20 U.S.C. Section 1092(f), requires institutions of higher education to develop policies regarding the prevention of sexual assault, domestic violence, dating violence and stalking; and Section 10a-55m of the Connecticut General Statutes (“CGS”) requires institutions of higher education to develop a policy applicable to all students and employees addressing sexual assault, stalking and intimate partner violence and Title VII of the Civil Rights Act of 1964 (“Title VII”) prohibits discrimination in employment based on sex, among other protected classifications. To ensure compliance with Title IX, Title VII, 20 U.S.C. Section 1092(f), CGS Section 10a-55m and other applicable federal and state laws, the University of Hartford has developed this statement of policy and procedures (“Sexual Violence Policy”), which prohibits Sexual Violence and Other Sexual Misconduct, whether gender-based or non-gender-based.

When an allegation of Sexual Violence or Other Sexual Misconduct is reported and investigated, and a responding community member is found to have violated this Sexual Violence Policy, serious sanctions will be used in an effort to ensure that such actions are not repeated. This Sexual Violence Policy is intended to define community standards and to outline the investigation and complaint process when those standards are violated.

Any attempts to violate this Sexual Violence Policy are considered sufficient for having committed the violation itself. The use of alcohol or other drugs will not be accepted as a defense or mitigating factor to a violation of this Sexual Violence Policy. This Sexual Violence Policy applies regardless of the complainant's or respondent's sexual orientation, sex, gender identity or expression, age, race, national origin, religion or ability or any other protected class status.

THIS SEXUAL VIOLENCE POLICY IS SUPPORTIVE OF AND DOES NOT REPLACE UNIVERSITY POLICIES ON SEXUAL HARASSMENT AND TITLE IX COMPLIANCE. This Sexual Violence Policy applies only to Sexual Violence or Other Sexual Misconduct as defined in this Sexual Violence Policy: all other forms of sexual harassment and gender discrimination are covered under the University policies on sexual harassment and Title IX. The University's sexual harassment and Title IX policies for students can be found at:

http://hartford.edu/student_affairs/title_IX/

and its sexual harassment and Title IX policies for faculty and staff can be found at:

www.hartford.edu/hrd/staff_employment_manual.aspx

II. Scope

This Sexual Violence Policy applies to all University of Hartford students, faculty and staff.

This Sexual Violence Policy applies regardless of the sexual orientation or gender identity or expression of the persons involved.

This Sexual Violence Policy applies to “Prohibited Behavior” (defined below) directed to any students, faculty or staff, or visitors, which occurs on any University of Hartford campus or

controlled event. This Sexual Violence Policy also covers Prohibited Behavior off campus directed by a University student, faculty or staff toward another University student, faculty or staff.

The University will protect the privacy of victims of Sexual Violence and Other Sexual Misconduct, as well as of persons accused of violations of this Sexual Violence Policy, to the extent possible consistent with legal requirements and the University's obligations to protect the health and safety of the University community.

Similarly, the University will respect requests for confidentiality from victims of Sexual Violence and Other Sexual Misconduct to the extent possible consistent with legal requirements and the University's obligations to protect the health and safety of the University community.

Confidentiality and privacy issues are discussed more fully below. In addition, fully confidential resources, both on-campus and off-campus, are identified below.

A. Prohibited Behavior

The University prohibits Sexual Violence and Other Sexual Misconduct, as defined under this Sexual Violence Policy.

(a) Sexual Violence includes the threat of, attempted or actual Sexual Assault, including unwelcome sexual contact, and Intimate Partner Violence, including Domestic Violence and Dating Violence.

(1) Sexual Assault can include forcible and non-forcible but otherwise unlawful sexual offenses. As defined for purposes of the Federal Bureau of Investigation Uniform Crime Reports (UCR),

- Non-forcible but unlawful sexual offenses include incest and statutory rape; and
- Forcible sexual offenses include rape, acquaintance rape, forcible sodomy and sexual assault with an object.

The terms used to describe the various forms of sexual assault under the UCR under Connecticut law are "Sexual Intercourse" and "Sexual Contact," where the intercourse or contact is unlawful because it involves one or more of the following:

- Lack of consent from the victim;
- Force or threat of use of force, whether against the victim of Sexual Assault or a third person, where the victim has a reasonable cause for fear of physical injury. Force can but does not necessarily include use or threatened use of deadly weapons;
- Sexual intercourse or contact with a person who has a temporary or permanent mental incapacity ("mental incapacitation" and "mental defect", under the Connecticut statute's terminology);
- Statutory rape, as defined under Connecticut law;
- Incest; or
- Conduct where the perpetrator has a fiduciary relationship with the victim, such as psychoanalyst or other medical professional, school teacher or legal guardian.

Under Connecticut law, "Sexual Intercourse" is defined as:

[V]aginal 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.

Connecticut law defines “Sexual Contact” as:

[A]ny contact with the intimate parts of a person not married to the actor for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person or any contact of the intimate parts of the actor with a person not married to the actor for the purpose of sexual gratification of the actor or for the purpose of degrading or humiliating such person.

(2) Intimate Partner Violence means any physical or sexual harm, or threats of physical or sexual harm against an individual by the actions of a current or former spouse of or person in a dating relationship with that individual, where the action constitutes Sexual Assault or Stalking as defined in this Section II (A), or Family Violence as defined under applicable state law, which includes assault or threat of assault, reckless endangerment, sexual assault, stalking, disorderly conduct, criminal harassment, criminal violation of protective or restraining order, when directed against a family or household member.

Intimate Partner Violence includes Domestic Violence and Dating Violence.

Domestic Violence includes felony or misdemeanor crimes of violence committed by current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.

(b) Other Sexual Misconduct constituting a violation of this Sexual Violence Policy includes, but is not limited to:

(1) Stalking means engaging in a course of conduct directed at a specific person(s) that would cause a reasonable person to (a) fear for his or her safety or the safety of others, or (b) suffer substantial emotional distress. Under Connecticut law, Stalking is willfully and repeatedly following or lying in wait for another person and causes, whether willfully or recklessly, that person to reasonably fear for her or his safety. Behavior constituting stalking may include, but is not limited to, communications (i.e., face to-face, telephone, email, and social media), threatening or obscene gestures, surveillance, or showing up outside the targeted individual’s classroom, residence or workplace, where that behavior is nonconsensual.

(2) Sexual Exploitation occurs when a person takes advantage of another without that individual’s consent for the initiator’s own advantage or benefit or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute Sexual Violence or Other Sexual Misconduct, including but not limited to:

- Sexual exhibitionism
- Non-consensual video, photographing, or audio recording of a sexual nature and/or distribution of these materials via mediums such as the Internet
- Exceeding the boundaries of consent (e.g., allowing people to watch consensual sex without the knowledge of the participants)
- Peeping or other voyeurism

(3) Other forms of inappropriate conduct which, while not directly Sexual Violence, Stalking or Sexual Exploitation, nonetheless constitute a violation of this Sexual Violence Policy include:

- Assisting another person in committing a violation of this Sexual Violence Policy;
- Interfering with any person's effort to exercise or seek to exercise their rights under this Sexual Violence Policy, including but not limited to coercion, threats or harassment;
- Failing to cooperate in an investigation or proceeding conducted under or in connection with this Sexual Violence Policy;
- Retaliation against any person for exercising or seeking to exercise their rights under this Sexual Violence Policy;
- Retaliating against any person for cooperating with an investigation or proceeding conducted under or in connection with this Sexual Violence Policy.

B. Consent

For purposes of determining whether or not Prohibited Behavior has occurred, Consent is defined as an active, knowing and voluntary exchange of affirmative words and/or actions, which indicate and effectively communicate a willingness to participate in a particular sexual activity. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement.

- In order to give consent, a person must be of the legal age of consent. Under most circumstances, the age of consent in the state of Connecticut is sixteen.
- Consent must be freely and actively given.
- Silence, the lack of resistance or the lack of a negative response is not consent.
- A person, who is incapacitated by alcohol and/or drugs, whether voluntarily or involuntarily consumed, cannot give consent.
- A person who is asleep cannot give consent.
- Consent to one form of sexual activity does not indicate consent to another form of sexual activity.
- Neither past consent nor a past relationship indicates current or future consent;
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another;
- Consent can be withdrawn at any time; and
- Coercion, force, or threat of either invalidates consent.

Consent must be freely and meaningfully given. Consent cannot be freely and meaningfully given if the person whose consent is needed is incapacitated, or if the consent is obtained by means of force or coercion. For purposes of this Sexual Violence Policy:

Incapacitation is a state where someone cannot make rational, reasonable decisions due to a lack of capacity to give knowing consent (e.g., to understand the “who, what, when, where, why, and how” of the sexual interaction).

- Sexual activity with someone who is, or based on circumstances should reasonably have known to be, mentally or physically incapacitated (i.e., by alcohol or other

drug use, unconsciousness or blackout) constitutes a violation of this Sexual Violence Policy.

- A person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the consumption (voluntary or otherwise) of incapacitating drugs cannot give consent.
- Alcohol-related incapacity results from a level of alcohol ingestion that is more severe than impairment, being under the influence, drunkenness or intoxication.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access.

Coercion is unreasonable pressure for sexual activity, including without limitation the use of threats, intimidation or emotional manipulation to persuade someone to do something they may not want to do, such as being sexual or performing certain sexual acts. Being coerced into having sex or performing sexual acts is not consenting sex and is considered sexual misconduct.

III. Educational, Awareness and Prevention

The following is a partial list of educational, awareness and prevention programming provided by the University to students and employees.

Mandatory Education for all First Year Residential Students

Each year all-incoming first year students are required to take an online Violence Prevention course, Haven, prior to moving into their campus residence.

Haven uses a population-level approach to educate all students on the issues associated with sexual assault and relationship violence, taking into account their unique perspectives and experiences, providing: Key definitions and statistics - Reflective and personalized content - Bystander skill and confidence-building strategies - Campus-specific policies, procedures and resources - Rich data summaries to inform future programming.

Domestic violence awareness month (October). Various awareness and prevention programming throughout the month, such as: workshops on healthy relationships. Communication. And the Red Flag Campaign: the Red Flag Campaign is a public awareness campaign designed to address dating violence and promote the prevention of dating violence on college campuses. The campaign was created using a “bystander intervention” strategy, encouraging friends and other campus community members to “say something” when they see warning signs (“red flags”) for dating violence in a friend’s relationship. The campaign posters reflect racially and ethnically diverse models, and illustrate both heterosexual and same-sex relationships.

The Red Flag Campaign. This is a public awareness campaign designed to address dating violence and promote the prevention of dating violence on college campuses. The campaign was created using a “bystander intervention” strategy, encouraging friends and other campus community members to “say something” when they see warning signs (“red flags”) for dating violence in a friend’s relationship. The campaign posters reflect racially and ethnically diverse models, and illustrate both heterosexual and same-sex relationships.

Sexual assault awareness month (April). Various awareness and prevention programming throughout the month, such as: Take Back the Night, workshops on consent and healthy communication and bystander intervention programs as they relate to sexual violence. Mostly all of the programs and/or workshops are operated through the Connections Health Education and Wellness Center and the Women and Gender Resource Center. All programs and workshops are available to the campus community upon request. Departmental examples for programming outreach include areas on campus such as, Greek like, Athletics the Office

of Residential Life, Campus Ministry, the Student Success Center and the Hawk Hall learning residential communities.

Violence Prevention Resource Team. This team is a multi-disciplinary resource team consisting of various individuals who represent different areas of campus, to include; Connections Health Education and Wellness, Women and Gender Resource Center, the Office of the President, Dean of Students Office, Health Services, Residential Life, Counseling and Psychological Services, Athletics, Office of Student Conduct Administration, the Department of Public Safety, various faculty representation, various student representation from student groups, and Sexual Assault Survivor Advocates.

This team meets to discuss both national and state best practice standards as they relate to violence prevention. Discuss both federal and state law and how they affect our campus, as well as a primary focus on outreach and education in regard to bystander intervention and creating a healthy campus culture surrounding issues of sexual violence.

The Director for Connections Health Education and Wellness/Women and Gender Resource Center oversees this team.

Connectivity Peer Education/Peer Theatre. Connectivity Peer Education Theatre Ensemble are trained Peer Health Educators through the Connections Health Education and Wellness center. Connectivity members provide outreach and programming to the campus community on a variety of topics pertaining to health and wellness. Specifically, Connectivity members perform an interactive play that takes place at a campus party and addresses such topics as: bystander intervention, substance use and abuse and sexual violence prevention. The play is performed every year to all incoming first year students and throughout the year on request to various student groups such as Greek Life, Residential Life, etc.

Ways to Prevent Sexual Assault:

-Know that alcohol and drugs are often related to sexual assault: The use of alcohol and drugs compromises both your ability to make responsible decisions and to communicate effectively.

-Ask directly and don't assume: Some people believe that it is a routine part of "seduction" to ignore a person's saying "no" and to assume the party means "maybe" or even "yes". But without clearly established consent, what is called seduction is actually sexual assault. Even after a person has given consent, he or she still has the right to change his or her mind.

-Listen to and respect the person: If you are getting a double message from someone, speak up and clarify the message. If someone says "no" to your advances, back off.

-Recognize that intoxication is no excuse: Intoxication is not a defense for sexual assault. You are responsible for your actions whether or not you are sober. If someone is intoxicated or has passed out, offer to help; don't take advantage.

Bystander Intervention. The University of Hartford encourages all community members to educate themselves about interpersonal violence and share this info with friends. Confront friends who make excuses for other peoples abusive behavior, speak up against racist, sexist, and homophobic jokes or remarks. A good bystander is someone who models pro-social behaviors and intervenes when a potentially dangerous situation occurs. For more information on Bystander Intervention please go to:

<https://www.hartford.edu/publicsafety/Crime%20Prevention/bystanderintervention.aspx>

IV. RESOURCES FOR VICTIMS OF SEXUAL VIOLENCE AND OTHER SEXUAL MISCONDUCT

Medical Treatment - If a student or employee has been sexually assaulted, medical attention should be sought as soon as possible after the assault. The purpose is multifold:

- To treat physical injuries.
- To ascertain the risk of sexually transmitted diseases or pregnancy and intervene accordingly.
- To gather evidence that could aid prosecution. Evidence should be collected immediately. After the first 24 hours, the quality of evidence usually decreases, but can be collected up to 72 hours after the assault. This evidence collection can be performed at any of the area hospital emergency rooms: St. Francis (860-714-4001) and Hartford Hospital (860.524.2525). A support person may be present during the exam. These time frames also impact the collection and preservation of evidence such as clothing towels and bedding at the location of the incident.
- Connecticut General Statute 19a-112a (e): No costs incurred by a health care facility shall be charged directly or indirectly to such victim for the examination of a victim of sexual assault, when such examination is performed for the purpose of gathering evidence as prescribed in the protocol, including the costs of testing for pregnancy and sexually transmitted diseases and the costs of prophylactic treatment as provided in the protocol. Any such costs shall be charged to the Office of Victim Services within the Judicial Department.

Note: If a student seeks treatment at a local hospital, and police are contacted, this does not mean the student has to proceed with criminal charges.

Follow-up and routine gynecological services for those who have experienced sexual assault are provided at the University's Health Services (860.768.6601). Gynecology clinics are held weekly. Questions regarding the medical aspects of the assault can be answered during regular Health Services hours: Monday through Thursday, 8 a.m. – 5:00 p.m. and Friday from 8 a.m. - 4:30 p.m.

Emotional Support and Counseling on Campus – There are a number of services offered on campus to provide emotional support and counseling to individuals who have been sexually assaulted. Sexual assault advisors are volunteer members of the University of Hartford faculty and staff. All have intensive training in serving as advocates to help individuals deal with the aftermath of an assault. They can assist in identifying existing needs, whether medical, judicial/legal, counseling, academic, or housing related. They can also inform the student regarding the most appropriate campus and/or community services to provide this needed assistance and can facilitate the setting up of appointments, as needed or requested. These advisors are on call around the clock, on a rotating schedule. To contact a sexual assault advisor, call Public Safety at 860.768.7985.

Students may also reach a counselor at Counseling and Psychological Services by calling 860.768.4482 during regular office hours, Monday through Friday, 8:30 a.m. – 4:30 p.m. during the academic year. After hours, assistance is available through the University Public Safety dispatcher at 860.768.7985.

Emotional Support and Counseling Off Campus – A wide variety of off campus resources are also available to students. Confidential off-campus resources include:

1. **Connecticut Sexual Assault Crisis Services, Inc.**
All services are FREE and CONFIDENTIAL

There are various centers throughout the state of Connecticut. Each center provides:

- Hotline Services 24 hours/day 7 days/week
- 24-hour crisis counseling Information & referral
- Advocacy for children and non-abusing parent
- Short-term counseling for victims and their family and/or friends
- Support groups and more
- Community education programs dealing with sexual assault issues
- Community prevention programs dealing with safety concerns, etc.

Statewide 24-Hour Toll Free Hotline (When dialing the number below the call is routed to the center closest to your location.)

1.888.999.5545 English

1.888.568.8332 Española

2. YWCA of New Britain Sexual Assault Crisis Services.

New Britain Office: 22 Glen Street P.O. Box 2545, New Britain, CT 06051 Office: 860.225.4681 Hotline: 860.223.1787 (Local) Email: nbsacs@snet.net

Hartford Office 175 Main Street, Hartford, CT 06106 Office: 860.241.9217 Hotline: 860.547.1022 (Local)

3. Connecticut Coalition Against Domestic Violence (CCADV)

Connecticut Coalition against Domestic Violence (CCADV) is the state's leading voice for victims of domestic violence and those agencies that serve them. CCADV is a membership organization of Connecticut's 18 domestic violence service agencies that provide critical support to victims including counseling, support groups, emergency shelter, court advocacy, safety planning, and lethality assessment, among other services.

24/7 hotline: English: 1.888.774.2900 or Spanish: 1.888.774.2900

Interval House:

Interval House is dedicated to providing services to prevent and break the cycle of family and intimate partner abuse, which strives to reach all persons at risk and bring about social change.

24-hour domestic violence hotline: 860.527.0550 or 1.888.774.2900

Office of Victim Services

The Office of Victim Services (OVS), Connecticut Judicial Branch, is the state's lead agency established to provide services to victims of violent crime. OVS contracts with non-profit and public organizations to provide services to crime victims. These services include, but are not limited to, information and referral, criminal justice support/advocacy, legal support, therapy, safety planning, group treatment/support, personal advocacy and assistance in filing applications for victim compensation. For more information, call 711 or 1.800.833.8134; go to 225 Spring Street, Fourth Floor, Wethersfield, Connecticut; or visit <http://www.jud.ct.gov/crimevictim/>.

V. Title IX Coordinator

The University has appointed a Title IX Coordinator to oversee all aspects of the University's compliance with laws and policies protecting against gender discrimination and sexual harassment, including but not limited to Sexual Violence and Other Sexual Misconduct as defined in this Sexual Violence Policy.

Among other responsibilities, the University Title IX coordinator has the authority to appoint investigators and determine the complaint process for the reported incident (student, faculty or non-faculty employee).

The **University Title IX Coordinator** is:

David Stender, Gengras Student Union, Room 307
title9@hartford.edu 860-768-5403

The **Deputy Title IX Coordinator** is:

Lisa Belanger-Buoniconti, Human Resource Director
belanger@hartford.edu 860.768.4156

VI. Reporting a Violation and Handling of Complaints

A victim of Sexual Violence and/or Other Sexual Misconduct in violation of this Sexual Violence Policy has a number of rights and options in connection with reporting the incident. The victim may choose to do one or more of the following:

- report the incident to a confidential resource
- report the incident to the University
- file a formal complaint with the University under the procedures set forth in this Sexual Violence Policy
- file a complaint with the police, with or without University assistance
- file a complaint with other governmental agencies

While victims are encouraged to pursue these options, with support available from various University and community resources listed in this Sexual Violence Policy, a victim of Sexual Violence or Other Sexual Misconduct is under no obligation to file a complaint with local law enforcement or to file a formal complaint with the University. Each of these options is discussed below.

Any University employee who is told or otherwise learns about an incident of Sexual Violence or Sexual Misconduct against a student, employee, visitor or other third party must report that incident to the University's Title IX coordinator or a deputy Title IX coordinator (other than those listed below as confidential resources). Any person who is not sure whether they have an obligation to report an incident should contact the Title IX coordinator.

To report a violation or potential violation of this Sexual Violence Policy, any person may contact any of the following:

- **Any incident, 24 hours a day, 7 days a week: Public Safety, 860.768.7985**
- **Incidents involving students, visitors and third parties: interim University Title IX coordinator for Students, Visitors, and Third parties:** David Stender, Gengras Student Union, Room 307, title9@hartford.edu, 860.768.5403
- **Incidents involving Faculty and Staff: the Deputy Title IX coordinator for Faculty and Staff:** Lisa Belanger-Buoniconti, Human Resource Development, belanger@hartford.edu, 860.768.4156
- **Any incident which is not ongoing or require immediate reaction to avoid the risk of harm to one or more persons:** A person may report a potential violation of Title IX by calling the Whistleblower Hotline/Confidential Telephone Reporting Line: 860.242.0138. Issues raised to the Whistleblower Hotline are taken seriously and will be researched and evaluated for appropriate follow up. However, because the Whistleblower Hotline is NOT monitored continuously, and calls to the Whistleblower Hotline will not be forwarded to Public Safety or law enforcement personnel, incidents that are ongoing or require immediate reaction to prevent harm to one or more persons should not be reported on the Hotline: instead, Public Safety, local law enforcement or x911 should be called immediately. Further information on the Whistleblower Hotline can be found at: http://www.hartford.edu/aboutuofh/finance_administration/internal-audit/reporting-hotline.aspx

Finally, all community members that are aware of an incident involving Sexual Violence and Other Sexual Misconduct, including without limitation Sexual Assault, Intimate Partner Violence including Domestic Violence and Dating Violence, Stalking and Sexual Exploitation, are encouraged to speak to the University's Title IX Coordinator, a Deputy Coordinator, residence hall director, resident assistant, Public Safety, faculty, or other University staff member to make a formal report. Students and others may be reluctant to report incidents because of concerns that their own behavior may be a violation of University policies. Except to the extent necessary to avoid a likelihood of risk to self or others, the University normally will not pursue disciplinary actions against victims or third-party reporters who reveal information about a violation of University policies while reporting an incident of Sexual Violence or Other Sexual Misconduct. In such cases, any possible negative consequences for the reporter of the problem should be evaluated against the possible negative consequences of not reporting the incident.

A. Reporting to Confidential Resources

Victims of Sexual Violence and/or Other Sexual Misconduct in violation of this Sexual Violence Policy have available to them a number of Confidential Resources, both on-campus and off-campus, who are available to provide them assistance and advice on an entirely confidential basis. These Confidential Resources will not inform other University personnel or law enforcement agencies without the victim's permission. At the same time, Confidential Resources can be very helpful in advising victims on whether or not to make a formal report, and in assisting with that reporting process.

The following confidential resources are available to victims of Sexual Violence and/or Other Sexual Misconduct:

On-Campus Resources

- Counseling Services: 860.768.4482
- Student Health Services: 860.768.6601

Off-Campus Resources

- YWCA of New Britain Sexual Assault Crisis Service
- Hotline: 860.223.1787; Email: nbsacs@snet.net
- Interval House
- 24-hour domestic violence hotline: 860.527.0550 or 1.888.774.2900
- Connecticut Sexual Assault Crisis Services (CONNSACS)
- 24-hour confidential hotline: 1.888.999.5545
- Connecticut Coalition Against Domestic Violence (CCADV)
- 24-hour hotline: English: 1.888.774.2900; Spanish: 1.888.774.2900
- Rape, Abuse, and Incest National Network (RAINN)
crisis hotline: 1.800.656.HOPE
- Rape, Abuse, and Incest National Network (RAINN)
online hotline: <https://ohl.rainn.org/online/>

The University offers a number of other resources to victims for receiving support, advice, counseling and assistance, and for reporting incidents of Sexual Violence and/or Other Sexual Misconduct, but while every effort will be made to preserve confidentiality to the greatest extent possible, those other resources may be obligated to take action when they learn about an incident. Only Confidential Resources can assure complete confidentiality under normal circumstances. Faculty members are not Confidential Resources and must contact the University Title IX coordinator or a deputy coordinator if they are alerted of an alleged violation of this Sexual Violence Policy.

B. Reporting to the University

(1) Designated University contacts

Any person who believes he or she has been subject to Sexual Violence and/or Other Sexual Misconduct in violation of this Sexual Violence Policy is encouraged to contact any of the following designated University officials:

- **Any incident, 24 hours a day, 7 days a week: Public Safety, 860.768.7985**
- **Incidents involving students, visitors and third parties: University Title IX coordinator for Students, Visitors, and Third parties: David Stender, Gengras Student Union, Room 307, title9@hartford.edu, 860.768.5403**
- **Incidents involving Faculty and Staff: the Deputy Title IX coordinator for Faculty and Staff: Lisa Belanger-Buoniconti, Human Resource Development, belanger@hartford.edu, 860.768.4156**
- **Any incidents: Director, Student Health and Wellness Center Kenna Grant, mckenna@hartford.edu, 860.768.4077**

While these offices and individuals are specifically trained to respond to reports of Sexual Violence and Other Sexual Misconduct in violation of this Sexual Violence Policy and to assist victims of these incidents, if a victim chooses to inform other University staff and administration (such as supervisors, advisers, Human Resources, Residential Life and Student Affairs staff, academic administration, faculty, etc.), the University employee will make sure that a designated University official is informed. Notice to any University employee, other than Confidential Resources, triggers an obligation for that employee to report to a designated University official.

(2) Confidentiality and Privacy

When the University receives notice of an incident, whether from the victim, a third party or anonymously, the University has an obligation to take action in order to protect the health and safety of the University community. Normally this includes an investigation, even if the victim does not wish to file a formal complaint, although other options might be available in addition to or, where clearly appropriate, instead of investigation, such as educational programming. Any time a report of Sexual Violence and/or Other Sexual Misconduct is investigated, only people with a need to know about the incident will be informed, and information will be shared only as necessary with investigators, witnesses and the accused person. However, investigations by their nature cannot be entirely confidential: in order to properly investigate a report of a possible violation of this Sexual Violence Policy, the identity of the victim, when known, may be revealed. The investigative process is explained further below.

If a victim of Sexual Violence and/or Other Sexual Misconduct reports an incident, or is contacted by a University official investigating an allegation of Prohibited Behavior, and the victim specifically asks that the matter remain confidential and not be investigated, the University will consider this request. When weighing a victim's request for confidentiality or that no investigation be pursued, the Title IX coordinator will consider a range of factors, including, but not limited to, the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
 - Whether there have been other Sexual Violence complaints about the same alleged perpetrator;
 - Whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;

- Whether the alleged perpetrator threatened further Sexual Violence or other violence against the victim or others;
- Whether the Sexual Violence was committed by multiple perpetrators;
- whether the Sexual Violence was perpetrated with a weapon;
- Whether the victim is a minor;
- Whether the University possesses other means to obtain relevant evidence of the Sexual Violence (e.g., security cameras or personnel, physical evidence);
- Whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the University to investigate and, if appropriate, pursue disciplinary action, even though the victim requests confidentiality and no action. If none of these factors is present; the University will normally respect the victim's request for confidentiality.

If the University determines that it must investigate in spite of a victim's request for confidentiality, the University will inform the victim prior to starting an investigation and will, to the extent possible, maintain as much privacy as possible and only share information with people as necessary to meet the University's obligations.

The University may not require a victim to participate in any investigation or disciplinary proceeding. The University also will not require a victim to notify law enforcement authorities or to cooperate in any criminal investigation, although the University may determine that it has its own obligation to notify law enforcement, based on the same considerations described above.

Under all circumstances, the University will take all reasonable steps to be protective of the victim's well-being, and will work with the victim to create a safety plan as well as take ongoing steps to protect the victim from retaliation or harm. Retaliation against the victim, whether by students or University employees, will not be tolerated. The University will also:

- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see discussion of these resources, above);
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the victim of the right to report a crime to campus or local law enforcement—and provide the victim with assistance if the victim wishes to do so.

If the victim wishes to keep a matter confidential and the University determines that it can honor that request, the University will still assess what actions the University can take in response to the reported incident without identifying the victim. Such actions may include, for example: targeted awareness and prevention programming for the community; assistance with transportation for victims; University housing reassignments, and academic accommodations and assistance for student victims, and workplace accommodations for employee victims.

Because the University is under a continuing obligation to address the issue of Sexual Violence campus-wide, reports of Sexual Violence (including non-identifying reports) will also prompt us to consider broader remedial action, such as increased monitoring, supervision or security at locations where the reported Sexual Violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

(3) Federal Reporting Obligations

The University has a duty to report data about various forms of sexual misconduct in accordance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Act (Clery Act). No personally identifiable information is disclosed, but statistical information is disclosed as part of the University's Annual Security Report. The information to be shared includes the date, location type (residence hall, public property, off-campus, etc.), and specific crime category. The current University Annual Security Report can be found at <https://www.hartford.edu/publicsafety/clery/default.aspx>.

Under the Clery Act, the University is required to provide timely reports to the University community if there is an ongoing threat of immediate harm to students and employees. The names of victims will be withheld from these reports and the University will withhold identifying information on victims to the greatest extent possible while meeting its obligations under the Clery Act.

(4) Options Available to Victims for Changing Certain Conditions

The Title IX Coordinator or designee will advise a victim of Sexual Violence or Other Sexual Misconduct of options available to change academic, living, campus transportation or working conditions in response to the Prohibited Behavior. Such options may include but are not limited to alternative means of providing on-campus transportation; changes in academic or work schedules, or other academic or employment accommodations; and housing reassignments.

The Title IX Coordinator or designee will discuss options regardless of whether the victim wishes to maintain confidentiality, and regardless of whether the victim wishes to file a complaint under the University Complaint Process or with law enforcement. However, some options may not be available while maintaining confidentiality or without filing under the University Complaint Process. For example, an option which involves formal sanctioning of another University student, staff or faculty cannot occur without giving that other individual the procedural rights to accused described in this Sexual Violence Policy.

C. Filing a Formal University Complaint

Students, faculty and staff who are victims of Sexual Violence or Other Sexual Misconduct are encouraged to file a complaint under the University Complaint Process set out in Section VIII of this Sexual Violence Policy, below. The University Complaint Process is available to all University students, faculty and staff for accusations made against any individual who is a University student, faculty or staff.

D. Reporting to Law Enforcement

Community members who are victims of Sexual Violence or Other Sexual Misconduct have the option to notify or not notify law enforcement. University of Hartford community members are encouraged to report Sexual Violence and Other Sexual Misconduct, whether the incident occurred on or off campus, to local law enforcement. Any of the following resources can assist community members who wish to make a report of Sexual Violence or Sexual Misconduct, whether the incident occurred on or off campus, to police:

- University of Hartford Department of Public Safety
860.768.7985
- Director, Student Health and Wellness Center
Kenna Grant, mckenna@hartford.edu, 860.768.4077
- YWCA of New Britain Sexual Assault Crisis Services
Hotline: 860.223.1787; Email: nbsacs@snet.net
- Interval House

24-hour domestic violence hotline: 860.527.0550 or 888.774.2900

Electing not to report an incident to the police will not impact the University's investigation or Title IX complaint process, nor will it affect the victim's other rights and options under this Sexual Violence Policy and the law. If a victim is a minor, according to Connecticut state law, the University will make a report to the appropriate law enforcement agency.

To contact a local police department, contact Public Safety for assistance, or call:

- Hartford Police Department, 860.757.4000
- West Hartford Police Department, 860.523.5203
- Bloomfield Police Department, 860.242.5501

IF YOU NEED IMMEDIATE ASSISTANCE IN CASE OF AN EMERGENCY PLEASE DIAL 860.768.7777 (or 7777 FROM ANY UNIVERSITY PHONE) OR 911. Please be advised that dialing **7777** directly to the Department of Public Safety may speed up emergency response as Public Safety can guide emergency services to the proper location on campus.

Victims of Sexual Violence and Other Sexual Misconduct which constitutes a violation of criminal statutes—including, without limitation, Sexual Assault, Domestic Partner Violence, Dating Violence and Stalking—may be able to seek a protective order or temporary restraining order through the criminal or civil court system.

Any person who obtains a court-ordered protective order or temporary restraining order, whether or not related to a violation of this Sexual Violence Policy, may inform Public Safety of the existence of the protective or temporary restraining order.

Information on the criminal justice system, including information on how to obtain and enforce a protective or restraining order, is contained in appendices at the back of this Sexual Violence Policy:

Criminal Complaint Process—See Appendix A

How Does a Restraining Order Work?—See Appendix B

Reporting Options for Victims of Relationship Violence—See Appendix C

E. Filing an External Complaint

In addition to the University offices, employees, students, and visitors to the campus can also direct their concerns about sex discrimination to federal and state offices. The United States Department of Education's Office for Civil Rights (OCR) enforces Title IX. Generally this covers students, employees, and visitors to the campus involved in the University-sponsored educational programs or activities.

Office of Civil Rights

U.S. Department of Education
5 Post Office Square, 8th floor
Boston, MA 02109-3921
Telephone: 617.289.0111
Fax: 617.289.0150
Email: OCR_Boston@ed.gov

Information concerning OCR's procedures and coverage is contained online:
<https://www2.ed.gov/about/offices/list/ocr/docs/howto.html?src=rt>

The United States Equal Employment Opportunity Commission (EEOC) enforces the federal laws that prohibit sex discrimination in employment and educational activities and programs.

U.S. Equal Employment Opportunity Commission

John F. Kennedy Federal Building

475 Government Center

Boston, MA 02203

Telephone: 1.800.669.4000

Fax: 617.565.3196

Information concerning EEOC's procedures and coverage is contained online:

<http://www.eeoc.gov/field/newyork/charge.cfm>

Note: Federal law requires that a formal written complaint be filed with the EEOC within 300 days of the date when alleged discriminatory act occurred.

The Connecticut Commission on Human Rights and Opportunities (CHRO) enforces laws that prohibit sex discrimination in employment within the State of Connecticut.

Connecticut Commission on Human Rights and Opportunities

25 Sigourney Street

Hartford, CT 06106

Telephone 860.541.3400 or 1.800.477.5737

Fax 860.246.5068

Information concerning CHRO's procedures and coverage can be found at:

<http://www.ct.gov/chro/cwp/view.asp?a=2524&Q=315884&chroPNavCtr=1#45571>

F. Deciding Not to Report

If a community member decides not to file a complaint with the University, the University encourages the community member to seek out the available medical, mental health, counseling and advocacy resources listed in Section IV, above. Community members who wish to make a complaint at a later date may contact any of the staff mentioned in Section VI, D through E, above. Please note that a delay in reporting could weaken the available evidence, or the University's ability to gather information, used to determine whether a person is responsible for Sexual Violence or Other Sexual Misconduct. The University therefore encourages all persons, even if they do not wish to report an incident of Sexual Violence or Other Sexual Misconduct to law enforcement or the University, to arrange for the preservation of any physical evidence, including if relevant preservation of medical evidence at a hospital. Assistance in the preservation of evidence may be provided by Public Safety, a local law enforcement agency, or a hospital.

VII. Non-Retaliation Policy

The University encourages individuals to bring forward information and/or complaints about violations of state or federal law, University policy, rules or regulations. Retaliation against any individual who, in good faith, reports or who participates in the investigation of alleged violations is strictly forbidden. The University will take appropriate action, up to and including dismissal or expulsion, as applicable, against any employee or student who violates this non-retaliation policy.

This Sexual Violence Policy does not protect an individual who files a report or provides information as part of an investigation that he or she knows is false, files a bad faith retaliation claim, or participates in any illegal conduct.

Such actions adversely affect or threaten to affect the employment rights or other interests of an individual and can take either work or social form.

Examples of work-related retaliation include, but are not limited to:

- unsubstantiated adverse performance evaluations or disciplinary action
- unfounded negative job references

- arbitrary denial of salary increases, promotions or other job benefits
- hostile work environment, described as conduct that is so objectively offensive as to alter the conditions of employment
- intimidation
- unfounded reduced or limited work assignments

Examples of social retaliation include, but are not limited to:

- bullying, such as repeated intimidation or humiliation, derogatory or insulting remarks, or social isolation and which occurs indirectly (e.g., via e-mail) or directly
- physical threats and/or destruction of personal or state property

Actions also considered retaliatory include any action taken or threatened to be taken by an employee that would dissuade a reasonable employee from engaging in activities protected by this Sexual Violence Policy.

If an individual believes that he or she has been subjected to retaliation as a result of filing a Title IX complaint, she/he should either contact the office to which the initial complaint was filed or any of the following University offices:

Title IX Coordinator: 860.768.4281

Deputy Title IX Coordinator/Human Resources Development: 860.768.4156

Public Safety: 860.768.7985

VIII. University Complaint Process

Any University student, faculty or staff who believes that they have been a victim of Sexual Violence, Other Sexual Misconduct or other misconduct prohibited under this Sexual Violence Policy (“Prohibited Behavior”) because of the actions of a University student, faculty or staff may file a complaint under the University complaint process (“Process”) against that student, faculty or staff, regardless of where the alleged Prohibited Behavior occurred. Both the complainant and the accused are subject to the procedures and rights set forth in this Process.

A. Process

For the most up to date information on the Process, please see the University’s website at:

http://www.hartford.edu/student_affairs/title_IX/

B. Filing a University Complaint

All individuals are encouraged to promptly report conduct to the University that may violate this policy. Also, all individuals are encouraged to report conduct that may violate criminal law to both the University and law enforcement. A victim of Sexual Violence or Other Sexual Misconduct may also file a complaint with the Title IX Coordinator, Deputy Title IX Coordinator, Human Resource Development, or Public Safety. The University Title IX Coordinator and/or a Deputy Coordinator also reserves the right to investigate any incident that comes to the attention of the University, that may relate to this Sexual Violence Policy, and, if necessary, refer that incident to this Process.

C. Interim Remedial Action

Upon receipt of a complaint, the Title IX Coordinator, or designee, may enact interim remedial actions in order to stop the alleged harassment or discrimination, and/or to protect the safety and well-being of the complainant, the accused and the University community while an investigation, assessment and appeal is continuing under this Process. Interim remedial action is preliminary, and only in effect until the process is complete and a decision is rendered. Interim remedial actions may be instituted at any point during the investigation, assessment and appeal process and can include, but are not limited to:

- For all complainants:
 - No Contact Orders
 - Assistance with transportation

- For students:
 - University housing reassignments and/or suspensions
 - Academic assistance, course schedule adjustments and other academic accommodations
 - University campus restrictions and/or bans
 - Limitations on extracurricular and/or athletic activities
- For employees:
 - Temporary work assignments, or temporary relocation of workplace
 - Temporary assignment of alternative supervision (when the supervisor has been accused violation of this Sexual Violence Policy)

These forms of remedial action, where appropriate, will be made available regardless of whether or not the individual chooses to file a complaint with law enforcement officials.

D. Procedural Standards and Rights

All investigations, assessments and appeals under this Process shall be conducted in a manner which is fair and impartial to both the complainant and the accused.

The completion of the investigation, assessment and, where applicable, determination of sanctions shall be completed in a prompt and fair manner. The Title IX Coordinator will not consider parallel police investigations to be a valid reason for delaying an investigation or reaching a conclusion about any alleged violation of University policy. Any appeal shall be handled in a similarly prompt fashion.

Both the complainant and the accused shall have the right to be accompanied by an advisor or support person of their choice at any meeting or in-person proceeding under the Process, so long as the participation of a support person does not cause a postponement or delay of the meeting or proceeding. The advisor shall not be permitted to speak during any meeting or proceeding, although the complainant or accused can request reasonable breaks which do not unreasonably delay or extend the meeting or proceeding in order to consult with the support person.

The identities of the complainant and the accused shall be kept confidential to maximum extent possible, except as required by law or for the purposes of conducting a fair and thorough investigation, assessment and appeal under this Process.

E. Investigation

Upon notification of a possible violation that may relate to this Sexual Violence Policy, the Title IX coordinator or trained designee will assess whether or not there is sufficient information on which to base a formal Title IX investigation and will also assess, pursuant to the standards on confidentiality discussed above, any request by the victim not to investigate.

The Title IX Coordinator or designee will assign one or more investigators to conduct the Title IX investigation. The Title IX coordinator or investigator(s) will provide written notice to the responding party of the allegations constituting a potential violation of the University's sexual misconduct policy, including sufficient details and with sufficient time to prepare a response before any initial interview. The investigator(s) will provide sufficient time to both the Complainant and Respondent to prepare a response before any initial interview, as well as an equal opportunity for the Complainant and Respondent to provide information and evidence, and propose witnesses for interviewing. The Complainant and the Respondent will be apprised of the status of the investigation.

Information on the complainant's prior sexual conduct with anyone other than the accused, or other information that is more likely to inflame or mislead than to inform, such as the complainant's clothing, shall not be considered by the investigator(s). Evidence of prior

consensual dating, sexual relationship or sexual conduct between the complainant and accused shall not be considered by itself to imply consent or to preclude a finding of a violation of this Sexual Violence Policy.

At the conclusion of the investigation, the investigator(s) will supply a thorough report of the findings to the designated Title IX Coordinator or Deputy. These findings will include recommended conclusions as to whether the accused individual(s) is responsible or not responsible (in whole or in part) for Prohibited Behavior in violation of this Sexual Violence Policy, or a recommended conclusion that there is insufficient information to reach a determination on responsibility. The investigator(s) will identify supporting information for the recommended conclusions in the report. All recommended conclusions shall be based on a “preponderance of the evidence” standard, under which a conclusion will be made only if, based on all the evidence presented, including an assessment of the credibility of testimony, it is more likely than not that the conclusion is correct. A finding that more than 50% of the evidence supports the conclusion satisfies the preponderance of the evidence standard.

If the accused accepts responsibility for some or all of the violations alleged, the investigator(s) shall note that in the investigative report, and a conclusion of responsibility shall be recommended for all admitted violations.

F. Complaint Assessment Panel

The Title IX Coordinator will appoint a Complaint Assessment Panel, which will consist of three impartial persons. The Title IX Coordinator will give the accused and complainant the opportunity to review the report, and allow both the complainant and the accused the opportunity to provide for the Complaint Assessment Panel’s consideration a written response within a reasonable period of time set by the Title IX Coordinator.

If it is determined that further information is needed before the Complaint Assessment Panel can make a determination, the Title IX Coordinator will notify the investigator(s) of information or clarification that is needed and the investigator(s) will work to return that information back to the Title IX Coordinator in a formal written amendment to the investigative report. The complainant and the respondent will be given the opportunity to review any such supplemental report prepared by the investigator(s). The complainant and the accused will both have the opportunity to provide a written response to the new information within a reasonable time period set by the Title IX Coordinator.

The Complaint Assessment Panel will review the complete report supplied by the investigator(s) and any submission(s) by the complainant and accused, and will determine if they concur with the recommended conclusions, reach a different conclusion, or require further information. All determinations of the Complaint Assessment Panel will be based on a preponderance of the evidence standard.

At the point the Complaint Assessment Panel concurs with the completed investigation, the following will occur:

- If the accused has been found not responsible, the Title IX Coordinator will prepare a final outcome letter with a statement of the information in support of its finding.
- If the accused has been found responsible, the Title IX Coordinator will decide on necessary and appropriate sanctions per university policy and/or code of conduct. The Title IX Coordinator will prepare a final outcome letter with a statement of the information in support of its finding.

If the accused has accepted responsibility for some or all of the violations alleged, the Complaint Assessment Panel will include in its final outcome appropriate sanctions for any admitted violation, taking into account the contents of the investigative report and any material submitted by the complainant and accused.

The following are possible sanctions for incidents reviewed under this Sexual Violence Policy:

- Students found responsible for committing Sexual Violence in violation of this Sexual Violence Policy will likely receive a sanction ranging from probation to expulsion, depending upon the severity of the incident and any previous violations of the Student Code of conduct. Faculty or staff found responsible for violating the prohibition against Sexual Violence will likely receive a sanction ranging from suspension to termination.
- Students found responsible for committing Other Sexual Misconduct or other misconduct prohibited under this Sexual Violence Policy will likely receive a sanction ranging from an official reprimand to expulsion, depending upon the severity of the incident and any previous violations of the Student Code of Conduct. Faculty or staff found responsible for violating the prohibition against Other Sexual Misconduct will likely receive a sanction ranging from a written warning to termination.
- Faculty who are terminated under this Sexual Violence Policy and who are tenured or in the middle of a contract term are entitled to additional procedural rights under Section 10, Dismissal, of the Faculty Policy Manual.
- The committee will sanction students found responsible for violations of the Student Code of Conduct not related to this Sexual Violence Policy in accordance with sanctions used in the general Student Conduct Process.

The final outcome letter will be sent simultaneously to the complainant and the accused. The final outcome letter will include restatement of the original allegations and violations alleged to have occurred, explanation of the findings of the investigators for each separate charge to include Responsible, Not-Responsible and Unable to Determine. The final outcome letter will also include detail of all sanctions imposed. The final outcome letter will also advise the complainant and accused of their right to appeal the findings. The grounds for which an appeal will be granted will be based on guidelines established in this Sexual Violence Policy.

The Title IX Coordinator reserves the right to increase or decrease the recommended sanction guidelines listed above in the case of significant mitigating or aggravating factors. The Title IX Coordinator also reserves the rights to include additional sanctions, educational or otherwise, in accordance with the general student conduct process.

G. Appeals

After receiving notification of the findings of the investigation and sanctions, when imposed, both the complainant and the accused student have five business days to notify the Title IX coordinator or designee of their intent to appeal the finding. An appeal form may be obtained from the Title IX Office, a designee, or the University website

http://www.hartford.edu/student_affairs/title_IX/. A formal letter of appeal specifying the grounds upon which the appeal is based and supporting information must be submitted within three business days of the receipt of the appeal form. The Title IX coordinator or designee has the discretion to extend the deadline for submission of a letter of appeal.

Sanction(s) imposed by the committee will remain in effect while the appeal is pending. The Title IX Coordinator or designee may put in place additional temporary remedial action, as described in Section VIII (B), above. The letter of appeal specifies the grounds upon which the appeal is based, and how those grounds materially affected the outcome (responsibility or sanctions) of the original meeting.

Appellant's written materials will be provided to the other party and the investigator(s), each of whom may submit materials in response to the appeal. Title IX Investigations/Findings may be appealed to the University Title IX coordinator. The accepted grounds for an appeal are:

- Additional and/or new relevant information that was not available at the time of the initial investigation.
- An error in process or an abridgement of rights, as outlined by this Sexual Violence Policy, which materially impacted the outcome of the hearing.

- The sanction(s) assigned by the committee did not adhere to the sanction guidelines stated in this Process.

The Title IX Coordinator will determine whether or not the appellant has presented one of these three grounds for appeal. If the appeal letter(s) does not present grounds for appeal, the appeal will be denied and the matter will be closed.

The University Title IX Coordinator has the discretion to determine whether an appeal should be considered because it presents a claim of an error in process or sanctions. The Title IX Coordinator may convene an Appeal Panel, which will consist of three persons who have been appropriately trained. The Appeal Panel shall apply a clear error standard for appeals made on the grounds of an error or sanction issued.

If an appeal is made on the sole basis that new material information was not available at the time of the initial investigation, the Title IX Coordinator has the discretion to review the new information to make a preliminary determination as to the likelihood of it having a material effect on the outcome and either grant or deny a review process. The Title IX Coordinator has the discretion to assign an investigator to amend the report with the new information and present it to an appeal panel, who may make a determination about whether or not the new information changes the outcome or sanctions of the original Complaint Assessment Panel.

The Appeal Panel may decide that the appeal is not valid. In this case, all sanctions remain in place. If the Appeal Panel finds that the appeal is valid, they may recommend adjustments in sanctioning to the Title IX Coordinator.

The Appeal Panel will prepare an appeal outcome letter with its conclusions, including an explanation of the basis for those conclusions and forward this letter to the Title IX Coordinator. The appeal outcome letter will be sent simultaneously to the complainant and the accused.

H. Compliance with Sanctions and Accommodations

At the conclusion of the complaint process, including any appeals, the Title IX Coordinator will be responsible for ensuring compliance with all assigned sanctions, and to take any other measures, such as additional awareness and prevention programming, which the Title IX Coordinator determines to be appropriate to further the purpose of this Sexual Violence Policy.

I. Confidentiality of Process

The University will limit the sharing of information and documents gathered and created during this Process, including any appeals, only to those persons who have a need to know in order to conduct the complaint process, implement interim measures, and enforce sanctions, if any, to comply with this Sexual Assault Procedure and other applicable University policy, and to comply with applicable law.

IX. Appendices

Appendix A: Criminal Complaint Process

It may seem intimidating or even frightening to consider filing a criminal complaint. If this is the case, there are people such as victim advocates who can support you through the process of a police interview, the subsequent investigation, and possible prosecution. Reporting to the police begins this legal process.

First Response by Police

Generally, there are two circumstances under which a police officer would come to speak with you about an assault:

1. The officer arrives at your residence or wherever you are, in response to an emergency call. In this case, the officer's first responsibility is to provide aid to you as a crime victim. This may mean arranging to have you transported to the emergency room for medical

- treatment, or simply interviewing you there.
2. A second scenario is when an officer is called to the emergency room in response to a call from the medical staff. In this case, the initial interview will occur in a private room at the hospital with your consent.

The responding officer will sit with you and ask you detailed questions about what occurred, where, when, and how. Many of the questions may feel difficult to answer. Well-trained officers understand how difficult it is to answer these questions, but if they are to aid in an investigation, they need as much detail as possible. It might be helpful to have a knowledgeable advocate sit with you to provide support throughout this process.

Investigation

If an officer is called to the scene of the incident, that person must protect the crime scene, determine the type and circumstances of the crime committed, as well as identify potential suspects and witnesses. An officer may need to interview other witnesses, asking very specific questions about the crime. The officer will then collect evidence, and may document the crime scene.

After the police conduct interviews and gather evidence, they will prepare a report summarizing their investigation. If probable cause exists, the police will also prepare an application for an arrest warrant. (“Probable cause” exists when the facts and circumstances within the knowledge of the officer, and of which s/he has reasonably trustworthy information, are sufficient in themselves to warrant a person of reasonable caution to believe that a crime has been committed.) Both the report and application are then given to the State’s Attorney’s office. Physical evidence, including the sexual assault evidence collection kit (if you choose to have it completed), is sent to the Connecticut Forensic Science Laboratory for analysis. Your case will be assigned a case number, which you may want to note. You may request a copy of the police report for your own files. If you see any errors, or you remember any further information that will aid the police or the State’s Attorney inform the police. It is not unusual for victims to remember more detail as time passes.

Criminal Prosecution and Protective Orders

The process of prosecuting someone in the U.S. criminal justice system can seem onerous to victims of sexual assault, and yet research shows that the experience can be cathartic. Much depends on one’s expectations and preparation. Below is an abbreviated description of how the system works, under ideal circumstances.

If the State’s Attorney decides that there is enough evidence, criminal charges are brought against the assailant and an arrest warrant is issued. If the location of the assailant is known, an arrest takes place, and a bond hearing is held the next business day. While the criminal case is pending, you can also request that the court issue a protective order prohibiting the assailant from being within a certain distance of you and contacting you and/or family members. Although the protective order will not prevent the assailant from contacting you or approaching you, if she/he does so, the police can arrest him/her for violating the protective order.

It may seem very impersonal, but from this point forward your role becomes solely that of “witness.” It is the State of Connecticut, as represented by the State’s Attorney, that brings charges against the assailant with your testimony serving as evidence. Your testimony is essential to successful prosecution, but you are only required to be in the courtroom during the time you testify. That is because while you are the victim, the crime is considered to be against the State.

After criminal charges are filed, a series of hearings and courtroom proceedings take place. While both the prosecuting and defense attorneys may request “continuances,” the number of continuances granted to the prosecution is limited by the assailant’s constitutional right to a fair and speedy trial. This constitutional limitation does not limit the amount of continuances granted to the defense because the defendant can waive his/her speedy trial right. This is why many trials stretch out to as long as one year or more. Trials will take place in the Superior Court of Connecticut and you will be questioned on the witness stand about the assault.

Sentencing

If the assailant is found guilty, you may file a Victim Impact Statement with the judge prior to sentencing. This allows you to tell the judge how the assault has affected you and your family, emotionally and economically. The sentencing portion of the trial is separate from the proceeding to determine guilt or innocence. In Connecticut, the judge (rather than a jury) determines the appropriate sentence for the assailant (with the exception of death penalty cases).

Victim's Rights

In all criminal prosecutions, a victim, as the State Legislature has defined by law, shall have the following rights:

1. The right to be treated with fairness and respect throughout the criminal justice process;
2. The right to timely disposition of the case following arrest of the accused, provided no right of the accused is abridged;
3. The right to be reasonably protected from the accused throughout the criminal justice process;
4. The right to notification of court proceedings;
5. The right to attend the trial and all other court proceedings the accused has the right to attend, unless such person is to testify and the court determines that such person's testimony would be materially affected if such person hears other testimony;
6. The right to communicate with the prosecution;
7. The right to object to or support any plea agreement entered into by the accused and the prosecution and to make a statement to the court prior to the acceptance by the court of the plea of guilty or nolo contendere by the accused;
8. The right to make a statement to the court at sentencing;
9. The right to restitution which shall be enforceable in the same manner as any other cause of action or as otherwise provided by law; and,
10. The right to information about the arrest, conviction, sentence, imprisonment and release of the accused.

Appendix B: How Does a Restraining Order Work?

A restraining order is available to victims of domestic/family violence (including those that have experienced sexual assault) regardless of whether the abuser has been charged with a crime. This may be issued by a judge in the civil court (Family Division of the Superior Court) after the victim files an "Application for Relief from Abuse" form with the court. After completing the form, the clerk of the court will take the application to a judge who will read it over carefully and decide either to: (1) issue the order immediately and set a date for a hearing to occur within two weeks at which the judge will hear from both parties and decide whether the order should be continued and extended for 6 months ("temporary restraining order"); or (2) not issue the order immediately but, instead, set a date for a hearing to occur within two weeks at which the judge will hear from both parties and decide whether a restraining order should be issued for a 6-month period ("restraining order after a hearing"). There is no cost for filing the application for the restraining order and the State of Connecticut pays the marshal's fees to have the papers served on the respondent.

The judge may issue a temporary restraining order if the applicant alleges an immediate and present danger from the respondent. A restraining order (both a temporary restraining order and a restraining order after a hearing) can be issued to protect not only the applicant/victim, but also others, such as dependent children, as the court sees fit. The order may include temporary child custody or visitation rights and may include orders prohibiting the respondent from:

- imposing any restraint upon the person or liberty of the applicant;
- threatening, harassing, assaulting, molesting or sexually assaulting, or attacking the applicant; or
- entering the family dwelling or the dwelling of the applicant.

Obtaining protection for dependent children and child custody and/or visitation orders is one of the main differences between a restraining order (issued by a family court) and a protective order (issued by a criminal court). If the person who is the subject of the restraining order violates the order, s/he will be arrested and charged with the crime of Criminal Violation of a Restraining Order which is a Class D Felony. The person may also be charged with other crimes committed at the same time (e.g., assault, criminal trespass, risk of injury to a child, threatening, etc.).

Procedure for Applying for a Restraining Order

The person who applies for a restraining order is called the “applicant” in the process. The person against whom the order is sought is called the “respondent.”

Step One: The applicant must complete the following forms:

- Application for Relief From Abuse; and
- Affidavit

Follow the instructions on these forms carefully. If you are seeking temporary custody of children, you must also complete an “Affidavit Concerning Children” form. If more than two children are involved, you should use the form “Addendum to Affidavit Concerning Children” to supply the required information regarding these additional children.

There are no court fees for the filing of the initial Application or for any motion to modify or extend the order. In addition, the Judicial Branch will pay the fee to have the order served on the respondent. Also, to protect a victim’s actual location, participants in the Address Confidentiality Program are assigned a post office box at the Secretary of State’s Office and receive forwarded mail from the agency. In filling out any court document, you may use the address supplied by this program to protect your location from the respondent. For more information on the Secretary of the State’s Address Confidentiality Program call the Connecticut Coalition Against Domestic Violence at 888.774.2900, or Connecticut Sexual Assault Crisis Services at (888) 999-5545. For information in Spanish call 888.568.8332.

STEP TWO: The applicant must then submit the completed forms to the court clerk. Both the Application and the Affidavit must be signed in the presence of a clerk, notary public or an attorney. The Application and Affidavit will be carefully reviewed by a judge and the applicant may be required to testify in court when the judge reviews the Application.

If upon review of the information supplied by the applicant the court grants the Application for Relief from Abuse, the clerk’s office will process the papers and return to the applicant two certified copies of the Order along with the original Application, Affidavit(s) and Order. If a temporary restraining order has been issued, the clerk will send a copy of the Order or information contained in the Order to law enforcement within 48 hours. The applicant should keep one of the certified copies of the Order with him/her at all times and the other certified copy should be kept in a safe place.

STEP THREE: The applicant should immediately bring the original Application, Affidavit(s) and Restraining Order or Order and Notice of Court Hearing to a State Marshal or any proper officer for service. (At certain court locations, a State Marshal will be at the courthouse at established times during the day to help facilitate service; check with the court clerk about this).

The State Marshal or other proper officer must serve a copy of these papers on the respondent at least five days before the hearing date to notify the respondent of the temporary restraining order, if any, and the hearing date.

STEP FOUR: The applicant must be present in court at the time and date scheduled for the hearing if s/he wants the court to issue a restraining order (if no temporary restraining order had been issued) or continue the restraining order (if a temporary restraining order was issued). If the

respondent wishes to be heard concerning the Application, that person must also appear at the time and date scheduled.

At the hearing, the applicant will have an opportunity to present to the judge the reasons for seeking or continuing a restraining order. The respondent will also have an opportunity to be heard. Witnesses or evidence that will support the applicant's claims or the respondent's defense should be brought to court.

STEP FIVE: After the hearing, if the judge grants a restraining order, the applicant will receive two (2) certified copies of a new Restraining Order Relief From Abuse form. If the respondent was present at the hearing, a copy will be given to him/her. If the respondent did not attend the hearing, a copy will be mailed to him/her. The court clerk will send a copy of the Order or information contained on the Order to law enforcement within 48 hours.

The applicant should keep one of the certified copies of the Order with him/her at all times and the other certified copy should be kept in a safe place. The orders after a hearing are effective for six months unless a different period is ordered by the court. The applicant should contact the police department immediately and file a complaint if the respondent violates any order issued.

If the applicant wants the Restraining Order to extend beyond the period ordered by the court, that person must submit a Motion to Extend to the court clerk's office. To help prevent the Order from lapsing, the Motion to Extend should be submitted at least two to three weeks before the Restraining Order expires. After the motion is submitted, the court clerk will schedule a hearing and return the motion to the applicant for service on the respondent. On the hearing date, the same court procedures described above will apply. There are no court fees for the filing any motion to modify or extend the order. In addition, the Judicial Branch will pay the fee to have the order served on the respondent.

Appendix C: Reporting Options for Victims of Relationship Violence

Victims of intimate partner violence have several avenues for redress, if they choose. The following provides a brief explanation of these options.

Criminal Prosecution

Victims have the option to report the abuse to the police, who will investigate what is reported, and possibly bring criminal charges against the abuser. Criminal prosecution might result in imprisonment of the abuser, or perhaps mandatory attendance in a batterers' intervention program. It could also result in probation, depending on the circumstances and the judge who hears the case. If the abuser is arrested, the victim may seek a protective order.

A protective order is a legal document issued by a state court that orders one person to stop harming another person, and can forbid an abuser from contacting the victim via phone and email, from being within a specified distance of the victim, from contacting the victim's family or friends, and more. If an abuser violates a protective order, the police are required by law to make an arrest.

The process for making a criminal complaint or obtaining a protective order can be quite complicated and difficult. The Department of Public Safety, local Law Enforcement and/or The Office of Victim's Advocate can assist students, faculty and staff with information about these processes. The advocate can also accompany victims to court.

If you choose not to file criminal charges, you may still be able to obtain a restraining order against your abuser. A restraining order is also a legal document issued by a state court that can prohibit an abuser from being within a specified distance of the victim, from contacting the victim, and more. Some of the differences between a protective order and a restraining order are outlined on the next page.

Restraining Order

Processed through civil court after an application is filed by a victim.

Abuser must be a current or former family member, household member, dating partner, or spouse.

A judge may extend the restraining order to other family members including children and/or animals owned or kept by the victim.

A judge may grant the victim temporary custody of children.

Civil Suit

In addition to criminal charges, victims can sometimes sue abusers for damages caused by the abuser. Civil suits offer the abused the opportunity to redress the injury and hold abusers accountable by seeking compensation and punitive damages. It is recommended that a person wishing to bring a case to court seek the assistance of an attorney.

Protective Order

Processed through criminal court after an arrest.

May be put in place by a judge if the abuser is arrested for activities such as assault, stalking, threatening, or harassment.

Orders may be put in place for a current or former family member, household member, dating partner or spouse and may protect animals owned or kept by the victim. Orders may protect minor children if they are identified as victims of the crime for which the abuser was arrested.

An advocate from the local domestic violence program may be available at criminal court to assist with orders and safety planning.

CODE OF STUDENT CONDUCT

I. Introduction

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of the whole student, and the betterment of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. The University strives to maintain an educational community which fosters the development of students who are ethically sensitive and responsible persons. Thus, the primary goal for the administration of discipline under the Code is to develop ethically responsible students, as well as to protect the campus community. Those persons responsible for the administration of this Code shall make reasonable efforts to foster students' personal and social growth. The purpose of this document is to set forth the specific authority and responsibility of the University in maintaining social discipline, the educational process in determining student accountability for violating the regulations, and the proper procedures to be followed in the process which protects the respondent from unfair impositions of penalties and sanctions. University of Hartford students are responsible for knowing the information, policies and procedures outlined in the Student Code of Conduct. The University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check the University of Hartford's website for updated versions of all policies and procedures.

II. Basic Premise

The University has the power and responsibility to take proper disciplinary action against students whose behavior threatens or disrupts the mission of the University. This is the general principle governing the jurisdiction of the disciplinary authorities of the University. It means that the disciplinary powers of the University extend to behavior that disrupts the educational process and other activities that are recognized as the lawful mission of the University. It also means that it extends to behavior that violates the peace and order of the University in such a manner that members of the University cannot go about their proper business secure in their persons and property. Behaviors that violate the Code of Student Conduct may also violate criminal or civil law, and as such may be additionally subject to proceedings under the external justice system. The Code of Student Conduct in no way precludes a person who incurs damage or injury from seeking redress in the civil or criminal courts. Students have responsibility for knowing and abiding by the policies of the University.

III. Authority and Responsibility

Daily responsibility for good conduct rests with students as individuals. All members of the University community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others. The ultimate responsibility and authority to enforce the Code resides with the President of the University of Hartford. The President may, and has, delegated responsibility for the administration of the Code of Student Conduct to the Dean of Students. The Dean of Students, in turn, delegates the authority to authorized and responsible staff for the implementation and enforcement of the Code of Student Conduct. This responsibility includes formulating and implementing appropriate policies and procedures, in conjunction with other appropriate University bodies, for the consideration of conduct complaints, infractions, and the imposition of sanctions in an efficient, consistent, legal, and equitable manner which supports the University's educational mission.

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. The Code of Student Conduct was established in accordance with the concept of "due process." Due process, as used

herein, shall mean generally that the student will be notified of a complaint alleging any violation of the Code of Conduct; be provided the opportunity to review the complaint; and, be given an opportunity to respond to the complaint before a decision is rendered. The University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated, for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll, conduct certain transactions and/or participate in University events. All sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the respondent has graduated, the University may invoke these procedures.

IV. Definitions

- A. The term "University" means the University of Hartford.
- B. The term "student" includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Code of Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered "students" as are persons who are living in University residence halls, although not enrolled at the University. This Student Code of Conduct does apply at all University locations.
- C. The term "faculty member" means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
- D. The term "University official" includes any person employed by the University, performing assigned administrative or professional responsibilities.
- E. The term "member of the University community" includes any person who is a student, faculty member, University official or any other person employed by the University. A person's status in a particular situation shall be determined by the Director of Student Conduct Administration.
- F. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
- G. The term "organization" means any number of persons who have complied with the formal requirements for University recognition or registration within a particular College or School, Office of Greek Life, and/or by the Student Government Association (SGA).
- H. The term "hearing officer" means a Student Affairs professional staff member or designee appointed by the Dean of Students to determine whether a student has violated the Code of Conduct and to recommend and/or impose sanctions when a Code of Conduct violation has been committed.
- I. The term "administrative hearing" means an administrative proceeding implemented to determine responsibility and to devise appropriate resolutions, as needed. Administrative hearings are conducted with a hearing officer and student(s).
- J. The term "Student Conduct Board Hearing" is an administrative proceeding which is implemented to determine responsibility and devise appropriate resolutions. Student Conduct Board Hearings are comprised of University faculty and staff who serve as the hearing officers. The Director of Student Conduct Administration, or designee, will act as the Chair of a Student Conduct Board Hearing.
- K. The term "shall" is used in the imperative sense.
- L. The term "may" is used in the permissive sense.
- M. The Dean of Students or designee and the Director of Student Conduct Administration are the persons designated to be responsible for the administration of the Student Code of Conduct.
- N. The term "policy," "guidelines," "rules" means the written regulations of the University as found in, but not limited to, the Student Code of Conduct, The Source, The Bulletin (University Course Catalog), The Housing Agreement, and/or the University website.

- O. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
- P. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- Q. The term “complainant” means any person who submits a complaint alleging that a student violated this Code of Conduct. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Code of Conduct as are provided to the Complainant, even if another member of the University community submitted the complaint itself.
- R. The term “respondent” means the accused student.
- S. The term “Dean of Students” means the University of Hartford Dean of Students or individual appointed by the President to serve as a designee.
- T. The term ‘day’ refers to a business day, unless otherwise described.
- U. The term ‘in writing’ means communication sent via University e-mail or letter via U.S. mail.

V. Code of Conduct Authority

- A. The Dean of Students, or designee, shall determine who serves as hearing and appeal officers.
- B. The Director of the Office of Student Conduct Administration (OSCA) shall develop policies for the administration of the student conduct system and procedural rules for hearings that are consistent with provisions of the Code of Conduct.
- C. Decisions made by hearing officers shall be final, pending the normal appeal process.

VI. Student Conduct Code of Regulations

This section establishes behavioral standards which all students of the University of Hartford are expected to follow. They are made in any exercise of the powers associated with the University’s duty to protect its educational purposes by setting and distributing standards of student conduct and scholarship, and by regulating the use of University facilities and premises. Students have a right to expect enforcement of these regulations. The University also has the right to expect students to abide by these regulations in a manner that benefits the responsibilities given to students as members of the University community. Knowledge of these regulations can prove most beneficial to students in utilizing and protecting their rights. It is important to add, however, that unfamiliarity with institutional regulations or rules is not grounds for excusing infractions. Students have an individual obligation to ensure that the Code of Conduct is followed by taking an active role in reporting and discussing violations with the appropriate staff, administrator, or committee when they believe an offense has occurred. The following statements constitute the official record of Student Code of Conduct Regulations at the University of Hartford. Students are expected to abide by these regulations and administrators are required to enforce them. Additional rules and regulations may be promulgated from time to time. The Student Code of Conduct also applies to guests of community members. Hosts of guests may be held accountable for the misconduct of their guests.

A student who is found responsible for violation of any Code of Conduct regulation as set forth below shall be subject to the maximum sanction of Expulsion or any lesser sanction authorized by this Code:

- (a) On University premises; or,
- (b) In connection with University-sponsored activities on or off premises; or,
- (c) Off-campus where the Dean of Students, or designee, determines that the off-campus conduct affects a substantial University interest which may include, but is not limited to:
 - i. Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of any member of the University community;
 - ii. Any situation that significantly impinges upon the rights, property or achievements of self or others;
 - iii. Any situation that significantly breaches the peace and/or causes social disorder;
 - iv. Any situation that is detrimental to the educational mission and/or interests of the University; or
- (d) In conjunction with behavior conducted online, via email, social media, or other electronic medium.

A. Student Conduct—Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article VII, sub-section B. The Student Code of Conduct prohibits the following behaviors:

1. Acts of dishonesty, including but not limited to the following:
 - (a) Cheating, plagiarism, or other forms of academic dishonesty.
 - (b) Furnishing false information to any University official, faculty member, or office.
 - (c) Forgery, alteration, or misuse of any University document, record, or instrument of identification.
2. Disruption or obstruction of classes, seminars, research projects, administration, or activities of the University willfully, or through careless disregard of the rights of others.
3. Violation of the University's SEXUAL VIOLENCE AND MISCONDUCT POLICY. See page 73.
4. Actual or threatened physical assault, or physical abuse or injury to persons. Threatened physical assault/abuse includes, but is not limited to, intimidation and/or conduct which threatens or endangers the physical health or safety of any person or group. Physical assault/abuse includes, but is not limited to, hitting, kicking, slapping, punching, pushing, and/or spitting on another person or persons.
5. Threatening harm or criminal activity against persons or property.
6. Harassment and/or abusive behavior toward persons. This includes, but is not limited to:
 - a. Intimidation, invasion of privacy, verbal abuse, or any conduct constituting harassment, abuse or threats to the well-being of a person or group, including, but not limited to, communication via electronic means.
 - b. Harassment and/or intimidation of persons involved in a campus disciplinary hearing, or of persons of authority who are in the process of discharging their responsibilities.
7. Behavior which is disorderly or which unnecessarily infringes on the rights of individuals or groups. Such conduct includes, but is not limited to, unwelcome physical contact, and/or disorderly conduct which is unreasonable for the area, time, or manner in which it occurs.
8. Violation of the Controlled Substance/Drug Policy. See page 11.
9. Violation of the Alcohol Policy. See page 10.

10. Behavior or activities committed intentionally, recklessly, or negligently that either cause physical harm or endanger the health or safety of any person. This includes, but is not limited to: arson, tampering/damaging or misusing fire equipment, exit signs, defibrillators, striking others, creating a hazard, intoxication, and other behavior which does, or could, result in harm.
11. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus.
12. Violation of the Hazing Policy. See page 12 for policy.
13. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
14. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.
15. Unauthorized presence or entry in a University facility or University related premises, and/or the unauthorized attempted entry into a University facility or University-related premises.
16. False reporting of an emergency including, but not limited to, activating a fire alarm without evidence of fire and/or false report of a bomb, fire, or other emergency.
17. Illegal gambling or betting in any form.
18. Unauthorized use or possession of keys or access cards. No one may use or possess any University key without authorization by a University staff member. No student is allowed to duplicate a University key or be in possession of more than one access card.
19. Failure to report a violation of the Student Code of Conduct by a student who has witnessed the offense or has reason to believe that an offense has been committed. Students have an obligation to report or discuss such violations with the appropriate staff or administrator in a timely manner. Students, however, are not obligated to testify against themselves.
20. Violation of the Weapons Guidelines, as described in The Source. See page 15.
21. Rioting, or aiding, abetting, conspiring, encouraging, or participating in a riot.
22. Falsification. Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments. Falsification may include, but is not limited to: knowingly making false statements to any University staff member in performance of his/her duties, use or possession of a false ID card or, by falsely identifying oneself as a University staff member.
23. Unauthorized use of the name or insignia of the University by individuals or groups.
24. Misuse of University documents. Including but not limited to: forging, transferring, altering, or otherwise misusing any student fee card, identification card, course registration material, schedule card, other University identification, academic record, or any other document or record.
25. Use or attempted use of University property or services in a manner inconsistent with their designated purpose.
26. Public Exposure - deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.
27. Violation of any student conduct code regulation while on disciplinary probation; or, failure to comply with any of the restrictions, conditions, or terms of any sanction resulting from a previously held disciplinary hearing.
28. Violation of the [Responsible Technology Use Policy](#).
29. Discriminatory behavior based upon race, color, sex, age, national or ethnic origin, religion, disability, sexual orientation, disability, gender identity, or veteran status directed toward an individual and/or group of people.
30. Students are required to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community.
31. Violation of rules, regulations, or policies published in *The Source*, including but not limited to Residential Life policies.

32. Violation of University publications, postings, agreements, or notices, where the violation in question is not otherwise proscribed in this Article.
33. Any behavior which is prohibited by local ordinance or by state or federal law that also interferes with aims, purposes, activities, and responsibilities of the University and is not otherwise proscribed in this Article.

B. Violation of Law and Student Conduct Process

1. The University student conduct process may be instituted against a student who potentially violated both the criminal law and this Code of Conduct (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 Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Students, or designee.

Determinations made or sanctions imposed under this Code of Conduct 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.

The University does not press or withdraw charges; nor does it attempt to persuade investigating/prosecuting authorities.

2. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Code of Conduct, the University may advise off-campus authorities of the existence of the Code of Conduct and of how such matters are typically handled within the University community. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
3. University-Affiliated Organizational Discipline and the Student Conduct Process Behavior subject to review under separate organizational discipline (i.e. Greek Organizational-lettered Judicial Board review etc.) may be subject to the student conduct process as described in Article VII. Such a determination is made by the Dean of Students or designee.

VII: STUDENT CONDUCT CODE PROCEDURES

A. Charges and Student Conduct Hearings

The following procedures relate to alleged violations of the Student Code of Conduct, except for those allegations involving potential violations of the University's Sexual Violence and Misconduct Policy. Please see page 73 for the University's response to sexual violence and procedures in place to address such complaints.

1. Initiation of a Conduct Complaint

Any member of the University community may bring a conduct complaint against a student for behavior in violation of the Student Code of Conduct by submitting a written complaint to stconduct@hartford.edu, by using University email. In order for the University to process a complaint, the complainant must submit a written incident report(s) detailing the incident(s), including: (a) a narrative describing

the incident(s), (b) all available information on the specific date, time, and location which the alleged violation(s) occurred, and (c) the name, address, telephone number, and e-mail address of the complainant. Complainants are also encouraged to include the following in with their complaint whenever possible: a) any written supportive documentation related to the complaint including authenticated written statements from identified individuals with knowledge related to the complaint; b) the known names and any known contact information of parties involved in the incident; c) a listing of the alleged behaviors prohibited by the Code of Conduct.

If the complaint involves alleged violation(s) of the University's Sexual Violence and Misconduct Policy, complainants are encouraged to follow the complaint process found in the University's Sexual Violence and Misconduct Policies and Procedures.

The complaint must be received within five (5) business days of the alleged violation(s) unless: the complaint involves unlawful behavior that may jeopardize the safety of individuals, may affect a substantial University interest, involves behavior of a continuing nature, involves behavior that has a continuing effect, or, calls into question the accused student's suitability as a member of the community. The Dean of Students, or designee, has the authority, at his or her sole discretion, to reasonably extend the time limit. When a conduct complaint is submitted, the complainant(s) consent to release of both their identity and written reports or summaries of written reports to the accused student and/or other individuals involved in investigation or review of the complaint. Individuals involved in conduct complaint proceedings, including complainants and accused students, are reminded that information introduced during conduct complaint proceedings may be subject to release as required by law, in conjunction with related criminal or civil proceedings.

Communication Regarding Complaints: written notifications and communications regarding conduct complaints will generally be made via University email, although notifications may also be made by hard copy correspondence delivered by hand to an involved party's address of record with the University, or by other reasonable means.

2. Review of a Conduct Complaint

When a written complaint is received within the prescribed timeframe, or within an approved timeframe extended by the Dean of Students, or designee, an investigation and review of the complaint will be conducted to determine the applicability of cited Student Code of Conduct Regulations and whether, based on the information submitted and/or obtained through investigation, there is a reasonable basis for the complaint to be reviewed through the hearing process. The Dean of Students, or designee, at his or her discretion, has the authority to modify or dismiss all or some of a complaint if he or she determines that: a) the complaint has not been made within the proscribed timeline or an approved extended timeframe, or b) the Student Code of Conduct Regulations cited are not applicable to the complaint made, or c) that there is not a reasonable basis for the complaint to be reviewed based on the information provided. Whenever a complaint is modified or dismissed, the Dean of Students, or designee, will notify the complainant in writing. If the University determines that the complaint is not properly filed, it will provide written notice to the complainant. The complainant(s) can request withdrawal of the complaint at any time. The Dean of Students, or designee, however, has the authority to either continue the hearing process or dismiss the complaint.

3. Notification of Complaint & Scheduling

When a complaint is referred to the hearing process, the respondent shall be informed of the complaint and notified of a scheduled hearing and hearing date. Notifications are generally sent to University email account(s). Confirmation of delivery by the University's email server will be considered the confirmed delivery date and time of notification when delivery is made via University email. Once notified of the complaint, the respondent is expected to check University student email account at least once each business day until the matter is resolved, including during vacation and summer periods. Conduct complaint proceedings, including hearings, are scheduled at times designated at the discretion of the hearing officer and are based on availability of staff. Scheduled meetings, hearings, and/or conferences are generally scheduled around the posted class schedule of the respondent and complainant. Requests to schedule around work, club, sport, or other schedules are generally not approved.

4. Advisors

The respondent(s), complainant(s), and/or student witnesses may have an advisor accompany him or her to any scheduled conduct complaint proceeding. The advisor must not be licensed or trained in the field of law but shall be a current full-time faculty or staff member of the University community and not otherwise involved in the incident. The respondent, however may consult with a lawyer outside the hearing procedures. An advisor's presence is contingent upon following this procedure. Advisors may not: (a) address any person involved in the hearing except for the student they are advising, or (b) disclose any student record information obtained through the student conduct process except as permitted by law. Advisors who do not comply with these requirements may be dismissed by the presiding administrator, required to immediately leave, and will not be allowed to participate in future proceedings unless authorized by the Dean of Students. In the event an advisor is dismissed from a scheduled proceeding, the proceeding will continue as scheduled. The student may request to have a different advisor, if available, for the duration of the hearing as well as for any additionally scheduled proceedings. Hearings are not scheduled around advisor availability.

5. Hearings

Hearings are administrative proceedings which are implemented to determine responsibility and devise appropriate resolutions. There are Administrative Hearings and Student Conduct Board Hearings. Hearings follow an investigatory model, in which:

- a. involved student(s) are informed of how to access the Student Code of Conduct,
- b. involved student(s) are provided information and can ask questions regarding how the pending allegations will be reviewed, how information is communicated to involved parties, and availability of the appeal process.
- c. hearing officer(s) review the complaint,
- d. hearing officer(s) review and investigate the complaint with the respondent
- e. hearing officer(s) request that the respondent respond to the complaint,
- f. the respondent is provided with an opportunity to review the written complaint
- g. hearing officer(s) review and investigate the complaint with the complainant (in a board hearing)
- h. hearing officer(s) investigate the complaint further with witnesses, involved parties, or others as deemed appropriate by the hearing officer,
- i. hearing officer(s) consider documentation, records, reports, authenticated written accounts; additional information submitted by, or at the request of the involved student(s) related to the complaint; any other relevant documents,

- j. hearing officer(s) determine whether the accused student is responsible for one or more of the cited Student Code of Conduct Regulations based upon a preponderance of the evidence (determined by “what a reasonable person believes more likely than not to have occurred based upon the available information reviewed”),
- k. hearing officer(s) summarize information considered and set forth findings, sanctions, and rationale for findings.

Prior to the hearing, the student will be notified in writing that a complaint has been made and the Student Code of Conduct Regulations alleged to have been violated. The date, time, and location of the hearing and the name of the presiding hearing officer will also be provided in the notification. If a respondent fails to attend the hearing and the University has made a reasonable attempt to notify the respondent decisions will be made, and resolutions determined, based upon available information. Sanction(s), as deemed appropriate, will be assigned. The respondent will then be issued a written hearing resolution notification.

Student Conduct Board Hearings are a special type of hearing which may be convened in extenuating circumstances deemed warranted by the Dean of Students. At all Student Conduct Board Hearings, the community member who initiated the complaint, or a designated member of Public Safety or Student Affairs staff shall attend and present information relative to the complaint made. When a case is referred to a Student Conduct Board Hearing, the Board will be comprised of three professional staff and/or faculty members appointed by the Dean of Students or designee. The Dean of Students or designee shall also appoint a fourth member to serve as nonvoting chair of the Board; this person will chair the hearing and ensure that appropriate records are made.

6. Additional Hearing Guidelines:

- i. The student will be provided written notice of the date, time, and location of a Hearing, delivered not less than three (3) business days before the hearing, unless the respondent requests that the notification period be waived.
- ii. All hearings shall be conducted in an informal manner, and technical rules of evidence will not apply. Statements of information purported to be relevant to the complaint may be considered at the discretion of the hearing officer(s). All individuals providing such information are subject to be interviewed by the hearing officer.
- iii. If requested in advance prior to the hearing, and determined to be an appropriate and reasonable accommodation from the Access Ability Director or the Assistant Vice President for Student Health and Wellness, notices, reports and/or written materials will be provided in an alternate format.
- iv. All hearings will be held in closed session.
- v. The respondent will have the opportunity to state whether he or she is “responsible” or “not responsible” for each alleged violation of the Student Code of Conduct.
- vi. The accounts of individuals, other than the respondent or complainant, who are presented as having relevant information related to the complaint, may be considered by the hearing officer.
- vii. The respondent and the complainant will be given the opportunity to present information from individuals purported to have relevant information related to the complaint. The hearing officer will determine and weigh the relevancy of information presented as part of their investigation of the complaint. Individuals providing information must be available to answer questions directed by the Hearing Officer or Student Conduct Board during the hearing.
- viii. Only the hearing officer may directly question the respondent, complainant or any other individual involved in any Hearing.

- ix. The names of individuals asked to present information at a Student Conduct Board Hearing must be provided in writing to the Chair a minimum of 48 hours in advance of the hearing.
- x. Supportive written documentation, data or information relevant to the hearing officer(s) determination of responsibility or recommendation of sanctions for violation of the Student Code of Conduct from a source who does not have direct information related to the complaint including, but not limited to: a medical or mental health provider providing unredacted supportive documentation, may, at the discretion of the hearing officer or Student Conduct Board Hearing Chair, be presented provided that the information submitted is signed and notarized or signed and submitted in person by the source to the hearing officer or Chair, submitted in a timely manner and with the agreement that the documentation's author/ source agrees to answer questions from the hearing officer or Chair.
- xi. If the respondent does not attend a scheduled hearing, absence shall be noted without prejudice. The hearing shall proceed at the discretion of the hearing officer or Student Conduct Board Hearing Chair; and, may be conducted in the student's absence. If a complainant does not attend a scheduled hearing, the hearing may proceed at the discretion of the hearing officer or Student Conduct Board Hearing Chair and be conducted in the complainant's absence. Reported direct knowledge of incident(s) by the complainant may not be considered if the complainant is not present and available to answer questions directed by the hearing officer or Student Conduct Board Hearing during the hearing.
- xii. Hearings will be controlled in order to complete the review within a reasonable amount of time and to avoid needless consumption of time and/ or repetition of information.
- xiii. During summer, vacation periods, and in extenuating circumstances as determined by the Director of Office of Student Conduct Administration, the hearing officer may approve alternative arrangements for individuals to participate in hearings including, but not limited to, the use of audio or video technology.
- xiv. In cases where responsibility is acknowledged or determined, but prior to the determination of the sanction, the Student Conduct Board Hearing, or hearing officer, may consider any written character references provided by the respondent.
- xv. In cases where responsibility is acknowledged or determined, but prior to the determination of the sanction, the Student Conduct Board Hearing, or hearing officer, may consider any provided written statement(s) of impact submitted by the complainant(s).
- xvi. The respondent will receive written notice outlining the hearing resolution. Unless otherwise stated, notification will be made via University student email. University officials with a legitimate educational interest, and/ or those who can be legally notified, may also be informed of all or part of the hearing outcome.
- xvii. In situations involving both a respondent(s) (or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the respondent(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.
- xviii. All written accounts, records and/or supportive documentation presented at a Student Conduct Board Hearing must be provided to the Director of Student Conduct Administration no less than 48 hours prior to the Student Conduct Board Hearing.
- xix. The Dean of Students or designee may, at his or her discretion, approve alternative arrangements for parties to participate in a Student Conduct Board Hearing from separate locations provided a reasonable mechanism is

arranged that allows for hearing and viewing information presented by both the complainant and the accused and allows for the Student Conduct Board Hearing Chair to communicate directly with involved parties remotely.

- xx. The respondent and complainant will be given the opportunity to respond to information presented at a Student Conduct Board Hearing and make a closing statement prior to deliberation by the Student Conduct Board.
- xxi. In a Student Conduct Board Hearing, any committee member may request to go into private session to discuss or decide a matter. This request must be supported by a majority vote. The hearing can be recessed at any time by the chair. The chair will ensure that all procedures are appropriately followed. Following a Student Conduct Board Hearing, decisions on each allegation and any related sanction recommendations shall be made by majority vote. A tie vote will constitute a vote of not responsible. The Chair cannot vote.
- xxii. Hearing officer and Student Conduct Board Hearing deliberations and decisions will be made in private. The hearing officer or the Student Conduct Board Hearing Chair will notify the Dean of Students of their determination of whether the respondent was responsible for each alleged violation of the Student Code of Conduct. If there is a responsible finding, a recommendation of sanctions will be forwarded to the Dean of Students.

B. Hearing Actions (Sanctions)

The disciplinary sanctions listed below may be imposed singly and/ or in combination upon any student found in violation of the Student Code of Conduct regulations set out in Article VII. The purpose of imposing sanctions includes: (a) to protect the University community from behaviors that are detrimental to the educational environment, and (b) to assist students in identifying acceptable parameters of their activities and consequences of future behaviors. The severity of the sanctions imposed is intended to correspond with the severity or frequency of violation, as well as the student's willingness to recommit himself or herself to behavior in accordance with the Student Code of Conduct. Failure to complete any required sanction by the due date will result in the imposition of more severe sanctions. Files are not released outside the University without written consent of the student except as stated in the Family Educational Rights and Privacy Act of 1974 as amended (see [page XX](#)). The record of Expulsion and all other disciplinary sanctions imposed shall be on file through the Office of Student Conduct Administration/ Dean of Students Office. The student's disciplinary file will be destroyed upon graduation with an advanced degree, or after the student is separated from the University for seven (7) consecutive years. In the event a student with a sanction imposed upon him or her becomes inactive or no longer a registered student, disciplinary probation, residence hall separation, and/or disciplinary warning periods will be continued to completion upon any re-admission to the University. Restrictions from facilities, restitution, and other assigned sanctions remain in effect.

1. **Expulsion**
Expulsion is permanent disciplinary separation from the University involving denial of all student privileges. Expulsion shall be effective on the date stated in the notice. A student separated from the University by Expulsion may not enter University premises, University-related premises, attend University sponsored activities or be present on campus without securing prior approval from the Dean of Students or designee. A student expelled is not entitled to any financial refund for the semester in progress.
2. **University Suspension**
Suspension is a disciplinary separation from the University involving denial of all student privileges. Suspension shall be effective on the date of notice of the suspension, or later if so stated in the notice; and shall prescribe the date and conditions upon which the student may petition for readmission. No course work

will be permitted during the suspension. Upon readmission to the University, the suspended student will be on Disciplinary Probation for the semester immediately following this return. Conditions for readmission may include, but are not limited to: Disciplinary Probation for a specified length of time, no residence on campus, restricted visitation to specified University facilities, and/or written evaluative statements from an accredited mental health professional, medical doctor or others to review the capability of the student to function successfully at the University. Students separated from the University by Suspension may not enter University premises, University-related premises, attend University-sponsored activities or be present on campus without securing approval from the Dean of Students, or designee. A student suspended is not entitled to any financial refund for the semester in progress.

3. Deferred University Suspension

The serious nature of the violation would normally result in the student's suspension from the University, but given extenuating circumstances, suspension is not immediately put into effect. A student found responsible for a violation of any of the same policies while on Deferred University Suspension status will cause the suspension from the University for a specified period of time to be put into effect. Allegations that such a violation has occurred shall be promptly presented at a hearing, and the hearing authority shall determine whether such violation occurred and whether to impose the University suspension. Violation of the conditions of the Deferred University Suspension status may also constitute an independent violation of the General Student Conduct Code Regulations and a further sanction, or sanctions, may be imposed in accordance with the procedures set forth in Article VII.

4. Suspension or Permanent Removal (Expulsion) from Housing

A student may be suspended or permanently removed (expelled) from housing. Suspension is involuntary removal from housing for a specific period of time. Expulsion is involuntary permanent removal from housing. Students suspended or permanently removed from housing are usually banned from all residential areas.

5. Disciplinary Probation

A period of review and observation during which a student has been officially notified that his or her conduct is considered a serious matter and subsequent violation of University rules, regulations, or policies could result in a more severe sanction, including suspension or expulsion from the University. Disciplinary Probation is a status that may involve restrictions, conditions, or terms imposed for a definite period of time not to exceed four full semesters. Restrictions, conditions, or terms of probation may include, but are not limited to ineligibility to participate in University activities or events; required meetings with a designated member of the University staff; restrictions on access to University facilities; and change or loss of housing assignment. Restrictions, conditions, and terms will be imposed for a specific length of time not to exceed the length of probationary period except in the case of change of housing assignment. Failure to comply with the terms and conditions of the probation, or additional behavior in violation of the Student Conduct Code Regulations during the probationary period, will likely result in more serious disciplinary action. Notation of disciplinary probationary status will be on file through the Student Conduct Office.

6. Residence Hall Restriction

Residence Hall Restriction involves removal from the University residence hall community for conduct which demonstrates unwillingness or inability to abide by Student Conduct Code Regulations or to function appropriately in the residence hall living situation. Such separation may be permanent or for a specified time period.

Restriction prohibits entry or attempted entry to all or designated residence halls, including lobbies and foyers. Visitation is not permitted. Residents restricted from the residence hall are to contact their RD or the RD on Duty to make arrangements to remove personal belongings, return keys and receive mail. A student separated or dismissed from University housing for disciplinary reasons is not entitled to any refund of housing charges for the semester in progress.

7. **Loss of Privileges— Restrictions & Bans**
Restriction or Revocation of Privileges is a temporary or permanent loss of privileges as an alternative to another sanction, or as a condition of a particular sanction resulting from a particular action found in violation of the Student Conduct Code. Such action includes, but is not limited to:
 - (a) use of a specific University facility;
 - (b) banned from specified areas;
 - (c) residence hall privileges;
 - (d) holding or running for an office in a campus organization;
 - (e) the representation of the University at any sporting event or intercollegiate function;
 - (f) campus motor vehicle parking and operating privileges;
 - (g) No Contact Order in which no contact with specific student(s) directly, by phone, electronically, via third party, or via written communication
8. **Disciplinary Warning**
Disciplinary Warning involves written notice to the student indicating that specific behavior or activity is in violation of the Code and that repetition of similar or other unsatisfactory behavior would likely result in more serious disciplinary action. Notation of the warning will be on file through the Student Conduct Office.
9. **Restitution**
Restitution is a reimbursement for damage, destruction, required services or the unauthorized use or misappropriation of University property or the property of any person which results from a conduct violation of this Code. It may also constitute reimbursement to offset the cost of a required educational sanction. The administrative hearing officer or Student Conduct Board Hearing will investigate and determine the amount of restitution charges.
10. **Special Assignment**
This may be a work project or special assignment imposed either as an alternative to another sanction or as a condition of a particular sanction. An effort will be made to select an assignment that is appropriate to the offense and does not inhibit academic progress or health. Special assignments may include, but are not limited to community service restitution; written reports; participation in co-curricular programs or counseling groups; and work in a specific campus office, building, or area. Failure to complete a special assignment by the date set will result in the imposition of more severe sanctions.
11. **Reprimand**
A reprimand is an official rebuke making misconduct a matter of record in University files and indicating that repetition of infractions of University regulations will result in more severe disciplinary actions.
12. **Housing Selection Ineligibility**
A student may not participate in the Residential Life Housing selection process, but may reapply for housing before the next academic year begins (usually in July).

13. Organizational-based sanctions:
 - (a) Those sanctions listed above
 - (b) Loss of selected rights and privileges for a specified period of time.
 - (c) Deactivation. Loss of all privileges, including University recognition, for a specified period of time.

C. Interim Suspension

In certain circumstances, the Dean of Students, or designee, may impose a University or residence hall suspension prior to the commencement of the student conduct process.

1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.
2. During the interim suspension, a 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 Dean of Students, or designee, may determine to be appropriate.
3. The interim suspension does not replace the regular student conduct process.

D. Appeals

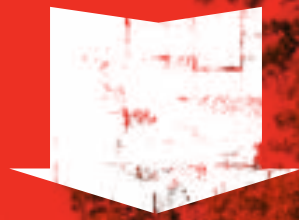
1. Eligibility, timeline, means, and grounds
 - (a) Only the respondent shall be entitled to appeal the hearing resolution decision.
 - (b) The appealing party shall submit an appeal to the Dean of Students, or designee, within five (5) days of the party's receipt of the hearing resolution notification.
 - (c) Appeals will be transmitted electronically via the self-service portal.
 - (d) Appeals may only be submitted on the following grounds:
 - i. To allege a material procedural error within the investigation and resolution process that would substantially change the outcome; or
 - ii. To consider new evidence that was not known at the time of the investigation that would substantially change the outcome.
 - iii. To allege the imposition of an unreasonable sanctions
 - (e) Appeals will not be considered on any other basis.
2. Upon timely receipt of the appeal letter, the Dean of Students, or designee, shall transmit the appeal letter and associated hearing records to the Appeal Review Officer for review.
3. Appeal Procedures
 - (a) The Director of the Office of Student Conduct Administration (OSCA), or designee, will conduct an initial review to determine if the appeal request meets the limited grounds and is timely.
 - (b) If the appealing party has presented a timely appeal on the basis of the grounds set forth above, the Director of OSCA, or designee, will notify the complainant that an appeal has been made.
 - (c) If deemed appropriate, the Director of OSCA, or designee, will share the appeal with the complainant, who may file a written response.
 - (d) If the appealing party has presented an appeal on the basis of the grounds set forth above, the Director of OSCA, or designee, will further review the appeal and make a determination to uphold, reverse or modify the Hearing Resolution. When deemed necessary, the Director of OSCA, or designee, may seek additional information and/or refer the matter back to the hearing officer, prior to making a determination.

- (e) Following review of the appeal, the Director of OSCA, or designee, will issue a written decision to the parties in which the decision may uphold, reverse or modify the original Hearing Resolution.
- (f) All appeal decisions are final.

ARTICLE VIII: INTERPRETATION AND REVISION

- A. Any question of interpretation or application of the Code of Conduct shall be referred to the Director of Student Conduct Administration, or designee, for final determination.
- B. The Code of Conduct shall be reviewed annually under the direction of the Director of Student Conduct Administration.

A GUIDE TO ADDRESSING SEXUAL MISCONDUCT ON CAMPUS



Sexual Violence

Sexual Harassment

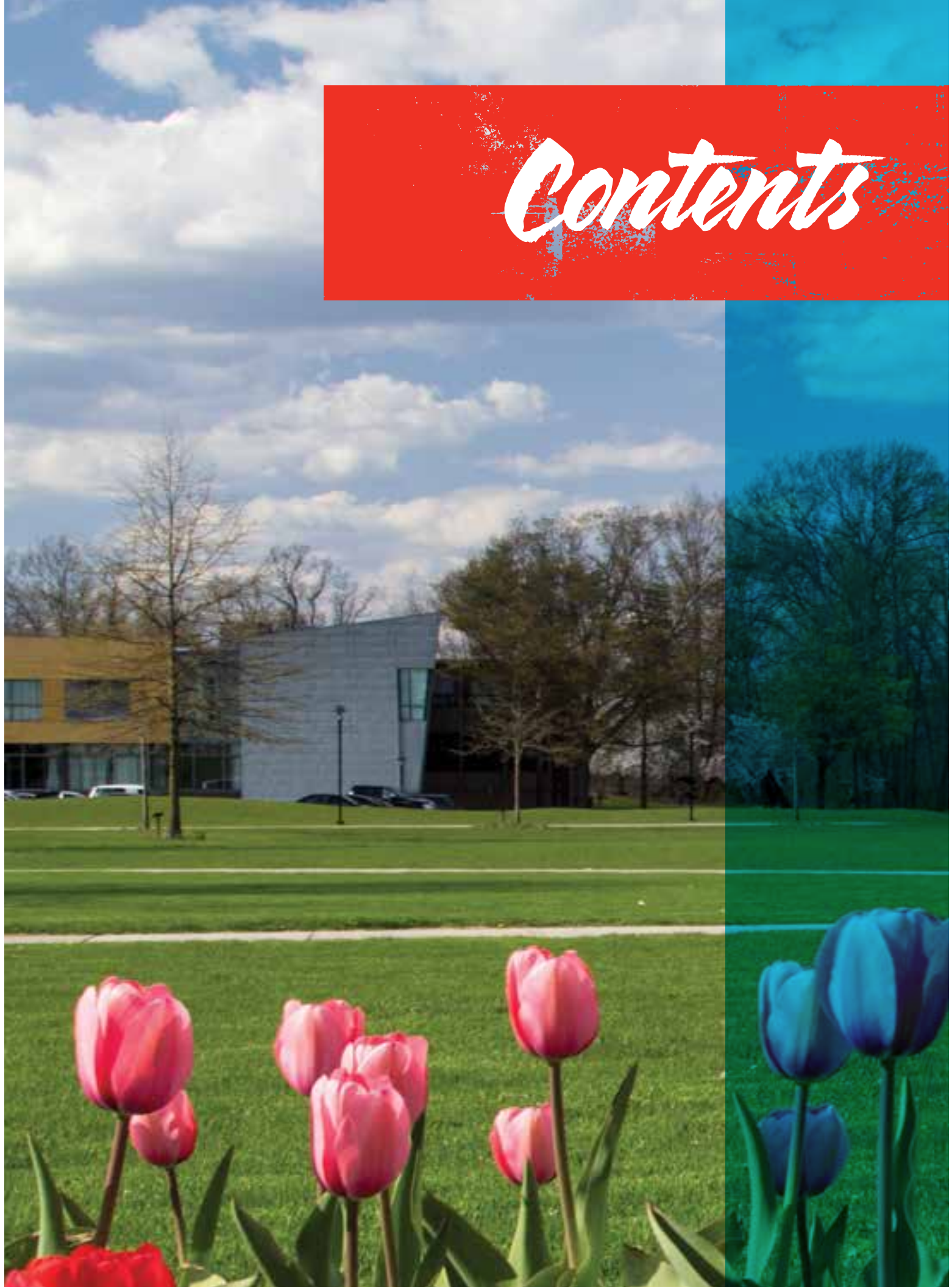
Stalking

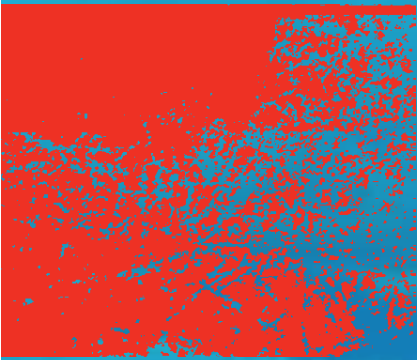
Intimate Partner Violence/Dating Violence

Domestic Violence

UNIVERSITY OF HARTFORD

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At the University of Hartford, we strive to provide an environment free from sexual violence and other sexual misconduct.

This booklet explains options available if you or someone you know is a victim of sexual assault, rape, intimate partner violence, domestic violence, sexual harassment, or stalking.

It also explains both on- and off-campus resources available to you for support, helps you understand your rights and options, and explains levels of confidentiality of administrators and staff on campus. We will support and help you through any steps you decide to initiate while doing our best to protect your privacy and confidentiality while providing due process.



TITLE IX COORDINATOR: DAVID STENDER

The Title IX coordinator is the designated agent of the University with responsibilities for coordinating Title IX compliance efforts. The Title IX coordinator oversees the implementation of the grievance procedures, including notification, investigation, and disposition of complaints, ensuring a fair and neutral process for all parties. The Title IX coordinator will work with specific offices on campus to determine and provide academic and residential accommodations as well as no-contact orders.

The Title IX coordinator for incidents involving students, visitors, and third parties is:

David Stender

Gengras Student Union, Room 307
title9@hartford.edu
860.768.5403

The Deputy Title IX coordinator for incidents involving faculty and staff is:

Lisa Belanger-Buoniconti

Human Resource Development
belanger@hartford.edu
860.768.4156

You may access the full policy in its entirety at:
hartford.edu/title9.



WHAT ARE MY RIGHTS?

You have the right to disclose to a confidential resource or report the incident to the University.

If the University receives notice about an incident, it is obligated to take action to protect the health and safety of the University community.

You have the right to contact law enforcement.

The University will not contact law enforcement unless requested or unless a threat of imminent danger exists.

You have the right to apply for a protective order or a temporary restraining order.

All victims have the right to request a protective order or temporary restraining order, or seek enforcement of existing orders, including, but not limited to, orders issued pursuant to Connecticut state statute. Victims will be afforded options and will be assisted in making decisions in regard to any lawful protective or temporary restraining orders.

You have the right to access medical treatment.

If a victim has been assaulted and needs emergency medical attention or wishes to have evidence collected, these services can be performed at St. Francis Hospital and Medical Center or Hartford Hospital emergency rooms. Non-emergency and follow-up care can be provided on campus at Health Services.

You have the right to access available support services.

The University will take reasonable steps to protect the victim's well-being by creating a safety plan and taking steps to protect the victim from retaliation or harm. These steps can include, but are not limited to, issuing a no-contact order, arranging a change of living or working arrangements, changing a course schedule, or making adjustments for assignments and tests.

You have the right to a fair and impartial internal disciplinary process should you choose to make a formal complaint.

The Title IX coordinator will ensure that both the complainant and the respondent receive due process. Both accuser and accused

are entitled to have an advisor of their choosing present at any meeting or in-person proceeding under the process, so long as the advisor does not cause a postponement or delay of the meeting or proceeding. The advisor shall not be permitted to speak during any meeting or proceeding. From the filing of a complaint under this process through to the completion of the investigation and assessment and, where applicable, determination of sanctions shall normally not take longer than 60 days, unless the Title IX coordinator determines more time is needed, for example, to allow for sufficient investigation of facts.

You and the accused have the right to file an appeal of the findings to the Title IX coordinator within five business days of notification.

WHAT CAN I DO?

There are various options if you or a friend is ever a victim of sexual misconduct. These options are outlined below.

You can report the incident to the University.

Any incident, 24 hours a day, 7 days a week:

- » Call Public Safety, 860.768.7985

Incidents involving students, visitors, and third parties:

- » Contact University Title IX coordinator for students, visitors, and third parties: David Stender, GSU 307, title9@hartford.edu, 860.768.5403

Incidents involving faculty and staff:

- » Contact Deputy Title IX coordinator for faculty and staff: Lisa Belanger-Buoniconti, Human Resource Development, belanger@harford.edu, 860.768.4156

Residents:

- » Contact any Resident Assistant or Resident Director in your dormitory.

Any incidents:

- » Contact Kenna Grant, Director of Connections Health Education and Wellness Center: mckenna@hartford.edu, 860.768.4077

WHAT CAN I DO?



While these offices and individuals are specifically trained to respond to reports of sexual violence and other sexual misconduct and to assist victims of these incidents, if a victim chooses to inform other University staff and administration, the University employee will make sure that a designated University official is informed. Notice to any University employee other than confidential resources triggers an obligation for that employee to report to a designated University official.

You can file an external complaint with the appropriate law enforcement and press criminal charges.

All victims have the right to report the incident to both on-campus authorities and the local law enforcement jurisdiction. Victims also have the right to be assisted by the Department of Public Safety, or Campus Advocate, or other appropriate staff for filing such complaints.

- » West Hartford Police Department, 860.523.5203
- » Hartford Police Department, 860.757.4000
- » Bloomfield Police Department, 860.242.5501

You can contact the University's Department of Public Safety.

The Department of Public Safety at 860.768.7985 is a mandated reporter. The department must report all relevant details of the incident, including names of individuals involved, to any and all pertinent campus officials (Title IX coordinator, dean of students, office of student conduct). If you do not want to fully disclose or do not want your name or the name of the offender reported, you have other options. You can speak to full confidential resources or semi-confidential resources (see below).

You can disclose in full confidence. No report will be filed.

The University's Counseling and Psychological Services Center (CAPS/ 860.768.4482 Health services, Campus Advocate, CONNECTIONS, 860.768.4077) staff and the 24-hour statewide hotline (Connecticut Alliance to End Sexual Violence 1.888.999.5545 and Interval House 860.527.0550) advocates have privileged communication under the law.



They do not file reports to the Title IX coordinator. They will keep your information and name confidential unless it is determined that you and/or the campus are in imminent danger.

You can disclose privately and in semi-confidence. No names will be reported.

The University's Connections Health Education and Wellness Center and the Women and Gender Resource Center offer guidance and support and referrals. Their reports to the Title IX coordinator will not contain your name or the name of the accused person/s unless they deem it necessary due to a threat of imminent danger to the student or the campus or have knowledge that the accused person/s is a repeat offender. Contact Kenna Grant, Connections director, mckenna@hartford.edu, 860.768.4315.

You can file an internal complaint with the University's Title IX coordinator.

The University encourages you to file a complaint with the Title IX coordinator. The University's Title IX coordinator, campus advocate, and other campus officials will support you throughout this process. The full process will be explained to you in detail, including any accommodations that may be provided to you such as a no-contact order, possible change in residential assignment, transportation, employment, or classroom accommodation. The University will conduct an investigation in advance and a panel convened by the Title IX Coordinator will review the incident. This process must take place within 60 days of the complaint. The University will then discuss the result of the panel and appropriate sanctions will be administered. Both parties have the right to appeal the decided sanctions within a specific timeframe.

How to bring a complaint against a faculty or staff member.

If you wish to bring a complaint against a member of the faculty, staff, or administration, you should consult with the Title IX coordinator, who will consult with the appropriate resources for support.

Contact University Title IX Coordinator for Students, Visitors, and Third Parties: David Stender, GSU 307, title9@hartford.edu, 860.768.5403.

CONFIDENTIALITY AND PRIVACY

When the University receives notice of an incident, whether from the victim, a third party, or anonymously, the University has an obligation to take action in order to protect the health and safety of the University community. Normally this includes an investigation even if the victim does not wish to file a formal complaint, although other options might be available in addition to or, where clearly appropriate, instead of investigation, such as educational programming.

Anytime a report of sexual violence or other sexual misconduct is investigated, only people with a need to know about the incident will be informed, and information will be shared only as necessary with investigators, witnesses, and the accused person. However, investigations by their nature cannot be entirely confidential: in order to properly investigate a report of a possible violation of this sexual violence policy, the identity of the victim, when known, may be revealed.

If the University must investigate in spite of a victim's request for confidentiality, the University will inform the victim prior to starting an investigation and will, to the extent possible, maintain as much privacy as possible and only share information with people as necessary to meet the University's obligations.

The University may not require a victim to participate in any investigation or disciplinary proceeding. Under all circumstances, the University will take all reasonable steps to be protective of the victim's well-being.

The Title IX Coordinator or designee will discuss options regardless of whether the victim wishes to maintain confidentiality, and regardless of whether the victim wishes to file a complaint under the University Complaint Process or with law enforcement. However, some options may not be available while maintaining confidentiality or without filing under the University Complaint process. For example, an option that involves formal sanctioning of another University student or staff or faculty member cannot occur without giving that other individual the procedural rights described in the Sexual Violence Policy.

ON-CAMPUS SUPPORT SERVICES

Title IX Coordinator

David Stender, GSU 307,
title9@hartford.edu, 860.768.5403

Campus Advocate

Connections Health Education
and Wellness, Kenna Grant
mckenna@hartford.edu, 860.768.4077

Deputy Title IX Coordinator

Human Resources Development,
Lisa Belanger-Buoniconti
belanger@hartford.edu, 860.768.4156

The Department of Public Safety

- » 860.768.7777 (emergency)
- » 860.768.7985 (non-emergency)

The Office of Residential Life

- » 860.768.7792

The Dean of Students Office

- » 860.768.4285

Counseling and Psychological Services

- » 860.768.4482

Health Services

- » 860.768.6601

CONFIDENTIAL OFF-CAMPUS RESOURCES

Connecticut Alliance to End Sexual Violence

All services are free and confidential.
There are various centers throughout
Connecticut and each provides:

- » Hotline services 24 hours a day,
seven days a week
- » 24-hour crisis counseling
information and referral
- » Advocacy for children and
non-abusing parent
- » Short-term counseling for victims
and their family and/or friends
- » Support groups and more
- » Community education programs
dealing with sexual assault issues
- » Community prevention programs
dealing with safety concerns, etc.

Statewide 24-Hour Toll-Free Hotline

When you dial the number below,
your call is routed to the center
closest to your location.



English: **1.888.999.5545**
Española: **1.888.568.8332**

CONFIDENTIAL OFF-CAMPUS RESOURCES

YWCA of New Britain Sexual Assault Crisis Service

Hartford Office:

75 Charter Oak Avenue
Hartford, CT 06106
Hotline: 860.547.1022 (Local)

New Britain Office:

19 Franklin Square
New Britain, CT 06051
Office: 860.225.4681
Hotline: 860.223.1787 (Local)
ywcanb.org/sexual-assault-crisis-services

Connecticut Coalition Against Domestic Violence

Connecticut Coalition Against Domestic Violence (CCADV) is the state's leading voice for victims of domestic violence and those agencies that serve them. CCADV is a membership organization of Connecticut's 18 domestic violence service agencies that provide victims with critical support, including counseling, support groups, emergency shelter, court advocacy, safety planning, and lethality assessment, among other services.

24/7 hotline: 1.888.774.2900 (English and Spanish)

Interval House

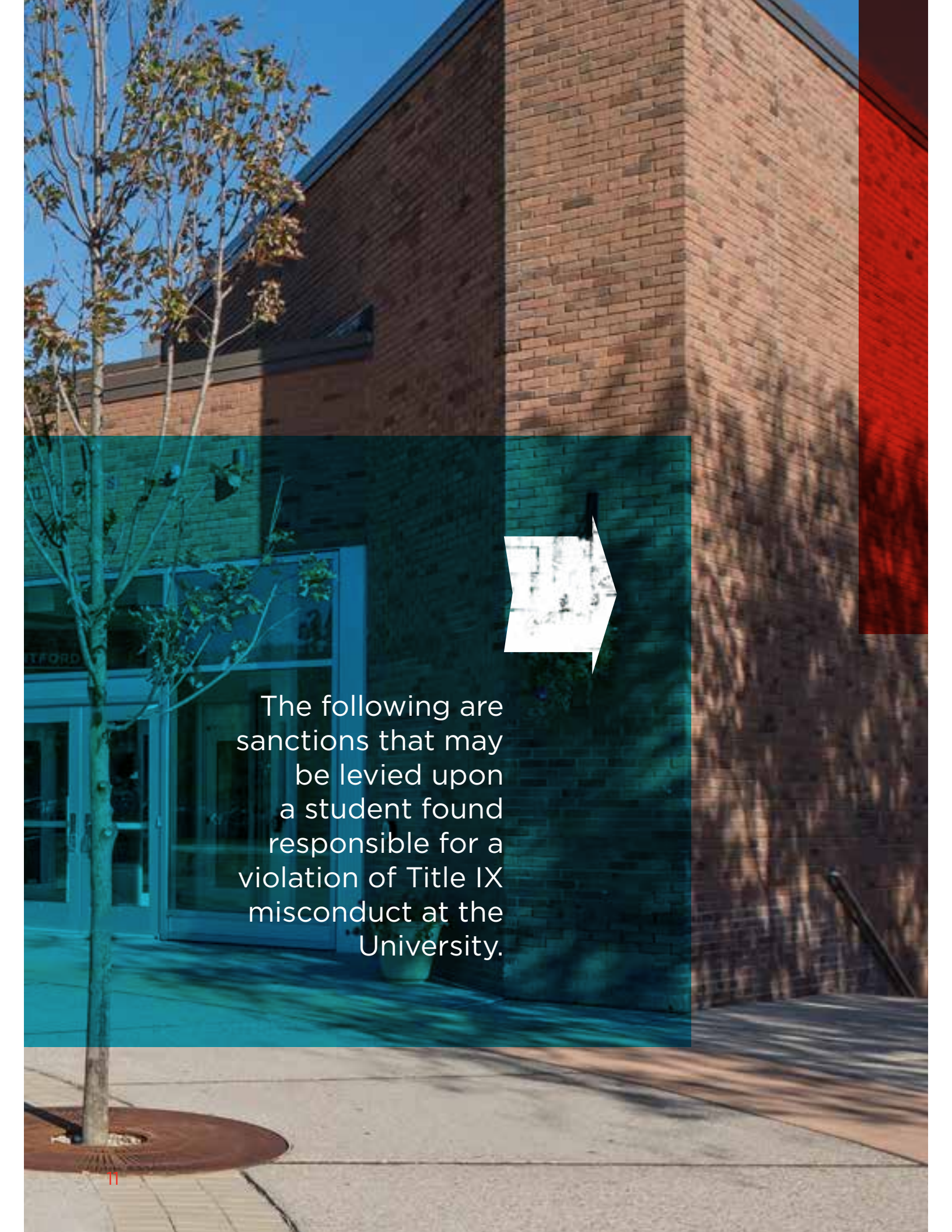
Interval House is dedicated to providing services to prevent and break the cycle of family and intimate partner abuse, striving to reach all persons at risk and bring about social change.

24-hour domestic violence hotline: 860.527.0550 or 1.888.774.2900

Office of Victim Services

The Office of Victim Services (OVS), Connecticut Judicial Branch, is the state's lead agency established to provide services to victims of violent crime. OVS contracts with nonprofit and public organizations to provide services to crime victims. These services include, but are not limited to, information and referral, criminal justice support/advocacy, therapy, safety planning, group treatment/support, personal advocacy, and assistance in filing applications for victim compensation. For more information, call 711 or 1.800.833.8134; go to 225 Spring Street, Fourth Floor, Wethersfield, Conn.; or visit jud.ct.gov/crimevictim/.





The following are
sanctions that may
be levied upon
a student found
responsible for a
violation of Title IX
misconduct at the
University.

POSSIBLE SANCTIONS

The following are possible sanctions for incidents reviewed under this Sexual Violence Policy:

- » Students found responsible for committing Sexual Violence in violation of this Sexual Violence Policy will likely receive a sanction ranging from probation to expulsion, depending upon the severity of the incident and any previous violations of the Student Code of Conduct. Faculty or staff found responsible for violating the prohibition against Sexual Violence will likely receive a sanction ranging from suspension to termination.
- » Students found responsible for committing Sexual Harassment, Other Sexual Misconduct, or other misconduct prohibited under this Sexual Violence Policy will likely receive a sanction ranging from an official reprimand to expulsion, depending upon the severity of the incident and any previous violations of the Student Code of Conduct. Faculty or staff found responsible for violating the prohibition against Other Sexual Misconduct will likely receive a sanction ranging from a written warning to termination.
- » Faculty who are terminated under this Sexual Violence Policy and who are tenured or in the middle of a contract term are entitled to additional procedural rights under Section 10, Dismissal, of the Faculty Policy Manual.
- » The committee will sanction students found responsible for violations of the Student Code of Conduct not related to this Sexual Violence Policy in accordance with sanctions used in the general Student Conduct Process.

The final outcome letter will include details of all sanctions imposed. It will also advise the complainant and accused of their right to appeal the findings.



BYSTANDER INTERVENTION AND SEXUAL VIOLENCE PREVENTION

Rules for Bystander Intervention

- » Do not put yourself at risk.
- » Do not make the situation worse.
- » Intervene at the earliest point possible.
- » Look for early warning signs of trouble.
- » Intervening does not necessarily mean confronting.
- » Ask for help!

We are a University that is “committed to community.” We all share in the responsibility to watch out for and take care of one another. Everyone has a role to play in preventing sexual violence on our campus and within our campus community.

We encourage all community members to educate themselves about interpersonal violence, and share the information with friends. Confront friends who make excuses for other people’s abusive behavior, and speak up against racist, sexist, and homophobic jokes and remarks. Model pro-social behaviors and actually intervene when a potentially violent situation occurs. Bystander intervention involves developing the awareness, skills, and courage needed to intervene in a situation when another individual needs help. Bystander intervention allows individuals to send powerful messages about what is acceptable and expected behavior in our community.

The Five-Step Decision Making Model

1. Notice the event: Are you alone or with others? Is there a group of people?
2. Interpret the event as a problem: Do you see the problem as having a negative impact, and/or do you relate in some way (for example, same gender or race)?
3. Take personal responsibility to intervene: You can intervene safely, responsibly, and without harm.
4. Decide how you are going to intervene: What are your options? Calling for help, enlisting the help of others?
5. Decide to intervene.

The “Three Ds” of Bystander Intervention

Direct Directly intervene, in the moment, to prevent a problem situation from happening.

Delegate Seek help from another individual, often someone who is authorized to represent others, such as a police officer or campus official.

Distract Interrupt the situation without directly confronting the offender.

DEFINITIONS ≡

Nonconsensual Sexual Intercourse: Rape (or attempt to commit) is penetration of a bodily orifice with any object(s) or body part that is without consent and/or by force or threat of force. Examples of non-consensual sexual intercourse include, but are not limited to:

- » Vaginal penetration by a penis, object, tongue, or finger
- » Anal penetration by a penis, object, tongue, or finger
- » Oral copulation (mouth-to-genital contact or genital-to-mouth contact)

Nonconsensual Sexual Contact: Sexual Assault is any intentional sexual touching with any object(s) or body part that is without consent and/or by force or threat of force. Examples of non-consensual sexual contact include, but are not limited to:

- » Intentional contact with the breasts, buttocks, groin, or genitals
- » Intentional touching of another with breasts, buttocks, groin, or genitals
- » Making another person touch someone or themselves in a sexual manner
- » Any intentional bodily contact in a sexual manner

Sexual Harassment is unwanted conduct of a sexual nature (physical, verbal, written, electronic, photos) that is severe or pervasive and creates an intimidating or hostile education and/or work environment; or, unwelcome demands or requests for sexual favors or pressure for dates that occurs between people of differing power (student/professor) and becomes a term or condition of one's education or employment, i.e., quid pro quo sexual harassment.

Sexual Exploitation occurs when a person takes advantage of another without that individual's consent for the initiator's own advantage or benefit or to benefit


or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses.

Domestic Violence is 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. It includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person.

Intimate Partner Violence/Dating Violence is similar to domestic violence and constitutes a pattern of behavior in an intimate relationship that is used to establish power and control over another person through fear and intimidation. A pattern of behavior is typically determined based on the repeated use of words and/or actions and inactions in order to demean, intimidate, and/or control another person. This behavior can be verbal, emotional, psychological, and/or physical.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation, and coercion that overcomes resistance or produces consent.

Coercion is unreasonable pressure for sexual activity. Coercion is the use of emotional manipulation to persuade someone to do something he or she may not want to do, such as being sexual or performing certain sexual acts. Being coerced into having sex or performing sexual acts is not consenting sex and is considered sexual misconduct.



Stalking is engaging in a course of conduct directed at a specific person(s) that would cause a reasonable person to (a) fear for his or her safety or the safety of others, or (b) suffer substantial emotional distress. Such behaviors or activities may include, but are not limited to, non-consensual communications (i.e., face-to-face, telephone, email, and social media), threatening or obscene gestures, surveillance, or showing up outside the targeted individual's classroom, residence, or workplace.

Consent is an active, knowing, and voluntary exchange of affirmative words that clearly communicates a willingness to participate in a particular sexual activity. Consent must be freely and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. The lack of a negative response is not consent. A person who is incapacitated by alcohol and/or drugs, whether voluntarily or involuntarily consumed, may not give consent. Neither consent to one form of sexual activity nor past relationships implies consent to future sexual activity.

- » Consent is a voluntary agreement to engage in sexual activity
- » Someone who is incapacitated cannot consent
- » Past consent does not imply future consent
- » Silence or an absence of resistance does not imply consent
- » Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another
- » Consent can be withdrawn at any time, and
- » Coercion, force, or threat of either invalidates consent

Incapacitation is a state in which someone cannot make rational, reasonable decisions due to a lack of capacity to give knowing

consent (e.g., to understand the “who, what, when, where, why, and how” of the sexual interaction).

- » Sexual activity with someone who is, or based on circumstances should reasonably have known to be, mentally or physically incapacitated (i.e., by alcohol or other drug use, unconsciousness, or blackout) constitutes a violation of this policy.
- » A person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the consumption (voluntary or otherwise) of incapacitating drugs cannot give consent.
- » In order to give consent, a person must be of the legal age of consent. Under most circumstances, the age of consent in the state of Connecticut is 16. See Connecticut General Statutes § 46b-120, § 46b-127, § 46b-133d, § 53a-70, § 53a-71, and § 54-76b.
- » Alcohol-related incapacity results from a level of alcohol ingestion that is more severe than impairment, being under the influence, drunkenness, or intoxication. Evidence of incapacity may be detected by physical cues, such as:
 - slurred speech*
 - bloodshot eyes*
 - the odor of alcohol on a person's breath or clothing*
 - inability to maintain balance*
 - vomiting*
 - unusual or irrational behavior*
 - unconsciousness*
- » Context is important in helping to determine incapacitation. Any one of these particular cues alone does not necessarily indicate incapacity.

For Connecticut Penal Code Offenses, including definitions of first, second, and third degree felonies, please see: cga.ct.gov/current/pub/chap-952.htm.



UNIVERSITY OF HARTFORD