

2018 GENERAL ASSEMBLY REPORT ON SEXUAL VIOLENCE

January 1, 2017 to December 31, 2017



WESTERN CONNECTICUT STATE UNIVERSITY

Final Submitted: August 28, 2018

Office of Diversity and Equity

181 White Street

University Hall, Room 214

Danbury, Connecticut 06810

Report contact: Mrs. Jesenia Minier-Delgado, Chief Diversity Officer/Title IX Coordinator

TABLE OF CONTENTS

INTRODUCTION.....	3
UNIVERSITY HISTORY.....	4
UNIVERSITY MISSION AND VALUES.....	5
SEXUAL VIOLENCE PREVENTION, AWARENESS AND RISK REDUCTION PROGRAMS.....	6
CAMPUS RESPONSE AND RESOURCE TEAM (CaRRT).....	6
SEXUAL VIOLENCE PREVENTION AND AWARENESS CAMPAIGN(S).....	7
TOTAL REPORTED INCIDENCES OF SEXUAL VIOLENCE.....	10
APPENDIX A: PUBLIC ACT 14-11 – REPORTABLE STATISTICS AND DATA	
APPENDIX B: ADOPTED UNIVERSITY POLICIES	
SEXUAL MISCONDUCT REPORTING, SUPPORTIVE SERVICES AND PROCESSES	
POLICY ON CONSENSUAL RELATIONSHIPS	
POLICY ON VIOLENCE IN THE WORKPLACE	
POLICY REGARDING REPORTING SUSPECTED ABUSE OR NEGLECT OF A CHILD	
APPENDIX C: UNIVERSITY STUDENT CODE OF CONDUCT REGULATIONS	
APPENDIX D: 2016-17 UNIVERSITY TITLE IX PROGRAMMING/TRAINING TOTALS	
APPENDIX E: UNIVERSITY EDUCATION BROCHURES AND PAMPHLETS	

NARRATIVE

I. Introduction

Western Connecticut State University (also known as Western and WestConn or abbreviated to WCSU) is a public, four-year university located in Danbury, Connecticut. WCSU consists of four schools and one division: the Ancell School of Business (which includes the Justice & Law Administration program), the Macricostas School of Arts and Sciences, the School of Visual and Performing Arts, the School of Professional Studies and the Division of Graduate Studies. Founded in 1903, WCSU is part of the Connecticut State Colleges & Universities system, and as of Fall 2016, total university enrollment has reached at about 5,721 full-time and part-time students in the undergraduate and graduate programs. The University has a workforce of 1,171 full and part-time employees. The University facilities includes six (6) residence halls (hyperlink to: <http://www.wcsu.edu/housing/residencehalls.asp>), various classroom and administrative buildings throughout the two campuses, two (2) athletic facilities, three (3) parking garages, and several athletic fields/courts on the West Side Campus.

The Midtown Campus is the original campus, located on White Street near Downtown Danbury and the Main Street Historic District. The Midtown Campus is in the heart of Danbury, close to the City Center shops and restaurants. It is, in essence, the main campus, with the Haas Library, Warner Hall, White Hall, Higgins Hall and Berkshire Hall located around the University Quadrangle. The Midtown Campus also houses the Science Building, The Student Center, Campus University Police Headquarters, the WestConnect Office, Higgins Hall, Irfan Kathwari Honors House, University Hall and Old Main. New students under the age of 19 should expect to live on the Midtown campus. It is home to the School of Arts and Sciences, School of Professional Studies, and most of the school's administration. Dormitories on this campus include Fairfield Hall, Litchfield Hall, and Newbury Hall. The Midtown Student Center is located on this campus.

Within these are "traditional" style residence halls the rooms are shared between two or three students, and each floor (or section) shares common bathrooms and lounges. Each hall also has recreation areas and equipment such as ping-pong and billiards tables, as well as lounges for watching television or studying. Due to its central location, residence halls on the Midtown campus are close to almost everything students need on a daily basis. Most of the classrooms, adequate parking, the cafeteria and snack bar, student life offices and organizations, administrative offices such as the registrar, WestConnect and the Office of Financial Aid and Student Employment are all easily accessible to residents of the Midtown campus. Shuttle service and student parking are available between the Midtown and West Side campuses.

The West Side Campus is located on land purchased in 1969 on the outskirts of Danbury. The Westside Campus is located approximately four miles from the Midtown Campus on Danbury's western end. It is the home of the Visual and Performing Arts Building, the Westside Classroom building, the Ives Center for the Performing Arts, a nature trail, the Westside Athletic Complex (WAC) and athletic fields, and the O'Neill Center, a multi-purpose athletic and performance center, complete with a pool, workout rooms and an all-purpose gymnasium. The Westside campus is also home to the Westside Campus center. This three-story, 49,000-square-foot building which provides a full-service cafeteria and dining area, game room, fitness center, multi-

purpose meeting and conference rooms, student activity space, lounge areas, and related campus- and student-life facilities. This 439-acre lot is home to the Westside Nature Preserve and the amphitheater. Dormitories on this campus include A. Searie Pinney Hall, Centennial Hall and Ella Grasso Hall. In 2015, gender neutral housing was available to students upon request. The West Side campus also houses many of the athletic facilities, including the O'Neill Center.

II. *History*

The University is also home to the Jane Goodall Center for Excellence in Environmental Studies, which is the result of a partnership between the University and the Jane Goodall Institute (a private non-profit organization that promotes research, education and wildlife conservation). The University's Westside campus also houses the Ives Concert Park, one of the premier performance venues in the area. Western started as a teachers' college, training the primary and secondary school educators for Connecticut's Fairfield County and surrounding areas. The school's name has changed over the years as it has focused on additional areas of study. First named the *Danbury Normal School*, in the 1950's, then the name transition and was called the *Danbury State Teachers College*. In 1959, the college was renamed *Danbury State College*. In 1967, the name was changed to *Western Connecticut State College*, and finally, in 1983, the establishment was renamed to *Western Connecticut State University*.¹

In 2005, former President Bill Clinton visited the University to personally thank students for their fund-raising efforts in the wake of the 2004 Tsunami effort in Southeast Asia. University students raised about \$300,000.00 to fund a 1,500-student school in Sri Lanka; in an address given at WCSU's William O'Neill Athletic and Convocation Center, President Clinton thanked students for their efforts and stressed the importance of continuing to provide relief to disaster-stricken areas.

On January 23, 2007, the new West Side Campus Center was officially opened. The facility serves as a student center, meeting, and banquet facility for the West Side Campus. The campus also houses athletic facilities, including the William O'Neill Athletic and Convocation Center (completed in 1995), and the Westside Athletic Complex (completed in 2003), as well as an observatory with a 20-inch Ritchey-Chretien telescope and a 20-foot planetarium dome. In August 2014, the Westside campus opened the new Visual and Performing Arts Center, a comprehensive Arts building with wings for Gallery space, Theatre Arts, Music and Visual Arts. A major improvement program was started in the mid-1990s to beautify the campus. Several parking lots became green space, and improvements were made to the landscaping. While a significant improvement, the full extent of this beautification is not immediately apparent and will take several years to reach full maturity.

The Midtown campus Science Building was the first state-funded building project to seek LEED Silver Certification from the United States Green Building Council. The Visual and Performing Arts Center as well as Centennial Hall also obtained LEED certification. In 2014, the University installed four EV (electric vehicle) charging stations, two on each campus. These charging stations are available to both students and the public, free of charge. The university is a participant in EV

¹ Brown, R. C. (2015). Connecticut Colleges that have Closed, Merged, Changed Names. College History Garden. Retrieved from: <https://collegehistorygarden.blogspot.com/2014/12/connecticut-colleges-that-have-closed.html>

Connecticut Electric Vehicle Charging Solutions program. The "WestConn at Waterbury" program is located on the campus of Naugatuck Valley Community College in Waterbury, Connecticut. The program offers completion courses for a Bachelor of Business Administration (B.B.A.) in Management or a Bachelor of Science in Nursing (B.S.N.), as well as a Masters in Health Administration (M.H.A.).

In 2011, governance of the University was transferred to the Connecticut State Colleges and Universities system (CSCU). In 2012, the 14th Dalai Lama, Tenzin Gyatso visited the university for two public talks. WCSU became home to the Center for Compassion, Creativity and Innovation, and is now officially one of two universities in the country to be recognized as a "University of Compassion" by the Compassion Action Network. The Sikyong, Prime Minister of Tibet, Lobsang Sangay, also lectured at the University's midtown campus earlier that year.

III. Mission and Values

Western Connecticut State University changes lives by providing all students with a high-quality education that fosters their growth as individuals, scholars, professionals, and leaders in a global society.

To achieve this, we:

1. Offer undergraduate and graduate programs that weave together liberal arts and professional education and instill a desire for life-long learning.
2. Sustain a vibrant, inclusive campus that connects individuals through co-curricular programs, cultural events, and service to the community.
3. Attract student-centered faculty who are passionate teachers and accomplished scholars.
4. Establish partnerships that create opportunities for internships, research, and experiential learning.

University values are:

- ✓ **Excellence.** We value outstanding achievement realized through persistence, effort, honest feedback, and self-reflection.
- ✓ **Curiosity.** We value the questions that drive learning, innovation, and creativity, which serve as the beginning and the desired outcome of education.
- ✓ **Dialogue.** We value the conversations that explore diverse perspectives and encourage shared understanding.
- ✓ **Engagement.** We value the interactions with ideas, peers, and community that are essential to a vibrant university environment.
- ✓ **Opportunity.** We value the possibilities created by affordable, accessible educational environments in which students can grow into independent thinkers and confident leaders.
- ✓ **Respect.** We value the right of all people to be treated with dignity and fairness and expect this in our policies, classrooms, and community.

IV. Sexual Violence Prevention, Awareness and Risk Reduction Programs

In accordance with Substitute House Bill No 5029, Public Act 14-11: *An Act Concerning Sexual Assault, Stalking and Intimate Partner Violence on Campus*, Western Connecticut State University (WCSU) is in compliance with its submission of the Annual Sexual Violence Report to the Connecticut General Assembly's Higher Education Committee. This report provides information concerning the University's mandates, programming and overall efforts on sexual assault, sexual harassment, stalking and intimate partner violence for the period of **January 1, 2017 through December 31, 2017**. This report has been prepared by Mrs. Jesenia Minier-Delgado, the University's Title IX Coordinator and Chief Diversity Officer. This report includes the following:

- A copy of University's adopted Connecticut State Colleges and University (CSCU) Policy on Sexual Misconduct Reporting, Supportive Services and Processes, which highlights the university's mandate and response regarding sexual assault, stalking and intimate partner violence;
- A copy of University's written notification of a victim's rights and options under above mentioned policy;
- The number of University programs targeted on the subject of sexual assault, stalking and intimate partner violence prevention, awareness and risk reduction;
- The number of University prevention and awareness campaigns held on campus as it pertained to sexual assault, stalking and intimate partner violence prevention and awareness;
- The number of University incidences of sexual assault, stalking and intimate partner violence reported;
- The number of anonymous and confidential reports or disclosures recorded by the University related to sexual assault, stalking and intimate partner violence;
- The number of University disciplinary cases related to sexual assault, stalking, intimate partner violence; and
- The final outcome of all disciplinary cases at the institution related to sexual assault, stalking and intimate partner violence, including, but not limited to, the outcomes of any appeals of such final outcome, to the extent reporting on such outcomes does not conflict with federal law.

Appendix A: ***Public Act 14-11: Reportable Statistics and Data*** provides specific data regarding reports and disclosures of sexual assault, stalking, and intimate partner violence.

Campus Response and Resource Team (CaRRT)

In response to new policies and legislation, the University established a Campus Response and Resource Team (CaRRT) to provide preventive training and lectures on the response, policies and procedures related to sexual misconduct to the University community as well as provide resources to students, faculty, staff, and survivors of sexual assault, stalking, and intimate partner violence. CaRRT is charged with educating, training, and responding to all forms of sexual misconduct on campus.

The CaRRT membership* includes cross-representation from both the University and the Danbury community, which are:

- University Title IX Coordinator
- One representative (or an assigned designee) from the Athletics Department
- One representative (or an assigned designee) from the Division of Student Affairs
- One representative from the Office of Housing & Residential Life
- One representative (or an assigned designee) from the Office of Judicial Affairs
- One representative from the Office of Substance Abuse Prevention Program (CHOICES)
- One representative (or an assigned designee) from the Student Government Association
- One representative (or an assigned designee) from the University Counseling Services
- One representative (or an assigned designee) from the University Health Services
- Two (2) representative(s) from the State University Organization of Administrative Faculty (SUOAF)
- One representative from the University Faculty (AAUP)
- Two (2) representative(s) from the University Police Department
- Two (2) representative(s) (or an assigned designee) from the Women's Center of Greater Danbury (External)
- One representative from the Office of the State Attorney (External – Ex-Officio)
- One representative from the Danbury Police Department (External – Ex-Officio)

*Beginning Fall 2018 semester, the membership composition will also include the University's Domestic Violence Liaison and an additional University faculty (AAUP) representative to have cross-representation with university-related resources.

CaRRT meets on a monthly basis during the academic year to review policies and procedures as well as to discuss and develop risk reduction and prevention programming. Relevant data is also provided to CaRRT member regarding campus incidents. Their goal is to inform and engage the campus community, strengthen the delivery of services to victims, and ensure that perpetrators are held accountable for their actions (in Appendix E: University Educational Brochures and Pamphlets).

V. Sexual Violence Prevention and Awareness Campaigns

Many of WCSU's campaigns are on-going efforts. The University Police Department's Crime Prevention Unit continues to provide a variety of pamphlets and flyers on topics such as:

- **Rape Aggression Defense System**

Rape Aggression Defense Systems is a program of realistic, self-defense tactics and techniques. The RAD System is a comprehensive course for women that begins with awareness/prevention, risk reduction and avoidance while progressing on to the basics of hands-on defensive training. RAD is NOT a martial arts program. The program is designed primarily for any interested individual and is suitable for all ages and abilities.

The courses are free and are taught by certified RAD Instructors that provide each participant with a workbook/reference manual. This manual outlines the entire physical defense program for reference and continuous growth. For more information about the RAD System, please [click here](#) or visit the University Police Department webpage at <http://www.wcsu.edu/police/RADsystems.asp>.

- **Community Oriented Police Services (COPS)**

Community Policing is organized at the University Police Department and is a full service of personalized policing, where the same Building and Patrol Officer patrols and works in the same area on a permanent basis, working in a proactive partnership with the University students, faculty and staff to identify and solve problems. Community Policing relies on foot and bike patrol, and encourages the community to interact with the assigned officers. For more information about COPS, please [click here](#) or visit the University Police Department webpage at <http://www.wcsu.edu/police/preventionCOPS.asp>.

- On and off campus safety tips are given to the University community to build a sense of awareness of your surrounding when traveling. For more information on the University and surrounding area safety tips, please [click here](#) or visit the University Police Department webpage at <http://www.wcsu.edu/police/safetytips.asp>

-

University Police Officers are also available to address the community and serve as knowledgeable lecturers.

Safety escort services are provided to all students, faculty, staff, and guests of the University. A telephone call to the University Police Department results in a uniformed officer being dispatched to the caller's location and escorting the caller to the desired location. This operation is in effect 24 hours a day, seven days a week. During this reporting period, ten (10) escorts were provided. A University Response Checklist has been posted and made available by [clicking here](#) (hyperlink to: <https://www.wcsu.edu/police/pdf/WCSU-Police-Check-List.pdf>) that are throughout the two campuses to provide individuals with safety and contact information (in Appendix E: University Educational Brochures and Pamphlets).

The University has installed an emergency telephone system that places the caller in direct contact with a University Police Department dispatcher. These phones are highly visible in bright yellow phone boxes and/or equipped with blue strobe lights. The phones are single button operation which when pushed will immediately notify the dispatcher of the caller's location. The caller can speak directly into the phone box for hands-free communication. While none of these telephone calls were to report sexual assault, stalking, or intimate partner violence, it does demonstrate our commitment to campus safety. Students, staff or guests can request police escort services, report

suspicious activities, or request assistance with lock-outs. In addition to the emergency telephones, closed circuit cameras monitor the University parking garages and building entrances.

Access to University buildings is carefully controlled. All University buildings are constantly observed by an electronic monitoring system. Administrative office buildings are open to the public from 7:30AM to 5:30PM Monday through Friday. Classrooms are controlled by the faculty's keycard. Residence hall admission is by key card access only. Guests are permitted visitation by presenting valid, photo ID. All guests must be eighteen (18) years of age (or older), with exceptions being provided to WCSU students who are not eighteen (18) years of age. Residents must come to the front desk to sign in their guests and must escort them everywhere in the building. No more than two guests per resident are permitted.

The connection between alcohol and substance abuse and sexual assault cannot be denied. WCSU does not condone violations of laws proscribing possession, use, or sale of alcoholic beverages and possession sale, use, manufacture, or distribution of illegal drugs. In addition, to arrest and prosecution, administrative action, which may include eviction from the University, may be taken in order to protect the interests of the university and the rights and safety of others. (Appendix D: 2017-18 University Title IX Programming/Training totals)

University Policy

Western Connecticut State University (WCSU) asserts that all students have the right to be free from sexual misconduct, such as sexual assault/violence, sexual harassment, stalking, and intimate partner violence. The University policy prohibits any student from infringing upon these rights within the campus community. A set of guidelines and procedures have been designed to provide students with important information regarding the systems that are in place at the University to support any student whose rights have been violated. The University will take prompt action based on violations of the Student Code of Conduct (in Appendix C: University Student Code of Conduct Regulations) while simultaneously supporting students who also wish to pursue formal legal action for crimes that may have been committed. The complete policy is detailed (in Appendix B: Adopted University Policies) and enclosed with this document.

The aforementioned policy and procedure document is rather lengthy so CaRRT created two brochures entitled "WCSU Campus Safety Plan" and "What To Do If This Happens???" which concisely provides information about campus and local resources to the University community. Critical telephone numbers, instructions regarding physical, social and emotional safety as well as the preservation of physical evidence in a sexual assault, and options regarding reporting incidences of sexual assault or violence are all provided (in Appendix E: University Educational Brochures and Pamphlets). In addition to the formal reporting process, if someone is victimized by crime and does not want to pursue action within the University system or the criminal justice system, he/she may still want to consider making a confidential report. With the victim's permission, the Chief of Police, a designee of the University Police Department (The Clery Compliance Officer), or the University Title IX Coordinator, can file a report on the details of the incident without revealing the identity of the reporter.

The purpose of a confidential report is to comply with the victim's wish to keep a matter confidential, while taking steps to ensure the future safety of the victim and others in the campus

community. This information allows the University to keep an accurate record of the number of incidents involving our community and determine if there is a pattern of crime with regard to a particular location, method, or assailant so the campus community can be alerted to potential danger. Pastoral and professional counselors also may encourage clients to make voluntary, confidential crime reports.

VI. **Total Reported Incidences of Sexual Violence**

During 2017-2018 reporting period, WCSU received the following documented incidences:

Total Reported incidence of Sexual Violence		
Report Category	Number of Reports	Number of Disclosures
Sexual Assault	2	6
Stalking	5	2
Intimate Partner Violence (IPV)	6	1

During the 2017 calendar year, 22 incidents of sexual misconduct (sexual assault, intimate partner violence, or stalking) were reported/disclosed to either the Office of Judicial Affairs, University Police Department and/or University Title IX Coordinator. Of the 22 incidents, 13 were reports and 9 were disclosures. A disclosure is a communication of an incident to a responsible employee that is not accompanied by a request for an investigation or adjudication. A report is a disclosure with an immediate request for an investigation and adjudication. Both reports and disclosures may be accompanied by a request for accommodations and referrals for services/support.

As a formal practice, members of CaRRT as well as responsible employees are trained to address sexual misconduct disclosures and reports with initially offering the Complainant resources and support. This is done in various methods depending on the needs and desire of the Complainant. The University is equipped to provide the Complainant with reporting options, support and advocacy services. Student complainants as well as faculty and staff are offered services through the University's collaborative agreement with the Women's Center of Greater Danbury. Faculty and staff may still receive resource and support services through the Human Resources Department.

Student Complainants may also access other support services, such as Counseling Services, Substance Abuse Prevention Program (i.e., CHOICES), the Health Office, and the Dean of Students Office. In an effort to also offer students the opportunity to access services and support off campus, the University has a memorandum of understanding with the Women's Center of Greater Danbury. This agreement articulates our joint commitment to working together to provide trauma-informed services for our students and employees.

An additional way the University provides support for the complainant is to offer interim measures or accommodations. These are steps taken by the University to provide safety and well-being for the complainant or the community as a whole. These can include actions such as temporary no-

contact orders between parties, bans from a University building/area or the campus as a whole, changes to academic schedules and housing arrangements, as well as interim suspensions/administrative leaves. Interim measures are considered and offered when information is brought to the University Title IX Coordinator, whether or not a Complainant wishes to move forward with a formal complaint. As the nature of each situation is different, interim measures are determined on a case-by-case basis and are meant to put the least possible burden on the complainant.

All of the documented disclosures and/or reports have been recorded by the University Title IX Coordinator.

Please see Appendix A: (Public Act 14-11: Reportable Statistics and Data).

APPENDIX A:
PUBLIC ACT 14-11 – REPORTABLE STATISTICS AND DATA



WESTERN
CONNECTICUT
STATE UNIVERSITY



SEXUAL VIOLENCE REPORTABLE STATISTICS AND DATA

CSCU INSTITUTION: Western Connecticut State University

REPORTING OFFICE/DEPARTMENT: Office of Diversity and Equity

INSTITUTION CONTACT: (203) 837-8444/8277

YEAR: 2017-2018

I. SEXUAL VIOLENCE* PREVENTION, AWARENESS, AND RISK REDUCTION PROGRAMS:			
Program Category	Number of Programs:		
	Prevention:	Awareness:	Risk Reduction:
<i>Sexual Assault</i>	8	8	8
<i>Stalking</i>	8	8	8
<i>Intimate Partner Violence</i>	8	8	8
Program Types: (List and Describe Each Program Type)			
<p>Sexual violence is a topic of concern at colleges and universities across the United States. Western Connecticut State University takes the issue of sexual misconduct very seriously, as safety is a key concern for our students, faculty and staff. In 2014, Western appointed a Campus Response and Resource Team (CaRRT) began assessing the collective implementation of program prevention related to sexual misconduct; current efforts to detect when an incident has occurred, and the availability of resources for those involved in an act of sexual misconduct.</p> <p>CaRRT also began to evaluate internal processes of how such offices as the Offices of Judicial Affairs, Diversity and Equity, and the University Police Department, who have worked together and reviewed potential incidents of sexual misconduct, and also identified and provided services to both Complainants and Respondents. These evaluation actions led to the various prevention and awareness programs below listed in past years. For more information about CaRRT, please click here to learn about its membership and university efforts. (Hyperlink to: http://wcsu.edu/diversity/carrt/)</p> <p>Not Anymore is an online, web-based program designed to educate participants (mainly first-year incoming and transfer students) on issues of sexual harassment, assault and violence on campus, and provide the participant with a listing of University resources and policies. Not Anymore uses peer presenters, survivor's testimonials, video-based scenarios and bystander testimonials to cover the crucial topics for all-incoming students. During the 2017-2018 academic year, the University has had 1,383 incoming students enroll and 770 (55.7%) participate on the web-based program. Please click here to view the Information and online posters that is distributed to participants by STUDENT SUCCESS. (Hyperlink to: http://www.wcsu.edu/orientation/CaRT%20NotAnymore%20poster%20201810.pdf)</p> <p>With this campaign effort, Not Anymore is continuously utilized as a resource tool to educate our first-year incoming and transfer students. The following are a list of the prevention programs introduced in the 2017-18 academic year:</p>			

1. Green Light GO (scheduled on April 24, 2018)
Green Light GO is a major philanthropic event for the Fund for Safe and Healthy Campuses. This event is meant to educate students about healthy relationships and bystander intervention, but also position our male students as leaders in changing the culture on campus and being examples of the very best of the fraternal world, and as a partnership, provide resources to Student Life Associations — fraternities, sororities, student government, sports teams, advocacy groups (Take Back the Night, peer counselors, women's center).
2. Fresh Check Day (scheduled on September 14, 2017)
Fresh Check Day aims to create an approachable atmosphere where students are encouraged to engage in dialogue about mental health. This event helps to build a bridge between students and the mental health resources and programs that exist on campus and in the community, as well as on a national level. Using a peer-to-peer messaging model, Fresh Check Day utilizes student groups in addition to college/university staff to develop and execute interactive booths that deliver mental health and resource information in a fun and engaging way. Please [click here](http://freshcheckday.com/schools/) to view our noted participation in this event. (Hyperlink to: <http://freshcheckday.com/schools/>)
3. Healthy Relationships & Dating Violence Screenings (scheduled on February 13, 2018 & February 14, 2018)
These screenings provided participants with an evaluation of tell-tale issues and common warning signs of an abusive relationship.
4. "Girl Talk" support group for women (scheduled in the Fall 2017 semester, the event was from September 5, 2017 to October 30, 2017; and scheduled in the Spring 2018 semester, the event was from February 7, 2018 to April 23, 2018)
These group talks were scheduled to offer participants with a safe space to discuss common warning signs of an abusive relationship.
5. Clothesline Project (scheduled on March 19, 2018 & March 21, 2018)
The Clothesline Project (CLP) addressed the issue of violence against women. Students would participate by writing open comments on T-shirts that were hung up in the Student Center. It is a vehicle for participants who are affected (or knew someone affected) by violence to express their emotions by decorating a shirt. They then hang the shirt on a clothesline to be viewed by others as testimony to the problem of violence.
6. "Step Up Against Sexual Assault" (scheduled on April 4, 2018)
During this event, students were encouraged to decorate green flags with messages of positivity. The green flags were later placed near the Old Main Building, surrounding numbered purple flags. The purple flags represented approximately how many college students are averaged to experience instances of sexual assault throughout Connecticut colleges in a single year; the total count being over three hundred, most of which are never reported to university authorities. The purpose of having the green flags securely surround the inner circle of the purple flags was meant "as a metaphor" to show how over time, raising awareness can lead to the number of people supporting victims and stepping up against sexual assault outweighing the number of sexual assault cases.
7. "Say Yes to Denim Day" (scheduled on April 18, 2018 & April 19, 2018)
The campaign was originally triggered by a ruling by the Italian Supreme Court where a rape conviction was overturned because the justices felt that since the victim was wearing tight jeans she must have helped her rapist remove her jeans, thereby implying consent. The following day, the women in the Italian Parliament came to work wearing jeans in solidarity with the victim. The University begins educating the community about this case and rallying support for "Denim Day".

8. "Denim Day" (scheduled on April 25, 2018)

The Denim Day campaign began in response to the above-noted case and the activism surrounding it. Since then, wearing jeans on Denim Day has become a symbol of protest against erroneous and destructive attitudes about sexual assault. The University community ask students, faculty, staff, community members, elected officials and businesses to make a social statement with their fashion by wearing jeans on this day as a visible means of protest against the misconceptions that surround sexual assault.

These and other past preventive programs have been archived and listed on the University's webpage at https://www.wcsu.edu/stuaffairs/CaRRT_PastEvents.asp and have been (and will remain) open to the public. Various trainings and guest speaking between representatives from the Women's Center, CaRRT and the University Title IX Coordinator took place throughout the academic year. As noted, a list of the scheduled training sessions, hosted classroom (invitation) visits and information forums on campus has been included to illustrate the programming that has occurred throughout the academic year.

II. SEXUAL VIOLENCE PREVENTION AND AWARENESS CAMPAIGNS:

Campaign Category	Number of Campaigns:	
	Prevention:	Awareness:
<i>Sexual Assault</i>	5	5
<i>Stalking</i>	5	5
<i>Intimate Partner Violence</i>	5	5
Campaign Types: (List and Describe Each Campaign Type)		

The following are a list of the campaigns and initiatives that were introduced in the 2017-18 academic year:

Operation Jungle Red: Hosted in the month of October 2017 (Domestic Violence Awareness Month)

This program raises awareness of senseless violence on college campuses in the wake of the Virginia Tech University shooting in October 2011. "Operation Jungle Red" (OJR) was created three years ago at Miami University in Ohio by students in a men's health course. The goal of OJR is to start conversations about acts of violence committed by men. Another goal is to raise awareness of how men are socialized and to focus on the impact of that socialization on society. It also serves to acknowledge the victims of violent acts. OJR events took place at the University throughout the month of October – Domestic Violence Awareness Month. In order to participate, students and faculty took a pledge against violence. In doing so, they received a free T-shirt or wristband. They also painted their pinky fingernail "jungle red" and were encouraged to join an informal discussion on violence. Topics presented weekly, included: sexual assault, social media violence, domestic violence and campus violence. The discussions were held in the Midtown Student Center courtyard on the University's Midtown campus. After each discussion, leaders walked around campus looking for participants wearing either the OJR T-shirt or wristband. Students who had taken the pledge will be asked to share what they learned during the discussion and received a prize. For more information about the event, please [click here](http://danbury.dailyvoice.com/schools/students-at-danburys-westconn-march-on-campus-to-stop-sexual-violence/687235/) to visit an information page. (Hyperlink to: <http://danbury.dailyvoice.com/schools/students-at-danburys-westconn-march-on-campus-to-stop-sexual-violence/687235/>)

CSCU It's On Us: Hosted and participated in campus video on December 5, 2017

Launched in September 2014, It's On Us is a national movement to end sexual assault. The campaign was launched following recommendations from the White House Task Force to Prevent Sexual Assault that noted the importance of engaging everyone in the conversation to end sexual violence. It's On Us asks everyone – students, community leaders, parents, organizations, and companies – to step up and realize that the conversation changes with us. It's a rallying cry to be a part of the solution. The campaign combines innovative creative content and grassroots organizing techniques to spark conversation on a national and

local level. Over the academic years, university partners came together to create an "It's On Us" video aimed at taking a stand against sexual violence by taking the C SCU It's On Us pledge. The University participated and was featured on the video found at <https://www.youtube.com/watch?v=2H5XxbFISY8>.

Step Up SAAM Event: Hosted on April 4, 2018

The University collaborated with The Women's Center of Greater Danbury in observance of Sexual Assault Awareness Month during the month of April to host "Step Up SAAM." This event paid tribute to domestic violence and homicide victims. On April 4, 2018, the event recognized and honored the many men and women who have lost their lives to domestic and dating violence. The event permitted for shared stories of Connecticut residents who have been victims of these acts of violence, and sought to encourage to get family support and community connections to help raise awareness and promote advocacy for change. For more information about the event, please [click here](#) to visit an information page. (Hyperlink to: <http://www.wcsu.edu/news/2018/04/04/wcsu-to-host-step-up-against-sexual-assault-event/>)

Day of Silence Campaign: Hosted on April 17, 2018 and April 18, 2018

Day of Silence campaign is a student-led national event where folks take a vow of silence to highlight the silencing and erasure of LGBTQ people at school, which demands that school leaders take action to be more inclusive. There is no single way to participate and students are encouraged to take part in the way that is the most positive and uplifting for their school. A big part of the campaign is "breaking the silence." This is an opportunity for students to end the day by asking for people to take action in making their schools inclusive for LGBTQ students. For more information about the event, please [click here](#) to visit an information page. (Hyperlink to: <http://www.wcsu.edu/news/2018/04/17/wcsu-to-participate-in-day-of-silence/> and <https://patch.com/connecticut/danbury/wcsu-participate-day-silence-thursday>)

Green Light GO Campaign/Event: Chief Diversity Officer as featured speaker on April 24, 2018

Green Light GO is major philanthropic event for the Fund for Safe and Healthy Campuses. This event was meant to educate students about healthy relationships and bystander intervention, but also position our male students as leaders in changing the culture on campus. Mrs. Jesenia Minier-Delgado, Chief Diversity Officer was the featured speaker and spoke about the C SCU It's On Us campaign and the current trends and issues centered around sexual violence and awareness. For more information about the event, please [click here](#) to visit an information page. (Hyperlink to: <http://greenlightgo.squarespace.com/participating-campus/>)

III. TOTAL REPORTED INCIDENCES OF SEXUAL VIOLENCE:		
Incident Category	Number of Incidents Reported:	Number of Incidents Disclosed:
<i>Sexual Assault</i>	2	6
<i>Stalking</i>	5	2
<i>Intimate Partner Violence</i>	6	1

IV.a. DISCIPLINARY CASES AND FINAL OUTCOMES OF DISCIPLINARY CASES RELATING TO SEXUAL VIOLENCE (STUDENTS):								
Case Category	Total Number of Cases:	Final Outcome:						
		Warning:	Probation:	Suspension:	Expulsion:	Persona Non Grata (PNG):	Sanctions/ Sexual Violence Remediation:	Other:
<i>Sexual Assault</i>	2					1	1	
<i>Stalking</i>	5	1				1	1	2
<i>Intimate Partner Violence</i>	6	1	1			1	1	2

IV.b. FINAL OUTCOMES OF APPEALS OF ORIGINAL OUTCOMES OF CASES RELATING TO SEXUAL VIOLENCE (STUDENTS):			
Appeal Category	Total Number of Cases:	Outcome of Appeal Decision:	
		Upheld:	Overtured:
<i>Sexual Assault</i>	1	1	
<i>Stalking</i>	0		
<i>Intimate Partner Violence</i>	1	1	

V.a. DISCIPLINARY CASES AND FINAL OUTCOMES OF DISCIPLINARY CASES RELATING TO SEXUAL VIOLENCE (EMPLOYEES):						
Case Category	Total Number of Cases:	Final Outcome:				
		Reprimand:	Education/ Training:	Administrative Leave:	Termination:	Other:
<i>Sexual Assault</i>	1			1 (pending)		
<i>Stalking</i>	0					
<i>Intimate Partner Violence</i>	0					

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

VI. TOTAL ANONYMOUS OR CONFIDENTIAL SEXUAL VIOLENCE REPORTS OR DISCLOSURES TO THE INSTITUTION:				
Category	Number of Reports:		Number of Disclosures:	
	Anonymous:	Confidential:	Anonymous:	Confidential:
Sexual Assault	0	2	2	4
Stalking	2	3	1	1
Intimate Partner Violence	3	3	1	0

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

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

STATUTORY REFERENCES AND DEFINITIONS

SEXUAL ASSAULT

Sec. 53a-70. Sexual assault in the first degree: Class B or A felony. (a) A person is guilty of sexual assault in the first degree when such person (1) compels another person to engage in sexual intercourse by the use of force against such other person or a third person, or by the threat of use of force against such other person or against a third person which reasonably causes such person to fear physical injury to such person or a

third person, or (2) engages in sexual intercourse with another person and such other person is under thirteen years of age and the actor is more than two years older than such person, or (3) commits sexual assault in the second degree as provided in section 53a-71 and in the commission of such offense is aided by two or more other persons actually present, or (4) engages in sexual intercourse with another person and such other person is mentally incapacitated to the extent that such other person is unable to consent to such sexual intercourse.

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

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

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

Sec. 53a-71. Sexual assault in the second degree: Class C or B felony. (a) A person is guilty of sexual assault in the second degree when such person engages in sexual intercourse with another person and: (1) Such other person is thirteen years of age or older but under sixteen years of age and the actor is more than three years older than such other person; or (2) such other person is impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual intercourse; or (3) such other person is physically helpless; or (4) such other person is less than eighteen years old and the actor is such person's guardian or otherwise responsible for the general supervision of such person's welfare; or (5) such other person is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (6) the actor is a psychotherapist and such other person is (A) a patient of the actor and the sexual intercourse occurs during the psychotherapy session, (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual intercourse occurs by means of therapeutic deception; or (7) the actor accomplishes the sexual intercourse by means of false representation that the sexual intercourse is for a bona fide medical purpose by a health care professional; or (8) the actor is a school employee and such other person is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (9) the actor is a coach in an athletic activity or a person who provides intensive, ongoing instruction and such other person is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (10) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and such other person is under eighteen years of age; or (11) such other person is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

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

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

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

Sec. 53a-73a. Sexual assault in the fourth degree: Class A misdemeanor or class D felony. (a) A person is guilty of sexual assault in the fourth degree when: (1) Such person subjects another person to sexual contact who is (A) under thirteen years of age and the actor is more than two years older than such other person, or (B) thirteen years of age or older but under fifteen years of age and the actor is more than three years older than such other person, or (C) mentally incapacitated or impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual contact, or (D) physically helpless, or (E) less than eighteen years old and the actor is such other person's guardian or otherwise responsible for the general supervision of such other person's welfare, or (F) in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (2) such person subjects another person to sexual contact without such other person's consent; or (3) such person engages in sexual contact with an animal or dead body; or (4) such person is a psychotherapist and subjects another person to sexual contact who is (A) a patient of the actor and the sexual contact occurs during the psychotherapy session, or (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual contact occurs by means of therapeutic deception; or (5) such person subjects another person to sexual contact and accomplishes the sexual contact by means of false representation that the sexual contact is for a bona fide medical purpose by a health care professional; or (6) such person is a school employee and subjects another person to sexual contact who is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (7) such person is a coach in an athletic activity or a person who provides intensive, ongoing instruction and subjects another person to sexual contact who is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (8) such person subjects another person to sexual contact and (A) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and (B) such other person is under eighteen years of age; or (9) such person subjects another person to sexual contact who is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

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

SEXUAL ASSAULT/INTIMATE PARTNER VIOLENCE

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

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

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

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

(2) "Use of force" means: (A) Use of a dangerous instrument; or (B) use of actual physical force or violence or superior physical strength against the victim.

(b) No spouse or cohabitor shall compel the other spouse or cohabitor to engage in sexual intercourse by the use of force against such other spouse or cohabitor, or by the threat of the use of force against such other spouse or cohabitor which reasonably causes such other spouse or cohabitor to fear physical injury.

(c) Any person who violates any provision of this section shall be guilty of a class B felony for which two years of the sentence imposed may not be suspended or reduced by the court.

STALKING

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

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

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

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

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

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

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

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

(b) Stalking in the third degree is a class B misdemeanor.

PROGRAMMING:

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

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

"Risk Reduction"

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

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

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

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

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

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

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

APPENDIX B:
ADOPTED UNIVERSITY POLICIES



WESTERN
CONNECTICUT
STATE UNIVERSITY

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

Policy Regarding

Sexual Misconduct Reporting, Support Services and Processes Policy

Statement of Policy

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

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

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

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

Terms, Usage and Standards

Sexual Misconduct Reporting
Support Services and Processes Policy

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

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

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

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

Sexual misconduct includes engaging in any of the following behaviors:

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

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

Sexual Misconduct Reporting
Support Services and Processes Policy

- stereotypic comments based upon gender
- threats, demands or suggestions that retention of one's educational status is contingent upon toleration of or acquiescence in sexual advances.

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

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

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

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

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

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

- (d) **Intimate partner, domestic and/or dating violence means** any physical or sexual harm against an individual by a current or former spouse of or person in a dating or cohabitating relationship with such individual that results from any action by such spouse or such person that may be classified as a sexual assault under section 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b or 53a-73a of the general statutes, stalking under section 53a-181c, 53a-181d or 53a-181e of the general statutes, or domestic or family violence as designated under section 46b-38h of the general statutes. This includes any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment (5) sexual exploitation, as such terms are defined in this policy.

Sexual Misconduct Reporting Support Services and Processes Policy

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

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

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

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

Confidentiality

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

Confidential resources are defined as follows: For the Universities, entities with statutory privilege, which include campus based counseling center, health center and pastoral counseling staff members whose official responsibilities include providing mental health counseling to members of the University community as well as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center and Domestic Violence Center. For the Colleges, confidential resources are limited to entities with statutory privilege, such as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center and Domestic Violence Center. The personnel of these centers and agencies are bound by state statutes and professional ethics from disclosing information about reports without written releases.

Sexual Misconduct Reporting Support Services and Processes Policy

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

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

Mandated Reporting by College and University Employees

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

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

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

Rights of Parties

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

- All reports of sexual misconduct will be treated seriously and with dignity by the institution.
- Referrals to off-campus counseling and medical services that are available immediately and confidential, whether or not those who report feel ready to make any decisions about reporting to police, a college or university employee or the campus's Title IX Coordinator.

Sexual Misconduct Reporting Support Services and Processes Policy

- Those who have been the victim of sexual misconduct have the right to take both criminal and civil legal action against the individual allegedly responsible.
- Those who seek confidentiality may contact a clergy member(s), a University counseling center psychologist, a University health center care provider, the Sexual Assault Crisis Center of Connecticut and/or the Connecticut Coalition Against Domestic Violence – all of whom are bound by state statutes and professional ethics to maintain confidentiality without written releases.

Right to Notify Law Enforcement & Seek Protective and Other Orders

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

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

Options for Changing Academic, Housing, Transportation and Working Arrangements

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

Support Services Contact Information

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

Employee Conduct Procedures

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

Sexual Misconduct Reporting
Support Services and Processes Policy

Student Conduct Procedures

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

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

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

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

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

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

Dissemination of this Policy

Upon adoption by the Board all CSCU institutions shall, upon receipt, immediately post and maintain this policy at all times in an easily accessible manner on each institution's website. This policy shall thereafter be annually provided to all Title IX Coordinators, campus law enforcement officers and security personnel, and other campus personnel. Further, this policy shall be presented at student

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

orientation and at student awareness and prevention trainings, and made broadly available at each campus. The policy shall be expanded upon by each institution to provide resources and contact information specific to their institution and geographic area as set forth above.

Policy #	Policy Name	BR #	BOR Action Date
4.10	CSCU Code of Conduct for Regents, Employees & Volunteers	17-152	2017-10-19

The Connecticut State Colleges and Universities System

Code of Conduct

For Regents, Employees and Volunteers

Message from CSCU President Mark E. Ojakian,

The Connecticut State Colleges and Universities System aspires and commits to the highest standards of integrity. All members of our community are bound by federal, state and local laws which govern our activities. As a result, it has become increasingly important that all members of the Connecticut State Colleges and Universities community know and understand the relevant laws and policies to assure compliance.

The Board of Regents for Higher Education is ultimately responsible for ensuring compliance. Through its Human Resources and Administration Committee the Board of Regents has worked with the Faculty Advisory Committee, gathered comments and produced this Code of Conduct. The Code was the product of more than a year of discussions and was developed with input from faculty, staff and administrators.

Although the Code of Conduct does not supersede any provision or process provided through Collective Bargaining Agreements, it is intended to serve the following purposes:

1. Provide the basic expectations for workplace behavior for all faculty, administrators, staff, volunteers, independent contractors and members of the Board of Regents for Higher Education;
2. State the Board of Regents commitment to the highest standards of integrity in its institutions and its operations; and
3. Remind faculty, administrators, and staff of the policies, regulations and laws with which they are required to comply.

Please read the Code carefully, retain it for your reference and be aware of your role in compliance. If you have questions regarding your compliance, please contact the System Office Division of Human Resources or the Office of Legal Affairs. I appreciate your dedication to our students, the institutions and to CSCU. Thank you for your continued commitment to the highest levels of integrity and ethical conduct in your work and responsibilities.

Sincerely,

Mark E. Ojakian
CSCU President

**THE CONNECTICUT STATE COLLEGES AND UNIVERSITIES
CODE OF CONDUCT FOR REGENTS, EMPLOYEES AND VOLUNTEERS**

Table of Contents

I.	Purpose	1
II.	Scope	1
III.	Principles	2
IV.	Values	2
	A. Pursuit of Knowledge and Learning	2
	B. Respect for Persons	3
	C. Responsibility, Beneficence and Service	4
	D. Shared Governance	4
V.	Standards	5
	A. Uphold Ethical Standards and Integrity	5
	B. Maintain and Treat Others with Dignity, Respect and Civility	5
	C. Lead Responsibly and With Accountability	6
VI.	Non-Retaliation	7
VII.	Reporting Non-Compliance Options	7
VIII.	Waiver	7
IX.	Implementation	8
X.	Annual Notice and Training	8
XI.	Miscellaneous Provisions	8
XII.	Partial Listing of Sources	9

I. PURPOSE

Connecticut State Colleges and Universities (CSCU) are committed to the highest ethical and professional standards of conduct. All members of the CSCU community have a duty to conduct themselves with integrity, to act with the highest ethical and professional standards, to exercise responsible judgment, and to demonstrate accountability and compliance with state and federal law, CSCU Board policies and procedures, and collective bargaining agreements. This Code sets forth the principles, values and standards for all members of the CSCU community.

II. SCOPE

This Code applies to the following:

- The Board of Regents for Higher Education, as both an institutional board and as individuals;
- All faculty, staff and independent contractors within the jurisdiction of the Board of Regents for Higher Education; and
- Volunteers and other representatives when speaking or acting on behalf of the Board, CSCU or any of its composite institutions.

All persons to whom this applies are hereinafter referred to collectively as “community members”.

Those persons who are attending classes or enrolled in academic programs are hereinafter referred to as “students” and are governed by Board of Regents Policy: Student Code of Conduct, as may be amended from time to time. Students who are Regents are governed by this Code when engaged in matters directly related to their service as members of the Board of Regents for Higher Education.

Note: This Code reflects federal and state laws and BOR policies and procedures that currently govern the BOR and CSCU. This Code does not create any additional or different rights or duties of a substantive or procedural nature. This Code shall not abridge community members’ rights to due process as guaranteed by the provisions of applicable collective bargaining agreements, which shall govern the administration of this Code. Any disciplinary action shall be based upon violations of laws, policies, and collective bargaining agreements, as applicable, existing independently from this Code.

III. PRINCIPLES

The Principles that underlie this code are

- ❖ **PURSUIT OF KNOWLEDGE AND LEARNING:** Reasoned argument, scholarly inquiry and human creative expression are essential to the mission of CSCU.
- ❖ **RESPECT FOR PERSONS:** A commitment to diversity, civility, inclusivity, and respect for differences is paramount.
- ❖ **RESPONSIBILITY, BENEFICENCE AND SERVICE:** Community members have a shared responsibility to provide a safe, secure, and healthy learning and working environment for all community members and students and to share CSCU's creativity with the public at large.
- ❖ **SHARED GOVERNANCE:** The Board, faculty and staff are committed to working together for the benefit of the entire CSCU community.
- ❖ **INTEGRITY:** Ethical conduct is a fundamental expectation for every community member. Community members are expected to foster a culture of ethics and compliance.

IV. VALUES

A. Pursuit of Knowledge and Learning

CSCU's orientation is to provide avenues to gain knowledge and advance learning in all of its forms. This includes maintaining appreciation for reasoned arguments to support claims of truth, the scientific method, the rigor of scholarship, the variety of human languages and cultures, and artistic expression in all of its forms.

To support the pursuit of knowledge and learning as a core value, CSCU is committed to and values the following:

1. **Academic freedom** is essential in preserving the conditions that foster open inquiry and human creative expression.

2. **Intellectual honesty** in teaching, learning, and research preserves the integrity of the scholarly process. Community members are expected to:
 - a. ensure the originality of work and provide appropriate credit and reference for the work, the words, and the ideas of others;
 - b. maintain faithfully the integrity of methodology and data in conducting research and the dissemination of findings;
 - c. consult with and adhere to the requirements of institutional review boards, if one is conducting research on human subjects;
 - d. adhere to established procedures for the humane treatment of animals, if one is conducting research on animals;
 - e. fairly assign authorship credit in the dissemination of research, scholarship, and creative work.
3. **Professional standards** for many academic, student support and governance disciplines have been established and disseminated by professional associations. Faculty, staff, and Regents are expected to adhere to applicable standards.
4. **Scholarly inquiry** requires that matters that some may consider disquieting or troubling be addressed directly. Maintaining respect for the rights of others to share and to argue for a perspective or a point of view with which one disagrees is essential for preserving our institutions and System as places of critical inquiry in which fostering knowledge and learning remains a core value.

B. Respect for Persons

Respect for persons means that people are entitled to full participation in our system and its colleges and universities in contexts that are free from discrimination and that people are entitled to public information to make informed decisions.

To assure respect for all persons, CSCU requires community members to support the following:

1. **Respecting diversity** and equal employment opportunity provides community members the same privileges, rights, and responsibilities regardless of race, ethnicity, gender, religion, sexual orientation, gender identity or expression, age, disability or other protected characteristic.

2. **Bullying, harassment, and sexual harassment** violate respect for persons and are not tolerated.
3. **Conflicts of interest** must be avoided, and it is the responsibility of community members to be familiar with the State of Connecticut and the Connecticut State Colleges and Universities Ethics Statements.
4. **Transparency** on all matters of public, institutional, and academic policy is necessary.
5. **Fair evaluations** of faculty, staff and students should be reasoned and conducted based on specified criteria.
6. **Controversy** may arise as community members balance inclusivity, diversity, and the pursuit of knowledge and learning, in which people with diverse ideologies and perspectives are encouraged to speak freely and openly. Community members should be vigilant in protecting all populations from intolerance.

C. **Responsibility, Beneficence and Service**

Within the CSCU System, higher education is open to all. The sharing of knowledge and learning within our institutions requires us to welcome and provide service to the students that come to us and also to contribute to the culture and the institutions in our local communities and in the wider world.

Beneficence and service requires outreach to create a welcoming and encouraging environment for students, parents, and members of the community, being a good steward of public resources, and maintaining healthy, inclusive and safe workplaces.

D. **Shared Governance**

CSCU institutions are built on traditions and practices of shared governance. Faculty members are the experts in their specific disciplines and practices, and maintain certain responsibilities in their disciplinary areas in matters related to programs and curriculum.

Faculty and staff are elected by their colleagues to serve on key governance committees at their campuses. Many academic and institutional policies are subject to faculty and staff review and comment, and people should be free to voice their views and their

dissent. Faculty and staff are also key contributors in the hiring and performance review of their colleagues.

At the system level, to facilitate policy research and decision making for CSCU and/or its constituent units, the President or his/her designees may appoint various CSCU bodies such as councils, committees, task forces, etc.

V. STANDARDS

To accomplish the purposes of this Code and its underlying principles and values, every community member is responsible for the following:

A. **Uphold Ethical Standards and Integrity**: Ethical conduct is a fundamental expectation for every community member. Community members are expected to:

1. Act according to the highest ethical and professional standards of conduct
2. Comply with all applicable laws, rules, regulations, policies and protocols
3. Satisfy obligations owed to students, advisees, and colleagues
4. Conscientiously fulfill CSCU responsibilities
5. Use CSCU property, equipment, finances, materials, electronic and other systems, and other resources only for legitimate CSCU purposes
6. Propose, conduct, and report research with integrity and honesty
7. Maintain the integrity and accuracy of all documents and records
8. Avoid conflicts of interest or the appearance of conflicts of interest
9. Communicate ethical standards of conduct through instruction and by example

B. **Maintain and Treat Others with Dignity, Respect and Civility**: CSCU and its institutions are committed to diversity and respect for differences. Community members are expected to:

1. Be respectful of the right of others to express their opinions
2. Extend fundamental fairness to all persons

3. Avoid all forms of bullying and harassment, illegal discrimination, threats, or violence
4. Support conflict resolution
5. Provide equal access to programs, facilities, resources, and employment
6. Ensure that personal or familial relationships do not interfere with objective judgment in decisions affecting employment
7. Protect rights to individual and institutional intellectual property
8. Foster an environment where people feel empowered to make decisions
9. Refrain from engaging in consensual, dating, sexual or romantic relationships particularly as prohibited per BOR policy in all instance where a supervising, evaluating, instructing or other unequal balance of power is present

C. **Lead Responsibly with Accountability:** Regents, executive leadership, managers, supervisors, faculty, staff and advisors are entrusted with significant leadership responsibility. Community members are expected to:

1. Ensure access to and delivery of proper training and guidance on applicable workplace and educational rules, policies, and procedures
2. Judiciously manage public, private, and confidential information and follow due process and clear evaluation standards
3. Avoid favoritism or the appearance of favoritism
4. Work collaboratively with others for the good of students and the community at large
5. Review performance conscientiously and impartially
6. Be personally accountable for individual actions
7. Nurture intellectual growth and professional development
8. Encourage a healthy, innovative, and productive atmosphere that encourages dialogue and is responsive to concerns
9. Follow sound financial practices, including accurate financial reporting, processes to protect assets, and responsible fiscal management and internal controls
10. Engage in appropriate accounting and monitoring

11. Maintain data security regarding access, use, protection, disclosure, retention, and disposal of public, private, and confidential information
12. Follow safe workplace practices, including participating in applicable education sessions, using appropriate personal safety equipment, reporting accidents, injuries and unsafe situations, and complying with mandated safety protocols

VI. NON-RETALIATION

CSCU policy prohibits retaliation when compliance concerns are reported in good faith to supervisors, faculty, administrators, or any appropriate agency outside of CSCU. If you feel that you have been subjected to retaliation, you should contact CSCU Human Resources at 860-723-0252 or the CSCU Office of Legal Affairs at CSCU-Legal@ct.edu. The office that was contacted will respond to reports to resolve compliance issues.

VII. REPORTING NON-COMPLIANCE OPTIONS

Reports of compliance violations may be directed to the campus Human Resources office, CSCU Human Resources at 860-723-0252 or CSCU Legal Affairs at CSCU-Legal@ct.edu or by phone to 860-723-0114.

If you prefer to contact an outside organization the State Auditors of Public Accounts are authorized under the Whistle Blower Act, Section 4-61dd of the Connecticut General Statutes, to receive reports concerning corruption, unethical practices mismanagement, violation of State laws and regulations, gross waste of funds, abuse of authority or danger to the public safety in any State department or agency. Reports filed with the State Auditors are shared with the Attorney General, but may otherwise be held in confidence, if reasonable. You may file a complaint with the State Auditors by calling 860-240-5369 or toll free at 800-797-1702 or file on the web www.cga.ct.gov

If the matter you wish to report to an outside agency involves fraud against the federal government, you may contact the US Department of Justice under the Federal False Claims Act (31 USC section 3729-3733).

VIII. WAIVER

To the extent that there exists authority to waive any provisions of this Code of Conduct, such waivers may only be granted in writing at the sole discretion of the CSCU President.

IX. IMPLEMENTATION

The President or his/her designee shall ensure that appropriate administrative policies are maintained to support this Code, and shall effectively promulgate this Code and any related administrative policies or procedures through appropriate and periodic explanation and education.

This Code of Conduct does not address every conceivable situation or ethical circumstance that may arise. Community members are expected to exercise good judgment absent specific guidance from this policy or other applicable laws, rules, regulations, policies and protocols.

Specific questions regarding this Code of Conduct should be directed to the individual campus' Director of Human Resources, CSCU Office of Human Resources, CSCU Legal Affairs, or other appropriate office. Contact information for your location shall be provided below:

- 1) Campus Director of Human Resources
- 2) CSCU Vice President of Human Resources
- 3) CSCU Office of Legal Affairs

X. ANNUAL NOTICE AND TRAINING

All Community members, Board of Regents members, independent contractors and volunteers shall be made aware of the Code of Conduct and be reminded annually of its scope and purpose through formal notice and training opportunities.

XI. MISCELLANEOUS PROVISIONS

The Code of Conduct is not an employment contract and does not supersede any provision or process provided by any employee's collective bargaining agreement or otherwise provided by law. This Code of Conduct may be modified, amended or revised at any time by the Board of Regents.

XII. PARTIAL LISTING OF SOURCES

Family Educational Rights and Privacy Act https://www.ecfr.gov/cgi-bin/text-idx?SID=6cf6a13718d882722093bb967c9cf6a0&tpl=/ecfrbrowse/Title34/34cfr99_main_02.tpl

State Code of Ethics for Public Officials
http://www.ct.gov/ethics/lib/ethics/guides/2016/public_officials_and_state_employees_guide_rev_2016.pdf

General Statutes §§ 1-79 to 1-90a
https://www.cga.ct.gov/current/pub/chap_010.htm#sec_1-79
State Human Rights and Opportunities, Conn. Gen. Stat 46a-51 through 46a-125
https://www.cga.ct.gov/current/pub/title_46a.htm

State Freedom of Information Act,
<http://www.ct.gov/foi/cwp/view.asp?a=4163&Q=507660>

State Record Retention and Disposition <https://ctstatelibrary.org/publicrecords/state>

Connecticut Executive Order No. 16, issued by Governor John G. Rowland on August 4, 1999 <http://www.ct.gov/opm/lib/opm/olr/wpv/exc16.pdf>

BOR Affirmative Action Policy Statements
<http://www.ct.edu/files/policies/4.5%20Affirmative%20Action%20Policy%20Statement.pdf>

BOR Consensual Relationships Policy
<http://www.ct.edu/files/policies/4.3%20Consensual%20Relationships%20Policy.pdf>

BOR Ethics Statement
<http://www.ct.edu/files/policies/4.7%20Ethics%20Statement.pdf>

BOR Family Educational Rights and Privacy Act Notice and Directory Information Policy
<http://www.ct.edu/files/policies/2.2%20FERPA%20and%20Directory%20Info.pdf>

BOR Human Resources Policy Manual
<http://www.ct.edu/files/policies/4.8%20HR%20Policies%20for%20Mgmt%20Conf%20Employees.pdf>

BOR IT Acceptable Use Policy
<http://www.ct.edu/files/policies/5.3.a%20Acceptable%20Use%20IT-001.pdf>

BOR IT Electronic Communication Policy

<http://www.ct.edu/files/policies/5.3.b%20Electronic%20Communication%20%20IT-002.pdf>

BOR Nepotism in Employment Policy

<http://www.ct.edu/files/policies/4.6%20Nepotism%20in%20Employment.pdf>

BOR Faculty Consulting and Research Policy

<http://www.ct.edu/files/policies/4.4%20Faculty%20Consulting%20&%20Research.pdf>

AAUP Policy Documents & Reports, 10th Edition, see also,

<https://www.aaup.org/reports-publications/publications/redbook>

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

4.3 Policy on Consensual Relationships

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

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

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

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

Policy Prohibited Between Employee and Student

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

Strongly Discouraged Between Employee and Student

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

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

Between Employee and Employee

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

In the Event of a Sexual Harassment Charge

Anyone who enters into a romantic, dating or sexual relationship where a professional power differential exists must realize that if a charge of sexual harassment is subsequently filed, it may be difficult to defend the charge by claiming that there was mutual consent. Employees could be held personally liable in a criminal or civil lawsuit. Affirmative consent is the standard used to determine whether sexual activity was consensual. As defined by Public Act 16-106, "Affirmative consent" means an active, clear and voluntary agreement by a person to engage in sexual activity with another person.

Sanctions

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



TO: AGENCY HEADS & AGENCY HUMAN RESOURCES ADMINISTRATORS
DT: December 2, 2010
RE: General Letter No. 34: Family Violence Leave Policy

STATE OF CONNECTICUT

165 Capitol Avenue
Hartford, CT 06106-1658
860.713.5100
860.713.7480 FAX
Martin.Anderson@CT.Gov

MARTIN W. ANDERSON, PH.D.
Commissioner

Purpose

This General Letter describes the leave rights available to employees who are victims of family violence and establishes the procedures relating to such leave.

As defined in Connecticut General Statute §46b-38a, "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 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.

Authority

Public Act 10-144 expands the legal protections available to victims of family violence. Specifically, section 14 of this Public Act states "An employer shall not deprive an employee of employment, penalize or threaten or otherwise coerce an employee with respect to employment...because the employee is a victim of family violence." Section 15 of this Public Act requires employers to allow family violence victims to take paid or unpaid leave for specified reasons if such leave is reasonably necessary.

Reasons for Leave

If an employee is a victim of family violence, an employer shall permit the employee to take paid or unpaid leave during any calendar year in which such leave is reasonably necessary for the following reasons:

- (1) To seek medical care or psychological or other counseling for physical or psychological injury or disability for the victim,
- (2) To obtain services from a victim services organization on behalf of the victim,
- (3) To relocate due to such family violence, or
- (4) To participate in any civil or criminal proceeding related to or resulting from such family violence.

Paid Leave

An employee may use earned accruals, personal leave or compensatory time in order to continue to receive wages while on family violence leave. If the employee needs the leave in connection with his or her own medical care or counseling, the time off shall be charged to the employee's accrued sick leave. If the employee has exhausted his or her sick leave, or if the employee needs time off for one of the non-medical reasons listed above, the employee has the option to choose to use personal leave, vacation accruals and/or compensatory time balances or to choose unpaid leave.

Unpaid Leave

Unpaid leave available to an employee under this policy is limited to twelve (12) days during any calendar year.

[An Affirmative Action/Equal Opportunity Employer](#)

Nothing in this policy or the underlying statute alters existing laws, regulations and policies regarding the effects of being off the state payroll for more than three (3) or five (5) days in a month.

Family & Medical Leave

If an employee who is a victim of family violence is eligible for state and/or federal family & medical leave and needs leave because he or she has a serious health condition or serious illness, then the time shall be processed and coded as family & medical leave, regardless of the fact that the serious health condition or illness is related to family violence. The time the employee spends on state and/or federal family & medical leave shall not count toward the employee's family violence leave entitlement.

If an employee who is a victim of family violence and has been approved to take state and/or federal family & medical leave in connection with his or her serious health condition or serious illness also needs time off from work for one of the non-medical reasons listed above, such as to attend a court proceeding, the employee may use family violence leave for that purpose.

Other Leave

Nothing in this policy or the underlying statute requires an employee to use family violence leave. If an employee is eligible for leave under a different policy, regulation or statute, the employee has the discretion to choose whether or not to request leave under this policy.

Leave under this policy shall not affect any other leave provided under state or federal law.

Procedure

An employee who wishes to exercise his or her right to family violence leave – paid or unpaid – under this policy, must provide the Human Resources Office of his or her agency with a signed written statement certifying that the leave is for one of the four reasons listed above at the time he or she requests the leave.

Also at the time the employee requests family violence leave, the employee must provide Human Resources with documentation verifying that the employee is a victim of family violence. This documentation shall consist of either:

- A police or court record related to the family violence or
- A signed written statement that the employee is a victim of family violence from one of the following:
 - an employee or agent of a victim services organization,
 - an attorney, an employee of the Judicial Branch's Office of Victim Services or the Office of the Victim Advocate, or
 - a licensed medical professional or other licensed professional from whom the employee has sought assistance with respect to the family violence.

If the leave is approved, Human Resources shall notify the employee and the employee's manager of the approved leave and will specify the duration and/or time frame of the leave.

Notice

The employee shall follow the agency's existing call-in procedure when requesting time off from work due to family violence leave.

The employee is responsible for notifying the agency that he or she is taking time under the preapproved family violence leave when reporting an absence. The manager shall contact Human Resources if there are any questions about whether the leave is approved.

If an employee's need to use leave under this section is foreseeable, the employee shall provide his or her employer with notice of his or her intention to use such leave seven (7) days prior to the date such leave is to begin. (By statute, the agency cannot require the employee to provide more than seven (7) days' notice.)

If an employee's need for such leave is not foreseeable, the employee shall give notice of his or her intention to take family violence leave as soon as practicable.

Coding

If the employee is using earned accruals, personal leave or compensatory time while on family violence leave, the standard CORE-CT codes for such leave shall be used. The agency's Human Resources department, however, shall keep a confidential record documenting any paid leave taken under this policy to ensure that employees are not penalized for taking family violence leave.

If the employee is taking unpaid leave, the time shall be coded as ULDOM. As stated above, a maximum of 12 unpaid leave days per calendar year may be taken under the statute. Coding is necessary in order to track only unpaid leave time for this purpose. **Note:** unpaid leaves of absence longer than five consecutive workdays and due to family violence must be recorded in Job Data as 'Leave of Absence – General Letter No. 34'.

Records

Any written statement or police or court record provided to the Human Resources Office shall be maintained as confidential. Such records shall be kept in a confidential file separate from the employee's personnel file. Medical documentation related to the employee's need for family violence leave shall be kept in the employee's medical file. No records related to an employee's family violence leave shall be disclosed by the employer except as required by federal or state law or as necessary to protect the employee's safety in the workplace. The employee must be given notice prior to the disclosure of any records relating to the employee's use of family violence leave.

Questions

Employees should direct their questions concerning this policy to the Agency Human Resources Office.

HR Professionals should address questions to Shari Grzyb, Statewide HR Program Manager – DAS HR Business Rules & Central Audit at (860) 713-5176 or via email at Shari.Grzyb@CT.Gov.

Martin W. Anderson

12/1/2010

Martin W. Anderson, Ph.D., Acting Commissioner
Department of Administrative Services

Date

Policy Regarding Reporting Suspected Abuse or Neglect of a Child

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

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

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

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

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

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

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

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

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

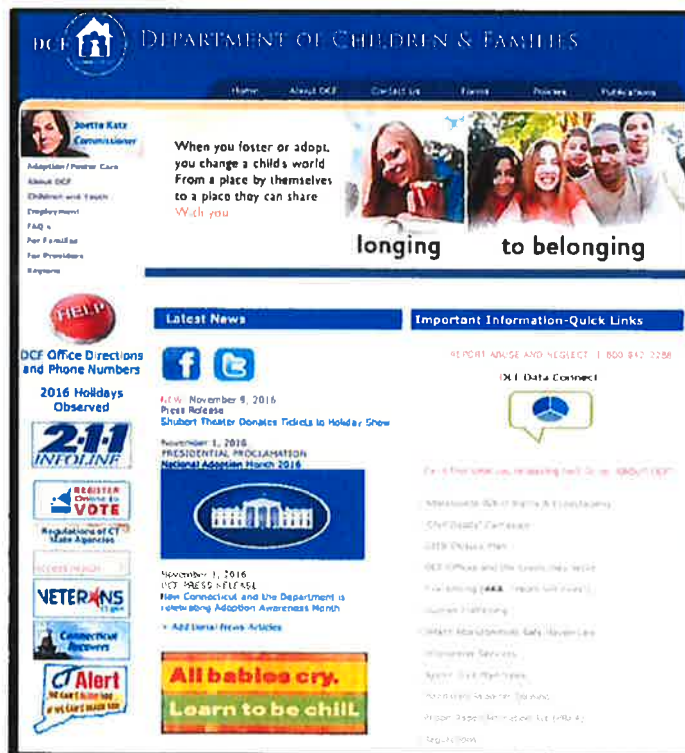
Department of Children & Families Mandated Reporter On-Line Training

As described in the Board of Regents for Higher Education Policy Regarding Reporting Suspected Abuse or Neglect of a Child, all employees (except student employees) of the University have been designated as “Mandatory Reporters.” In accordance with this designation, all employees are required to take the Department of Children and Families Mandated Reporter on-line training. This on-line lasts approximately 25 minutes and it should be completed within a reasonable amount of time for all applicable employees. Please be aware that you only need to complete this on-line training once, thus if you have previously completed it and are being re-employed you do not need to complete it again. Below are the instructions on how to access the training.

- Go to the Department of Children & Families website at the below link:

<http://www.ct.gov/dcf/site/default.asp>

- You will then be directed to the following page:



- Scroll down to the halfway point of the webpage and in the right hand column you will see an option for “Mandated Reporting”
- Below is a screen print of what you will see:

November 1, 2016
DCF PRESS RELEASE
How Connecticut and the Department is celebrating Adoption Awareness Month

[> Additional News Articles](#)



- [DCF Offices and the towns they serve](#)
- [Fire-setting \(AKA: "Youth Set Fires"\)](#)
- [Human Trafficking](#)
- [Infant Abandonment-Safe Haven Law](#)
- [Interpreter Services](#)
- [Juan F. Exit Plan News](#)
- [Mandated Reporter Training](#)
- [Prison Rape Elimination Act \(PREA\)](#)

- Click on the "Mandated Reporter Training" link
- You will then be directed to the following page:

DCF Mandated Reporter Training

On-Line Training

For **School Employees**, please [click here](#) to access the on-line Mandated Reporter Training for School Employees.

For **all other Mandated Reporters**, please [click here](#) to access the on-line Mandated Reporter Training for Community Providers.

In-Person Training

To request to have a trainer come to your school, organization or facility, please [click here](#) and complete the online inquiry form.

- Click on the "click here" link as designated by the red arrow above
- You will then be directed to the following page:

Connecticut Mandated Reporter Training - School Employees

[Start](#)

Welcome to the Connecticut Mandated Reporter Training for School Employees

The training will take approximately 30 to 45 minutes to complete

At the end of the training, a certificate of completion will be available for downloading or emailing

- Click on the "Start" button
- You will then be directed to the following page:

If you have any questions regarding this on-line training please contact Mr. Fred Cratty, Chief Human Resources Officer at 203-837-8665 or via email at crattyf@wcsu.edu.

**State of Connecticut
Violence in the Workplace Prevention Policy
Modified for Western Connecticut State University**

The State of Connecticut has adopted a statewide zero tolerance policy for workplace violence. Western Connecticut State University fully supports this policy and recognizes the right of its employees to work in a safe and secure environment that is characterized by respect and professionalism.

Prohibited Conduct

- Except as may be required as a condition of employment
- No employee shall bring into any state worksite any weapon or dangerous instrument as defined herein.
- No employee shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a state worksite.
- No employee shall cause or threaten to cause death or physical injury to any individual in a state worksite.

In addition, Western Connecticut State University prohibits all conduct, either verbal or physical, that is abusive, threatening, intimidating or demeaning.

Definitions

"Weapon" means any firearm, including a BB gun, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device, a stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon.

"Dangerous instrument" means any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury.

Confiscation of Weapons and Dangerous Instruments

Any weapon or dangerous instrument at the worksite will be confiscated and there is no reasonable expectation of privacy with respect to such items in the workplace.

Reporting Procedures

- **Emergency Situations:** Any employee who believes that there is a serious threat to his/her safety or the safety of others that requires immediate attention should contact **911** or the University Police Department at **203-837-9300** or dial **"888"** from a campus telephone. The employee must also contact his/her immediate supervisor or the Human Resources Office at 203-837-8662.

Please note that when 911 is dialed from a land line, the local police authority will respond. When dialing from a cell phone, 911 will connect you directly to the nearest State Police Troop.

- **Non-Emergency Situations:** Any employee who feels subjected to or witnesses violent, threatening, harassing, or intimidating behavior in the workplace should immediately report the incident or statement to his/her supervisor or manager, the Human Resources Office, or their supervising Vice-President.
- **Supervisors/Managers Responsibilities:** Any manager or supervisor who receives a report of violent, threatening, harassing, or intimidating behavior shall immediately contact the Human Resources Office so that office may evaluate, investigate, and take appropriate action.

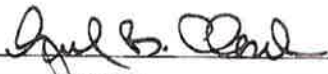
Investigation and Corrective Action

- Western Connecticut State University will promptly investigate all reports or alleged incidents of violent, threatening, harassing or intimidating behavior.
- All employees are expected to cooperate fully in all such investigations. In accordance with due process rights the individual who allegedly violated the policy will receive a copy of the written complaint that has been submitted against them.

- Any employee suspected of violating this policy may be placed immediately on administrative leave pending the results of the investigation.
- If the claims of violent, threatening, harassing or intimidating conduct are substantiated, or if it is found that the employee has otherwise violated this policy, the employee will be dealt with through the appropriate disciplinary process, and may be subject to discipline up to and including dismissal from state service.
- Where the situation warrants, Western Connecticut State University will request that the appropriate law enforcement agencies become involved in the investigation of the matter, and Western Connecticut State University may seek prosecution of conduct that violates the law

Enforcement of the Policy

This policy will be prominently posted for all agency employees



President, Western Connecticut State University



Date

APPENDIX C:
UNIVERSITY STUDENT CODE OF CONDUCT REGULATIONS



WESTERN
CONNECTICUT
STATE UNIVERSITY

WCSU Home (/)

Current Students (/currentstudents/)

Faculty & Staff (/facultystaff/)

Alumni (/https://alumni.wcsu.edu/)

Donors & Friends (/fa)

A-Z Index

Contact


<http://www.youtube.com/westernctstate>
<http://www.facebook.com/westconn>
<http://www.twitter.com/westconn>
<http://www.flickr.com/westconn>
<http://www.instagram.com/westconn>
Text-Only Version (<http://transcoder.usablenet.com/vt/referer>)

Enter search term ...

Go

ABOUT

ADMISSIONS (/ADMISSIONS/)

ACADEMICS (/ACADEMICS/)

FINANCIAL AID (/FINAID/)

HOUSING (/HI

STUDENT LIFE (/STUDENTLIFE/)

ATHLETICS ([HTTP://WWW.WCSUATHLETICS.COM](http://www.wcsuathletics.com))

APPLY! (/APPLY)

Office of Judicial Affairs (/judicial-affairs/)

You are here: Home (/) > Office of Judicial Affairs (/judicial-affairs/) > Victim's Bill of Rights

Home (/judicial-affairs/)

[The Hearing Process \(/judicial-affairs/hearing-process/\)](/judicial-affairs/hearing-process/)
[Judicial Affairs FAQ \(/judicial-affairs/faq/\)](/judicial-affairs/faq/)
[The Judicial Board \(/judicial-affairs/leadership/\)](/judicial-affairs/leadership/)
[Judicial Forms \(/judicial-affairs/forms/\)](/judicial-affairs/forms/)
[Leadership Opportunities \(/judicial-affairs/leadership/\)](/judicial-affairs/leadership/)
[WCSU Day of Service 2018 day-of-service-2018/](/judicial-affairs/wcsu-day-of-service-2018/)
[Parental Notification \(/judicial-affairs/parental-notification/\)](/judicial-affairs/parental-notification/)
[Student Code of Conduct \(/judicial-affairs/wp-content/uploads/sites/173/2018/01/StudentCodeofConduct16.pdf\)](/judicial-affairs/wp-content/uploads/sites/173/2018/01/StudentCodeofConduct16.pdf)
[Sexual Assault, Domestic/Dating Violence, and Stalking Section](#)
[Definitions \(/judicial-affairs/definitions/\)](/judicial-affairs/definitions/)
[Responsible \(/judicial-affairs/definitions/#responsible\)](/judicial-affairs/definitions/#responsible)
[Confidential \(/judicial-affairs/definitions/#confidential\)](/judicial-affairs/definitions/#confidential)
[Sexual Misconduct \(/judicial-affairs/definitions/#sexual-misconduct\)](/judicial-affairs/definitions/#sexual-misconduct)
[Intimate Partner Violence \(/judicial-affairs/definitions/#ipv\)](/judicial-affairs/definitions/#ipv)
[Stalking \(/judicial-affairs/definitions/#stalking\)](/judicial-affairs/definitions/#stalking)
[Statement of Standard of Evidence \(/judicial-affairs/evidence/\)](/judicial-affairs/evidence/)
[Sexual \(/judicial-affairs/sexual-\)](/judicial-affairs/sexual-)

Victim's Bill of Rights

Federal Law entitles victims to the following rights:

- The accuser and the accused have the same opportunity to have others present throughout the disciplinary proceedings.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Victims shall be informed of their options to notify law enforcement.
- Victims shall be notified of counseling services available on- and off-campus.
- Victims shall be notified of options for changing academic and living situations.

WCSU is committed to the following:

- The Connecticut State University System (CSUS) Student Code of Conduct (</judicial-affairs/wp-content/uploads/sites/173/2018/01/StudentCodeofConduct16.pdf>) outlines the campus disciplinary process. Students have the right to know the range of sanctions the institution can impose on the accused, which include: Warning; Written Reprimand; Probation; Loss of Privileges; Restitution; Discretionary Sanctions; Residence Hall Warning; Residence Hall Probation; Residence Hall Suspension; Suspension; Residence Hall Expulsion; and Expulsion. The full text of this can be found in the Student Handbook, published by the university, or at: www.wcsu.edu/studenthandbook (<https://www.wcsu.edu/studenthandbook>)
- Victims have the right to know that any disclosure of sexual assault made to a university employee can result in a report as an annual crime statistic (with the victim's name withheld).
- Victims have a right to privacy and confidentiality. The university must have a waiver signed by the student in order to share information with any third party, including parents.

Additionally, the university is committed to ensuring that victims are afforded the following:

- The right to a victim advocate of their choosing. (For additional information and resources about victim advocacy, contact the Women's Center: (203) 837-3839.)
- In a campus disciplinary hearing, victims have a variety of options for how they offer their testimony, including phone conference, or private contact. For more information, contact the Office of Judicial Affairs: (203) 837-8770.)

Misconduct misconduct-
Disciplinary disciplinary-
Procedures procedures/)

Sexual Misconduct (/judicial-affairs/sex-
Risk Reduction misconduct-risk-
Strategies reduction/)

Bystander (/judicial-
Intervention affairs/bystander/)

Victim's Bill of Rights (/judicial-
affairs/victims-bill-of-
rights/)

Recreation, (<http://wcsu.edu/recreation/>)
Intramurals
& Club
Sports

University (<http://wcsu.edu/police/>)
Police

Vice President for Student Affairs (<http://wcsu.edu/stuaffairs/vpoffice.asp>)

Women's Center (<http://www.wcsu.edu/womenscenter/>)

Who are you?

- ▶ Future Students (/admissions/)
- ▶ Current Students (/currentstudents/)
- ▶ Alumni & Parents (/alumni/)
- ▶ Faculty & Staff (/facultystaff/)
- ▶ Donors & Friends (/ia/)
- ▶ Colonial Sports Fans (<http://wcsuathletics.com>)

Quick Links

- ▶ A to Z Index (/azindex.asp)
- ▶ Maps & Directions (/directions/)
- ▶ Academics (/academics/)
- ▶ Athletics (<http://wcsuathletics.com>)
- ▶ Blackboard Learn (/technology/elearning/)

Contact us

Western Connecticut State University
181 White Street
Danbury, CT 06810

203-837-9000

Contact the University (/contact.asp)

Copyright © 2017 Western Connecticut State University | Non-Discrimination Notice (/non-discrimination-notice.asp) | Anonymous Incident Report (/police/anonymous-incident-report.asp)

<http://www.twitter.com/westconn>

<http://www.facebook.com/westconn>

<http://www.youtube.com/westernctstate>

<https://www.linkedin.com/edu/western-connecticut-state-university-18041>

<https://plus.google.com/+westconn>



BOR/CSCU STUDENT CODE OF CONDUCT

Contents

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

I. STUDENT CODE OF CONDUCT

PREAMBLE

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

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

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

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

INTRODUCTION

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

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

PART A: DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

PART C: SCOPE OF AUTHORITY

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

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

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

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

PART D: PROHIBITED CONDUCT

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

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

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

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

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

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

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

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

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

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

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

- Prostituting another person;
 - Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
 - Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
 - Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
 - Engaging in non-consensual voyeurism;
 - Knowingly transmitting an STI, such as HIV to another without disclosing your STI status;
 - Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or
 - Possessing, distributing, viewing or forcing others to view illegal pornography.
6. Intimate partner violence is defined as:
- Including intimate partner violence, which is any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault, as defined in section 5 above; (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment, as defined in section 5 above or, (5) sexual exploitation, as defined in section 5 above.
 - Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.
 - Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
 - Emotional abuse, which can include but is not limited to, damage to one's property, driving recklessly to scare someone, name calling, threatening to hurt one's family members or pets and humiliating another person.
7. Violations of privacy, including, but not limited to, voyeurism and the use of web-based, electronic or other devices to make a photographic, audio or video record of any person without his or her express consent, when such a recording is intended or likely to cause injury or distress. This includes, but is not limited to: (i) surreptitiously taking pictures or videos of another person in spaces such as sleeping areas, bathrooms, gymnasiums, locker rooms, and changing areas; and (ii) sexually exploiting another person by electronically recording or permitting others to view or electronically record, consensual sexual activity without a partner's knowledge or permitting others to view or listen to such video or audio tapes without a partner's knowledge and consent. Publicizing or threatening to publicize such records will also be considered a violation of this Code.
8. Hazing, which is defined as an act which endangers the mental or physical health or safety of a Student, or which destroys, damages, or removes public or private property for the purpose of initiation or admission into, affiliation with or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense to an allegation of hazing. Consenting to the activity by remaining silent or not objecting in the presence of hazing is not a neutral act and is also a violation of this Student Code.

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

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

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

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

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

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

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

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

1. At any meeting or proceeding, both the reported victim and accused student may be accompanied by an advisor or support person of the student's choice provided the advisor or support person does not cause a scheduled meeting or hearing to be delayed or postponed and provided an advisor or support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding or pertaining to a report of sexual misconduct);
2. The reported victim of sexual misconduct is entitled to request that disciplinary proceedings begin promptly;
3. Any hearing regarding an accusation of sexual misconduct shall (i) be fair, prompt and impartial; (ii) be conducted by a Hearing Body annually trained in issues relating to sexual misconduct (iii) use the preponderance of evidence (more likely than not) standard; (iv) shall allow both the accused student and reported victim the opportunity to present evidence and witnesses on their behalf during any disciplinary proceeding; (v) shall provide both the accused student and the reported victim with equal access to any information that will be used during meetings and hearings; and (vi) invoke the standard of "affirmative consent¹" in determining whether consent to engage in sexual activity was given by all persons who engaged in sexual activity .
4. In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential;
5. Any reported victim shall be provided written notice of the decision of the Hearing Body at the same time as the accused student, normally within one (1) business day after the conclusion of the Hearing. In accordance with the Family Educational Rights and Privacy Act (FERPA) the notice to any reported victim of sexual misconduct shall contain only the following: the name of the accused student, the violation committed, if any, and any sanction imposed against the accused student.
6. The reported victim shall have the same right to request a review of the decision of the Hearing Body (appeal rights) in the same manner and on the same basis as shall the accused student; however, if a request for review by a reported victim is determined to be properly made and if the review determines there is sufficient grounds for altering the decision of the Hearing Body, among the other actions that may be taken as set forth above, the sanction of the hearing may also be increased. Notwithstanding the foregoing, in any hearing pertaining to sexual misconduct both the reported victim and the accused student are entitled to be simultaneously provided notice of any change in the results of the hearing prior to the time when the results become final as well as to be notified when such results become final.

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

PART F: CONDUCT AND DISCIPLINARY RECORDS

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

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

PART G: INTERPRETATION AND REVISION

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

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

II. CONDUCT AND DISCIPLINARY PROCEDURES APPLICABLE TO STATE UNIVERSITY STUDENTS

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

PART A: DISCIPLINARY PROCEDURES - ACADEMIC MISCONDUCT

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

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

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

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

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

PART B: DISCIPLINARY PROCEDURES - NONACADEMIC MISCONDUCT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PART C: INTERIM SUSPENSIONS AND RESIDENCE HALL SEPARATIONS

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

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

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

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

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

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

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

PART D: DISCIPLINARY SANCTIONS

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

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

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

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

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

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

4. Sanctions Which May Be Imposed on Student Organizations

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

III. CONDUCT AND DISCIPLINARY PROCEDURES APPLICABLE TO COMMUNITY COLLEGE STUDENTS

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

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

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

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

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

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

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

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

PART B: DISCIPLINARY SANCTIONS

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

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

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

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

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

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

PART A: RIGHTS AND RESPONSIBILITIES OF HEARING PARTICIPANTS

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

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

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

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

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

PART B: DISCIPLINARY PROCEDURES

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

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

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

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

On-site:

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

Via the Phone:

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

the complainant at least seven (7) business days before the hearing. The Provost will arrange for the conference call.

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

PART C: INTERIM ADMINISTRATIVE ACTION

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

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

PART D: DISCIPLINARY SANCTIONS

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

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

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

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

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

APPENDIX D:

2017-18 UNIVERSITY TITLE IX PROGRAMMING/TRAINING TOTALS



WESTERN
CONNECTICUT
STATE UNIVERSITY

Subject: 2017-18 Not Anymore stats
Date: Thursday, August 9, 2018 at 3:33:18 PM Eastern Daylight Time
From: Sharon Guck <gucks@wcsu.edu>
To: Jesenia Minier-Delgado <minierdelgadoj@wcsu.edu>
Attachments: image001.png

Jesenia,
Below are the numbers for this year. 56% completion rate.

Sharon

Participation Statistics

Training Period: 2017-2018

Cohort File	Curriculum	Course	Total	Complete	%
CF1	Undergraduate	Not Anymore - Undergraduate Students	1383	770	56
NICF	Undergraduate	Not Anymore - Undergraduate Students	13	11	85

Sharon L. Guck, M.P.H.
Coordinator, Substance Abuse Prevention Programs
Western Connecticut State University
181 White Street
Danbury CT. 06810

SC 211
203 837-8899
gucks@wcsu.edu

Program Date	Audience	Comments	Programs	Attended
12/05/2017	Professionals Community	*Pres to Athletic Coaches on Bringing in the Bystander	*BYSTAND	25
12/04/2017	*College	*Litchfield Hall	*G	9
11/17/2017	*College	*IPV & Bystander Intervention Refresher training for RA's	*PROF-RA	63
11/15/2017	*College	*Pinney Hall	*BYSTAND	3
11/09/2017	*College	*Prof. Schlicht HPX Class	*DV	30
11/09/2017	*College	*Dr. Han's class	*WC	25
11/09/2017	*Educators	*'Ingird Pruss' Class	*DV	1
11/09/2017	*College	*'Ingird Pruss' Class	*DV	22
11/09/2017	*College	*'Ingird Pruss' Class	*DV	25
11/09/2017	*College	*Intersection of Oppression & Violence Against Women Program	*COL-DV	14
11/07/2017	*College	*Newbury Hall	*DV	21
11/06/2017	*College	*Centennial Hall	*SH	6
11/03/2017	*Educators	*Theater Dept	*SH	1
11/03/2017	*College	*Theater Dept	*SH	14
11/03/2017	*College	*Theater Dept	*SH	12
11/03/2017	*College	*Theater Dept	*SH	16
10/18/2017	*College	*Pinney Hall	*COL-DV	8
10/17/2017	Professionals Community	*Feminist-Trauma Informed Counseling Training for Psychology Students	*PROF-TRAUMA.PROF-SENS	9
10/16/2017	*College	*Prof. Pinco's class	*WC	25
10/03/2017	*College	*Grasso Hall	*COL-DV	4
10/02/2017	*College	*Pinney Hall	*SA	5
09/29/2017	*College	*RA in Service	*BYSTAND	40
09/29/2017	*College	*Cheer Team	*SH.COL-SA.COL-DV	23
09/28/2017	*Educators	*Childcare Center	*PS- C & K	5
09/26/2017	*Preschool	*Childcare Center	*PS- C & K	30
09/14/2017	*College	*Fresh Check Day - Sexual Assault Myths vs Facts Activity	*COL-SA	75
09/13/2017	*College	*Ancell Business Fair	*WC	50
09/13/2017	*College	*Pinney Hall	*SH	3
09/13/2017	*College	*FYE Class - Kate Alocco	*COL-SA.COL-DV	21
09/29/2017	*College	*Social Work Freshman Class	*WC	25
09/28/2017	*College	*Western Scavenger Hunt	*WC	130
09/27/2017	*College	*Western Life Hacks	*WC	150
09/26/2017	*College	*Litchfield Hall	*SA	10
09/24/2017	*College	*RA Training	*SH.WC.COL-SA.COL-DV	54
09/23/2017	*Educators	*Football Coaches	*DV.SA.SH	2
09/23/2017	*College	*Football Team - IPV	*DV.SA.SH	111
09/17/2017	*College	*RA Resource Fair	*WC	54
07/27/2017	*Adult Community	*Parent orientation tabling	*WC	10
09/23/2017	*Adult Community	*Parent orientation tabling	*WC	50
09/19/2017	*Adult Community	*Parent orientation at WCSU	*WC	85
04/28/2017	Professionals Community	*Judicial Board Training	*PROF-SA.PROF-DOMV.PROF-TRAUM	15
04/21/2017	*College	*Act Out	*AO-SA	4
04/18/2017	*College	*Say Yes to Denim Day Event	*SA	150
04/17/2017	*College	*Say Yes to Denim Day Event	*SA	150
04/17/2017	*College	*Centennial Hall	*SA	8
04/17/2017	*College	*Tabling @ Health Fair	*WC	50
04/11/2017	*Professionals Community	*Title IX Training w/ Social Work Professors	*PROF-SA.PROF-DOMV	6
04/06/2017	*College	*Step Up SAAM Event	*SA	180
04/04/2017	Professionals Community	*LGBTQ+ 101 Training with a class of Education Students	*PROF-SA.PROF-DV	17
03/31/2017	Professionals Community	*Title IX First Responders Training- Student Employees	*PROF-SA.PROF-TRAUMA.PROF-SEN	25

03/31/2017	* Professionals Community	* Title IX First Responders Training- Faculty & Staff	* PROF-SA PROF- TRAUMA PROF-SEN	35
03/28/2017	* Professionals Community	* Dr Verhoff's HPX Class	* PROF-B PROF-SSC	18
03/24/2017	* Professionals Community	* Title IX First Responders Training- Student Employees	* PROF-SA PROF- TRAUMA PROF-SEN	11
03/24/2017	* Professionals Community	* Title IX First Responders Training- Faculty & Staff	* PROF-SA PROF- TRAUMA PROF-SEN	15
03/22/2017	* College	* Classroom Outreach- Melissa's entry	* WC	30
03/21/2017	* College	* Clothing Project	* DV,SA WC	100
03/21/2017	* College	* Healthy Relationships & Dating Violence Program for Communications Class	* DV	23
03/07/2017	* College	* Fairfield Hall	* G	8
03/03/2017	* College	* Healthy Relationships & Dating Violence Program for Social Work Seniors	* DV	27
03/01/2017	* College	* Classroom Outreach- Jill's entry- Patricia O'Neil Psychology Dept	* WC	22
03/01/2017	* College	* Classroom Outreach- Jill's entry- Jeanette Lupinacci Nursing Department	* WC	41
02/28/2017	* College	* Film Screening & Discussion Brave Miss World	* SA WC	12
02/27/2017	* College	* Social Work Students	* DV,SA WC	7
02/26/2017	* High	* Pearzium Conference- Domestic Violence as a Human Security Threat	* DV,DomV	15
02/23/2017	* Professionals Community	* Dart's Sahw's Education Students	* PROF-SSC PROF- BYSTAND	20
02/22/2017	* College	* Classroom- Monica Sousa Nursing	* WC	41
02/15/2017	* College	* Classroom- Jennifer Ori Nursing	* WC	35
02/15/2017	* College	* Classroom- April Morera Social Work	* WC	11
02/15/2017	* College	* Classroom- Sharon Young Social Work	* WC	18
02/15/2017	* College	* Classroom Ed Hagan Writing	* WC	11
02/13/2017	* College	* Classroom Oscar de los Santos Writing	* WC	7
02/13/2017	* College	* Classroom- Sara Conrad Philosophy	* WC	20
02/13/2017	* College	* Classroom- Ed Hagan Writing	* WC	11
02/13/2017	* College	* Classroom- Amanda Lubell Math	* WC	6
02/08/2017	* College	* Healthy Relationships Screener Tableing Event	* DV,HR WC	28
02/07/2017	* College	* Classroom- Bozzone	* WC	25
02/07/2017	* College	* Classroom- Sara Conrad Philosophy	* WC	25
02/07/2017	* College	* Classroom- Sara Conrad Philosophy	* WC	21
02/07/2017	* College	* Healthy Relationships Screener Tableing Event	* DV,HR WC	35
02/06/2017	* College	* Classroom- Dr Chappell English	* WC	4
02/06/2017	* College	* Classroom- Sara Conrad Philosophy	* WC	4
02/06/2017	* College	* Classroom- Jeanne Lakatos Writing	* WC	18
02/02/2017	* College	* Classroom- Carrie Anglemire	* WC	20
02/02/2017	* College	* Classroom- Brian Clement	* WC	25
02/02/2017	* College	* Classroom- Brian Clement	* WC	20
02/02/2017	* College	* Classroom- Dr Khoo	* WC	30
02/01/2017	* College	* Classroom- Dr Murtha	* WC	25
02/01/2017	* College	* Classroom- JC Barrone- Communications/Media Arts	* WC	16
02/01/2017	* College	* Classroom- Professor Avarall Manes- Social Science Dept	* WC	25
01/31/2017	* College	* Cantrellia- classroom	* WC	30
01/31/2017	* College	* Professor John Rocha invite writing and creative process dep1	* WC	12
01/31/2017	* College	* Dr Khoo invite psych dep1	* WC	20
01/30/2017	* College	* Social Work Students- Clothing Project	* SA	8
01/30/2017	* College	* MaryAnn Murtha- classroom	* WC	25
01/30/2017	* College	* MaryAnn Murtha- classroom	* WC	25
01/30/2017	* College	* Professor Hunter Liguore invite writing dep1	* WC	22
01/30/2017	* College	* Professor Hunter Liguore invite writing dep1	* WC	19
01/30/2017	* College	* Dr Chappell invite English Dep1	* WC	20
01/30/2017	* College	* Professor William Pelkanas invite Communications/media arts dep1	* WC	18
01/30/2017	* College	* Professor Amanda Lubell invite Math Dep1	* WC	2
01/26/2017	* College	* MaryAnn Murtha- classroom	* WC	25

01/26/2017	* College	* Professor JC Barrone invite, Communications/media arts	* WC	2
01/25/2017	* College	Professor Jim Keller invite, writing dep't	* WC	18
01/25/2017	* College	Donald Gagnon invite, English Dep't	* WC	30
01/25/2017	* College	* Professor William Pelkanas invite, Communications/media arts	* WC	25
01/25/2017	* College	Professor Richard McKim invite, philosophy dep't	* WC	26
01/25/2017	* College	* Professor Kate Alocco invite, FYE	* DV SA	24
01/25/2017	* Educators	Professor Katherine Alocco	* DV SA	1
01/24/2017	* College	* Kwily G WH022- classroom	* WC	25
01/24/2017	* College	* Amanda Lubell HA115- classroom	* WC	20
01/24/2017	* College	Professor Kelly Goodridge invite, Writing Dep't	* WC	5
01/24/2017	* College	Professor Robin Gustafson invite, psych dep't	* WC	16
01/24/2017	* College	Professor John Roche invite, writing and creative process dep't	* WC	15
01/24/2017	* College	* Professor Robin Gustafson, psych dep't, classroom	* WC	30
01/23/2017	* College	* Professor Averall Manes, Social Science dep't, classroom program	* WC	30
01/23/2017	* College	Professor Robin Gustafson, psych dep't, classroom program	* WC	20
01/23/2017	* College	Professor Amanda Lubell-Math Dep't, classroom program	* WC	30
01/23/2017	* College	Professor Averall Manes, Social Science dep't, classroom program	* WC	25
01/23/2017	* College	Professor Robin Gustafson, Psych dep't, speak to class	* WC	18
01/23/2017	* College	* Professor John Roche's class	* WC	15
01/20/2017	* Professionals Community	* Staff & Faculty First Responder Title IX Training	* PROF-SA PROF-DV/PROF-SENS	37
01/20/2017	* Professionals Community	* Student Employee First Responder Title IX Training	* PROF-SA PROF-DV/PROF-SENS	92
01/18/2017	* College	Fairfield Hall	* SA	12
01/13/2017	* Professionals Community	* RA Title IX Refresher Training--Q&A regarding protocol implementation and sensitive response to victims	* DV SA, SH WC PROF-SH PROF-SA PR	65
01/12/2017	* Professionals Community	* New RA Title IX Training	* DV SA, SH WC PROF-SH PROF-SA PR	17

**APPENDIX E:
UNIVERSITY EDUCATIONAL BROCHURES, PAMPHLETS, FLYERS,
HANDOUTS AND WEBPAGE/ELECTRONIC MATERIALS**



WESTERN
CONNECTICUT
STATE UNIVERSITY

What Can You Do if an Incident Happens...

After any incident, you may feel confused, fearful, guilty, ashamed, or isolated. It's important to talk with someone about these feelings. WCSU has a Campus Response Team (CaRT) who are prepared to help. The University will be particularly sensitive to meeting the needs of each individual. (see CaRT contacts)

Find a safe place and call someone you trust

The police will help you whether or not you choose to prosecute the assailant. For an incident on campus, call the WCSU Police Department at (203) 837-9300. For an off-campus incident, you may call WCSU Police at (203) 837-9300 or the local police department at (203) 797-4611 or 911.

Call the Women's Center 24-Hour Hotline

- Sexual Assault: (203) 731-5204
- Domestic Violence: (203) 731-5205

Call a friend, family member, someone whom you trust, or contact a member of CaRT to help you through this process

Get medical attention if needed

It is important that you seek medical attention immediately to assess and treat physical injuries you may have sustained, and other health related risks

Try to preserve all physical evidence of the assault

If a sexual assault has occurred, some forensic evidence should be collected within 24 to 72 hours following the assault

Do not drink, bathe, douche, brush your teeth, change your clothes or comb your hair. It's only natural to want to do these things, but you may be destroying evidence that could be helpful in an investigation. In the course of your medical examination, this evidence will be collected by a specially trained nurse. If changing clothes is necessary, clothing worn during the assault should be placed in a paper bag.

Later Medical Evaluation: While immediate medical attention is preferred, delayed medical evaluation is strongly recommended

Seek emotional care

After any such incident, it may be beneficial to seek professional counseling in order to explore and address the impact of such an occurrence on your life.

Crisis Intervention & Counseling Services

WCSU Counseling Center

The Counseling Center at Western provides free and confidential services to students. The center is staffed with professionals trained to provide support and counseling to those who have experienced sexual assault, sexual harassment, stalking and intimate partner violence. The Counseling Center can also provide referrals to other local agencies

Women's Center at WCSU

The Women's Center operates a 24-hour confidential hot-line (see previous column) for individuals who have experienced sexual assault and intimate partner violence. The Women's Center has an office on the WCSU campus in Higgins Hall Annex 105-C for counseling (203) 837-3939. Crisis intervention and advocacy is available; this would include accompanying a victim to police, hospital, and judicial proceedings. All services are free and confidential

Options for Reporting the Incident

Western's Campus Resource Team (CaRT) is available to assist and support any student who has experienced sexual assault, sexual harassment, stalking and intimate partner violence on or off campus (see list of CaRT members). Students' confidentiality will be strictly protected in accordance with the law. For a detailed description of these options visit wcsu.edu/suallians/CaRT.asp

1. Formal Reporting: Contacting University Police

Reporting any of the above incidents to police does not commit you to further legal action. The earlier you report any such incident, the easier it will be for police to investigate the crime and to prosecute the case successfully if that is your choice

Protective and/or Restraining Orders

- A protective or restraining order may be requested from the courts related to any of the above incidents.
- A court issued protective or restraining order prohibits someone from communicating with an alleged victim, from entering the victim's residence, workplace, school, or property and any place the victim may frequent.
- When informed that a protective or restraining order has been issued, WCSU will take immediate steps to enforce the order as it relates to activities on the campus. It is important that students alert WCSU Police that such an order has been issued (providing the Police with a copy of the order is strongly encouraged). For more information about protective and restraining orders students may contact University Police at (203) 837-9300

2. Criminal Complaint

Students may make criminal complaints with the WCSU University Police Department. The Police will inform the students of their rights and options. University Police will conduct a confidential investigation and will keep the student apprised about any decision to prosecute. The police will review all cases with the State's Attorney's Office. The State's Attorney will make the final decision to prosecute under state law.

If you wish to have the assailant prosecuted, the police and district attorney's office will handle the legal proceedings without expense to you. You do not need to hire an attorney if you wish, the police will contact the Women's Center and an advocate will meet you at the police station.

3. University Action:

Students may wish to contact the University Office of Judicial Affairs after a sexual assault, sexual harassment, stalking and intimate partner violence to pursue university disciplinary action. A complete and detailed description of the judicial process may be found in the Student Code of Conduct: wcsu.edu/suallians/PDFDOCS/Student_Code_of_Conduct.pdf

- If the alleged perpetrator is a student at Western, you have the option to file a complaint through the University's disciplinary system (see the Student Handbook). A University representative will be available to assist you through the process

- If the alleged perpetrator is a non-student member of the Western community, you have the option to file a complaint with the University's Title IX coordinator (see CaRT Contacts list).

4. Anonymous Reporting:

Any individual has the right to complete an Anonymous Interpersonal Violence Report Form which can be found on wcsu.edu/suallians/CaRT.asp. This form does not include any personal identifying information (e.g., name, age, address). The purpose of this form is for statistical data collection, as well as to determine possible patterns that may exist. Even with anonymous reporting, the University may investigate an incident to determine if the community is in potential danger.

Note: University employees are required to complete an Anonymous Interpersonal Violence Report Form when made aware of an incident related to sexual assault, sexual harassment, stalking and intimate partner violence

Assistance in Changing Living Arrangements, Class Schedules or On-campus Work Schedules

The university recognizes that it may be necessary for students to change their on-campus living arrangements, class schedules and on-campus work arrangements. Students requesting these changes should contact: Director of Housing (203) 837-8736 and/or the Dean of Students (203) 837-9700. Students should not hesitate to make these requests, which will be addressed in a timely manner

Emergency numbers

Police Emergency Number
911

Statewide Helpline
(888) 774-2900

Telephone numbers in your area

WCSU Police Department
(203) 837-9700

WCSU Health Services
(203) 837-8594

WCSU Office of Diversity & Equity
(203) 837-8444

Women's Center on Campus
(203) 837-3939

WCSU Counseling Center
(203) 837-8690

24-Hour Hotlines

Domestic Violence Hotline
(203) 731-5206

Sexual Assault Hotline
(203) 731-5204

Women's Center of Greater Danbury
Community Line
(203) 731-5200

Resident Director

List of RD's can be found here:
wcsu.edu/housing/staff.asp

Family and Friends



Western Connecticut State University adapted this document with permission/resources from:
This project was supported by Grant No. 2015-X1406-CT-WA awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.

Western Connecticut State University
Campus Response and Resource Team (CaRRT)

STAYING SAFE ON CAMPUS PERSONAL SAFETY PLAN

Take precautions and make a plan
to stay safe

WESTERN
CONNECTICUT
STATE UNIVERSITY

Staying safe in the dorms/suites

I can tell these people about what is going on in my relationship:

When my dorm/suite mate is gone, I can have people stay with me. If I feel unsafe, I can ask:

The safest way for me to leave my dorm/suite in an emergency is:

If I have to leave, this is where I can go:

Commuting safely

I can commute to campus by this new route:

If I need to change my bus route, here is another way I can travel to campus:

If I need a ride to campus, I can ask:

Name: _____
Number: _____
Name: _____
Number: _____
Name: _____
Number: _____

Why do you need a safety plan?

No one deserves to be hurt or threatened. If you (or someone you know) is being hurt or threatened by someone you love or know intimately, make plans and take precautions to keep yourself safe. Here are some suggestions that have helped other people in situations like the one you are experiencing.

Staying safe on campus

The safest way for me to get to class is:

These are places on campus where I often run into my abusive partner/ex-partner:

If I need to go to one of those places, I will ask a friend to escort me. I will ask:

If I feel threatened or unsafe, I can go to these public areas where I feel safe:

I could talk to one of the following people if I need help, need to rearrange my schedule or transfer to another dorm:

Dean of Students: _____
Campus Police/Public Safety: _____
Counseling/Health Services: _____
Title IX Coordinator: _____
Women's Center: _____
Other: _____

Increase your support network

- I can talk to someone I trust. Tell a family member, co-worker, professor, clergy member or doctor.
- I can speak with an expert by contacting: **the Women's Center on Campus at (203) 837-3939 and/or WCSU's Counseling Center at (203) 837-8690. (An advocate from the Women's Center can accompany you to the police or hospital)**
- I can call the police if I am afraid I will be abused or have been abused.
- If I have a protective order or restraining order, do campus police or security have a copy?
- I can keep a copy of my protective order with me at all times.
- I can tell my resident advisor, my employer, my closest friend and _____ that I have an order of protection.
- If my partner violates the protective order, I can call the police and report the violation.

Staying safe emotionally

If I feel confused, scared, anxious or depressed, I can call the following friends or family members:

Name: _____
Number: _____
Name: _____
Number: _____
Name: _____
Number: _____

Things I can do to keep myself safe electronically and online

- I can set all my online profiles to the maximum privacy settings.
- I can save and track any abusive, threatening or harassing comments, messages, posts or texts.
- I can ask my friends and family not to let my partner know where I am or to alert him/her of changes in my contact information.
- I can change all of my passwords and can choose not to give the new passwords to anyone. I can change or create a voice mail password.
- I will not answer calls from unknown, blocked or private numbers.
- I can see if my phone company can block my partner's phone number from calling or texting my phone.
- I can seek support from the university to end harassing communications that have been coming to me through any university email or university phone systems.
- I will back up my cell phone, laptop or other electronics to the cloud.

What is safety planning?

Safety planning is a process to help reduce your risk based on your individual life and relationship. While you can't control your partner's behavior, you can still take steps to help keep yourself safe. You are most likely doing many of the things outlined in this guide already, and safety planning is a tool to help you gather your thoughts and prepare for how you might react in certain situations.

Things I can do to keep myself safe in social situations

- I can ask my friends to keep their phones with them while they are with me in case we get separated and I need help. Creating free alternate contacts on the following social/mobile apps:

Circle of 6: www.circleof6app.com
Guardly: www.guardly.com
BSafe: www.getbsafe.com
OnWatch: www.onwatchoncampus.com

- I can go to different places that my partner doesn't go to or know about.
- I can ask friends who are having gatherings if my partner has been invited or ask them not to invite us both.
- No matter where I go, I can be aware of how to leave safely in case of an emergency.
- I can leave if I feel uncomfortable, as I know I should put my trust in my instincts.
- If I plan on drinking, I can be sure to have a sober driver who is not my partner or have the number for a safe ride.
- I can spend time with people who make me feel safe, supported and good about myself.

I will have a bag ready with the following items if I need to leave unexpectedly:

Cell phone and charger, spare cash, keys, driver's license and/or passport, student ID, birth certificate and/or social security card, immigration papers and other important documents, change of clothes, medications, special and irreplaceable items.

Things I can do to keep myself safe every day

- I can carry my cell phone and important numbers with me at all times.
- I can keep in touch with someone I trust about where I am or what I am doing.
- I can try to stay around people I trust and in public places.
- If I feel uncomfortable, I will alert someone about what is happening in my relationship so they can keep me safe on campus.
- I can avoid places where my partner or his/her friends are likely to be.
- I don't have to wait for an emergency to ask for help, it's okay to plan ahead if I'm concerned.
- If I am no longer with my partner and we must speak, I will make sure that others are around in case of danger.
- I can pursue an order of protection to have legal support in keeping my partner away.
- I can remember that his/her behavior is not my fault and that I deserve to be safe and healthy on campus and in my relationships.

The Women's Center of Greater Danbury offers a variety of on campus education programs free of charge.

Who is eligible for these programs?

- Academic Classes
- Sports Teams
- Fraternities / Sororities
- Clubs & Organizations
- Residence Halls



Our educators with Sigma Delta Tau

Advanced Programs for Academic Classes

- Intersection of Oppression and Violence Against Women
- History of Women's Centers and the Feminist Movement
- Impact of Trauma on Survivors
- Topic of Your Choice

We can develop any program to fit your course's learning objectives.

Who are we?

We are a non-profit organization with a vision to end the violence against women and children, to foster equality and empowerment for all. We provide prevention education, crisis intervention, and support services for victims of domestic violence, sexual assault, and individuals going through other major life transitions. Our free and confidential services are available 24 hours a day, 7 days a week. We're here to talk about it.



Contact Us

Midtown Campus Higgins Hall, Room 105-C	203-837-3939
Main Office 2 West St, Danbury	203-731-5200
Sexual Assault Hotline	203-731-5204
Domestic Violence Hotline	203-731-5206

To schedule an education program email:
Ann.rl@wcogd.org

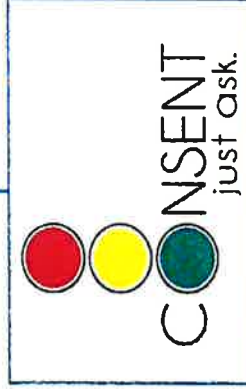
Campus Education Programs



Healthy Relationships & Dating Violence

Abusive relationships are common amongst teens and colleges students. The signs are not always obvious, it's important to be able to recognize them so we can help ourselves, help or help friends in need. Abuse exists in all types of relationships, and anything can be a victim of a perpetrator.

- Explore elements of a healthy relationship
- Identify warning signs of abuse
- Learn forms of abuse
- Learn what to do and how to help a friend



Got Consent?

We all know that sexual assault occurs on college campuses, which is why it's time we talk about how we can keep ourselves safe and look out for our friends. Sexual assault does not discriminate; it can happen to anyone.

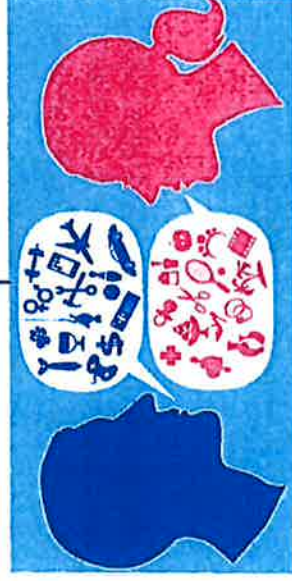
- Understand the scope of sexual assault
- Define consent and learn when it's correct or not
- Explain the sexual assault laws in effect
- Discuss myths vs. facts of sexual assault

Programs

Flirting or Hurting?

The first factor is something we see around every day. Flirting may be in the eye of the beholder, and it may or may not be a sign of flirting. We need to be aware of the signs of flirting and the signs of hurting.

- Flirting is a fun way to interact with someone
- Flirting is a way to show interest in someone
- Flirting is a way to show affection
- Flirting is a way to show love



Gender In The Media

Gender is a social construct, and it's not always obvious. It's important to be able to recognize the signs of gender and the signs of hurting. We need to be aware of the signs of gender and the signs of hurting.

- Gender is a social construct
- Gender is a way to show interest in someone
- Gender is a way to show affection
- Gender is a way to show love

Bystander Intervention

Have you ever witnessed something that just didn't seem right? Did you say something? Did you ignore it? We are all going to encounter situations where someone might need help, and it's up to us to determine how we play a role in the situation.

- Defined bystander intervention
- Understand the importance of being an upstander
- Identify how to overcome obstacles to intervene
- Role-play technique

WHERE DO YOU STAND?

Where Do You Stand?

Where Do You Stand? is an interactive workshop designed to be an enlightening and empowering experience that helps participants become active in the prevention of sexual violence on all levels. The workshop offers techniques to equip male and female students with the tools necessary to take action in a safe, healthy and appropriate way.

- Define social and cultural male gender norms/role
- Challenge male stereotypes
- Discuss gender in the media
- Bystander intervention

What is Dating Violence?

Dating violence is a pattern of acts of power and control used by an intimate partner which constitute actual or threatened abuse. Abuse can take many forms.

Types of Abuse:



Physical: hitting, punching, grabbing, shoving, restraining, using weapons, kicking, burning



Verbal: put-downs, name calling, criticizing, mocking, yelling, screaming, swearing, spreading rumors

Emotional: guilt trips, ignoring, threatening, mind games, intimidation

Sexual: forced sexual activity or intercourse, unwanted touching, sexual pressure or threats

Economic: controlling money/resources, using money as means of control

Technological: texting too much, monitoring online behavior, tracking your location on phone's GPS

If you are a victim and need someone to talk to, please reach out to us today to help you through this difficult time.



Women's Center Services at WCSU

On-Campus Offices

Office: 203-731-5200
Fax: 203-731-5204
Email: wcsc@wcsu.edu

Women's Center
Campus Counseling and Advocacy Center

Main Office

Office: 203-731-5200
Fax: 203-731-5204
Email: wcsc@wcsu.edu

We provide on-campus counseling and advocacy for dating violence, sexual assault, sexual harassment, and stalking.

We are **CONFIDENTIAL**.
Your right to **PRIVACY** is important to us. We are **FREE**.

CaRT Liaison to Title IX 

24/7 Hotlines

The Women's Center Helpline: 203-731-5200
Sexual Assault Hotline: 203-731-5204
Domestic Violence Hotline: 203-731-5206

Education

We offer innovative educational programs addressing all issues of interpersonal violence and sexual violence for single classes or large audiences and professional trainings. Contact the Education department: 203-731-5200.

DATING VIOLENCE SEXUAL ASSAULT

SERVICES FOR VICTIMS



Campus Counselor-Advocates

AT



WESTERN CONNECTICUT STATE UNIVERSITY

Funded by the Connecticut Alliance to End Sexual Violence

Warning Signs for Dating Violence and Sexual Assault



**Look for
RED FLAGS
in their behaviors.**

Does your partner:

- Ignore your personal boundaries?
- Feel like "his" or "her" territory?
- Call you a name (pet name or insult)?
- Threaten to hurt you or others in anger (verbally or physically)?
- Get angry about things that other people find trivial?
- Drink a lot? Get into fights with other people?
- Get over-attached to you? Do you feel like you can't go out without him or her?

Are you a victim?

**Do you need someone to
talk to?**

**Contact us to receive
free and confidential
counseling and advocacy.**

We are here to listen.

What Sexual Assault?



**Sexual Assault is an act of violence,
power and control in which one
person forces or manipulates
another into unwanted sexual
behavior.**

**Most sexual assaults are committed
by people the victim knows.**

**1 in 5 females &
1 in 16 males will be a
victim of sexual assault
while at college**

Bystander Intervention

Bystander Intervention is a method of primary prevention designed to empower bystanders to dating violence and sexual assault to safely intervene and support victims.

got consent?

Affirmative consent is a knowing, voluntary, and mutual agreement through words, actions or gestures, among all participants to engage in sexual activity. It can be withdrawn at any time and is needed at each escalation of physical/sexual behavior.

It upholds the standard that "yes means yes," requiring a verbal yes to be present. State legislation mandates that all colleges in Connecticut abide by this standard.

**It is the Initiator's responsibility to
get consent.**

- They must not use force, threats, intimidation, or manipulation.
- Consent is needed every time a couple engages in the behavior.
- "I was drunk" is NOT an excuse or defense.

**The Non-Initiator can NOT give
consent if:**

- Their judgment has been impaired by drugs or alcohol.
- Their judgment is impaired by mental dysfunction known to the initiator.
- They are asleep or unconscious.

**REMEMBER: SUBMISSION and
SILENCE ARE NOT CONSENT**

Looking to get involved?

**Keep your eyes out for ways to get involved
at our awareness events!
If you're interested in becoming a volunteer,
contact us for more details!**

WCSU Community Response Checklist

How to Contact WCSU Police

Emergency Situations: Dial 911 from any university phone
Non-emergency: Dial R37-9500

Fire or Fire Alarm

Evacuate building immediately
DO NOT use elevators
Dial 911

Medical Emergency

Dial 911. Identify yourself, your location, nature of injury and how many injured or ill
Stay on the phone with the 911 operator

Bomb or Suspicious Package

Dial 911
DO NOT touch or try to move device
Evacuate the immediate area and do not let anyone enter

Shooting or Sighting of Armed Person

If you are in or near the affected building -- escape if you can do so safely

If unable to escape, shelter in place by seeking your immediate area, and:

- DO NOT activate fire alarm
- Lock and barricade doors, turn lights out, cover vision panels in doors
- Turn off media sources and computer monitors that remain quiet
- Find cover (e.g. behind desks or walls, behind heavy desks, filing cabinets, etc.)
- Stay calm, quiet, and out of sight
- Silence cell phones

Contact and maintain communication with 911

Report the following information, if available:

- Your location, building name, floor, room number
- Number of people at your location
- Number of suspect and their injuries

- Identity of assailant(s), if known
- Location and number of assailant(s)
- Assailant(s) description (race, gender, appearance, clothing, bags/backpacks)
- Weapons used

Follow instructions sent via the WCSU Emergency Notification System

Leaving a Secured or Safe Area

An "All Clear" message will be broadcast over the University's Emergency Notification System
When you are notified the police direct you to evacuate
What to plan on if an officer makes entry into your area
Follow the evacuation instructions of officers contacting you to leave the building

Join the WCSU Emergency Notification System!

The University utilizes an emergency notification system that allows individuals to receive phone messages, e-mails, text messages regarding emergency situations and weather related emergencies. Please check, verify, and maintain list in the system for accurate information. Information is available at www.wcsu.edu/em

Get additional information about WCSU's Emergency Management Procedures

Please visit www.wcsu.edu/em and information regarding WCSU's Emergency Management Procedures from the website owned by the Police Department. Please be aware given to the police may be changed to calling 911 (303)



WESTERN
CONNECTICUT
STATE UNIVERSITY



VICE PRESIDENT FOR STUDENT AFFAIRS

Dear Western Student:

Western, like many colleges and universities, must do all it can to prevent sexual harassment and violence on our campuses, increase awareness, hold involved parties accountable, and provide those affected with the resources and compassion they need during a time of intense personal trauma. As your Vice President for Student Affairs, I am writing to you concerning a very important topic pertaining to your well-being and safety on and off campus and the services, resources and guidance available at Western. As you begin your college experience, you will be exposed to new situations such as alcohol and drugs, sexual assault and interpersonal violence. At Western, we strive to make all students aware that many high-risk behaviors lead to criminal acts, and to provide you with information and programs to facilitate the process of developing an understanding of how these described behaviors can impact your life.

The university offers many programs throughout the year that educate students about high risk behaviors. Among the most challenging types of high risk behavior on college campuses today are sexual assault, sexual harassment, stalking, dating and intimate partner violence (IPV). It is the university's goal to assist all students in avoiding and preventing high-risk situations and to create a culture where students will become actively engaged bystanders; students willing to help others by stepping in when they see a friend or fellow student in trouble. To accomplish this, Western is expecting all first year and transfer students to complete our online program about interpersonal violence called *Not Anymore*. *Not Anymore* is interactive and designed to educate you about the prevention of sexual assault, dating and domestic violence and stalking. This program has been taken by thousands of college students across the country with great success on reducing vulnerability to potential threats, and increasing awareness on the importance of stepping forward when a friend needs support.

Since this is a university requirement for new and transferring students, you are expected to complete the *Not Anymore* online program any time prior to coming to campus for Welcome Week, which begins on Friday, August 25, 2017. Directions for completing the *Not Anymore* online program will be e-mailed to your university email address shortly from a vendor called STUDENT SUCCESS, the company contracted by the university to present *Not Anymore*. Please note that the entire online program is about one hour in duration, and as a guided recommendation, you can invite your parent/guardian to sit in with you as an observer while you complete the online program.

On behalf of all the staff and faculty at the university, we are pleased you are joining the Western family. Should you have any questions about *Not Anymore* or related topics, please do not hesitate to contact the university's Title IX Coordinator, Mrs. Jesenia Minier-Delgado, at minierdelgadoj@wcsu.edu.

Best regards,



Keith Betts, Ed.D.

be the solution

Freedom from sexual harassment and abuse is your right.
It is also your responsibility.



WESTERN
CONNECTICUT
STATE UNIVERSITY

Log in at: <https://studentsuccess.org/CODE/wcsu>
Under "new users," type the access code: **149278**

Not Anymore is an online program that provides incoming students information and suggestions for avoiding or interrupting abuse, harassment, sexual assault, stalking, and other interpersonal violence. From recognizing it in a relationship to how to intervene as a bystander, **Not Anymore** offers information on what you need to be safer and more proactive.

For more information: www.wcsu.edu/NotAnymore

*Complete the program before the start of classes.



WCSU Home (/)

Current Students (/currentstudents/)

Faculty & Staff (/facultystaff/)

Alumni (/https://alumni.wcsu.edu/)

Donors & Friends (/al)

A-Z Index (/)

Contact (/)


<http://www.youtube.com/westernctstate>
<http://www.facebook.com/westconn>
<http://www.twitter.com/westconn>
<http://www.flickr.com/westconn>
<http://www.instagram.com/westconn>

CONTACT FORM (/transcoder.us)

CONTACT NUMB.

Your Name (/contact.asp)

Enter search term (/contact.asp)

Your Email (/contact.asp)

FINANCIAL AID (/FINAID/)

HOUSING (/H/)

Faculty / Staff (/H/)

Directory (/directory)

Undergraduate

Admissions

(/admissions/couns

Graduate Admissio

(/graduate/contact

Discrimination Complai

News Media Conta

(/newsevents/news

Webmaster

(/feedback.asp)

ABOUT (/)

ADMISSIONS (/ADMISSIONS/)

ACADEMICS (/ACADEMICS/)

STUDENT LIFE (/STUDENTLIFE/)

ATHLETICS (HTTP://WWW.WCSUATHLETICS.COM)

APPLY! (/APPLY)

Office of Diversity and Equity (/diversity)

You are here: Home (/) > Office of Diversity and Equity (/diversity) > Discrimination Complaints

Office of Diversity and Equity (ODE)

Are you a human?

Submit

Mission(/diversity/mission/)

Americans (/diversity/americans-
With with-disabilities-act-
Disabilities ada-university-
Act (ADA) statement(/)
University
Statement

Affirmative (/diversity/affirmative-
Action Policy action-policy-
Statement statement(/)

Affirmative(/diversity/wp-
Action content/uploads/sites/37/2017/09/2017-
Plan - Affirmative-Action-Plan.pdf)
2017
(PDF)

Committees (/diversity/committees/)
and
Working
Groups

University Minority (/diversity/minority-
Recruitment and recruitment-and-
Retention retention-
Resources (new resources-new-
page coming soon)page-coming-
soon(/)

Cultural Diversity (/diversity/cultural-
Programming programming-
and Training(s) and-training(/)

Discrimination (/diversity/discrimination-
Complaints complaints(/)

Diversity (/diversity/resources/)
Resources
and
Information

Policies and (/diversity/policies-
Procedures procedures(/)

Search (/diversity/search-
Procedures procedures(/)

Discrimination Complaints

NONDISCRIMINATION POLICY STATEMENT

Western Connecticut State University is an affirmative action/equal opportunity educator and employer, fully committed to the goal of providing equal opportunity and full participation in its educational programs, activities and employment without discrimination because of race, color, religious beliefs or association, sex, age, national origin, marital status, sexual orientation, physical disability, including but not limited to blindness, learning disability or mental retardation, past or present history of mental disorder, or prior conviction of a crime, in accordance with state and federal laws. To that end, this statement of policy has been put forth to ensure that no qualified person be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity of the university.

To file a complaint of discrimination, or for inquiries concerning the University's Nondiscrimination Policy Statement, related laws and regulations for Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, please contact Mrs. Jesenia Minier-Delgado, Chief Diversity Officer, University Hall, Room 217, (203) 837-8277 or TTY (203) 837-8284.

Protection from Adverse Action

All individuals shall be free from all restraint, interference, coercion or reprisal on the part of their associates, supervisors and all others in making any complaint or appeal, in serving as a representative for a complaint, in appearing as a witness, or in seeking information. The above principles apply with equal force after a complaint has been resolved. Should these principles be violated, the facts shall be brought to the attention of the Chief Diversity Officer by the aggrieved party, his/her representative or any person affected. The Chief Diversity Officer shall bring all such situations to the attention of the President for confidential discussion, review, the potential for early proactive intervention and appropriate action.

Individuals are advised of their legal options to file complaints with the Connecticut Commission on Human Rights and Opportunities (CHRO), U.S. Equal Employment Opportunity Commission (EEOC), U.S. Department of Labor, Wage and Hour Division, and any other agencies, state, federal or local, that enforce laws concerning discrimination.

Accreditation and Policy

ACCREDITATION

Western Connecticut State University is accredited by the New England Association of Schools and Colleges, Inc., through its Commission on Institutions of Higher Education.

Inquiries regarding the accreditation status by the New England Association should be directed to the university's administrative staff. Individuals may also contact the Commission on Institutions of Higher Education, New England Association of Schools and Colleges, 3 Burlington Woods Drive, Suite 100, Burlington, MA 01803 4531. Call: (855) 886-3272, Fax (781) 425-1001 or email chie@neasc.org

Accreditation by the New England Association has reference to the institution as a whole. In addition, the university is accredited by the Connecticut Board of Regents for Higher Education.

Individual programs at the university are accredited by:

- The Connecticut State Department of Education
- The Council for Accreditation of Educator Preparation
- The Council for Accreditation of Counseling and Related Educational Programs
- The National Association of Schools of Music
- The American Chemical Society
- The Commission on Collegiate Nursing Education
- The Council on Social Work Education

RIGHTS RESERVED STATEMENT

Students attending Western Connecticut State University are required to familiarize themselves with this catalog. Primary responsibility for knowing and fulfilling all requirements rests with the individual student. The catalog in effect at the time of the student's admission or readmission to a degree program governs degree requirements.

The Western Connecticut State University administration reserves the right, whenever advisable: (1) to change or modify its schedule of tuition and fees; (2) to withdraw, cancel, reschedule or modify any course, program of study, or degree or any requirement in connection with any of the

What is Title IX (/diversity/what-is-and-CaRRT? title-ix-and-car/) and CaRRT?

Campus Response & Resource Team (/diversity/carrt/)

Undocumented(<http://www.wcsu.edu/undocumented/>)

Student

Support

Services

University (/diversity/workplace-

Transgender transgender-

Guidance guidance/)

LGBTQ+ (/diversity/lgbtq-

Resources (new resources-new-

page coming page-coming-soon/ soon)

Contact Us(/diversity/contact-us/)

foregoing.

BOR/CSCU Sexual Misconduct Reporting, Support Services and Processes Policy (revision effective June 16, 2016)

Western Connecticut State University (WCSU) will not tolerate sexual misconduct against students, staff, faculty, or visitors, whether it comes in the form of intimate partner violence, sexual assault, sexual exploitation or sexual harassment, as defined in the BOR/CSCU policy. In an ongoing effort to prevent sexual misconduct and intimate partner violence on the CCSU campus, the University provides education and prevention programs for the CCSU community and pursues all criminal and administrative remedies for complaints of sexual misconduct.

WCSU is a community dependent upon trust and respect for its constituent members: students, faculty, staff and those visiting or under temporary contract. As noted in University's Violence in the Workplace Prevention Policy, members of the University community have the right to a safe and welcoming campus environment. Acts of sexual misconduct and intimate partner violence threaten personal safety and violate the standards of conduct expected of community members.

Definitions:

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

Affirmative consent is defined as a known, not assumed permission, to engage someone with no physical resistance or other negative response. A person who initially consents to sexual activity shall be deemed not to have affirmatively consented to any such activity which occurs after that consent is withdrawn. It is the responsibility of each person to assure that he or she has the affirmative consent of all persons engaged in the sexual activity to engage in the sexual activity and that affirmative consent is sustained throughout the sexual activity. It shall not be a valid excuse to an alleged lack of affirmative consent that the student or employee responding to the alleged violation believed that the student reporting or disclosing the alleged violation consented to the activity (i) because the responding student or employee was intoxicated or reckless or failed to take reasonable steps to ascertain whether the student or employee reporting or disclosing the alleged violation affirmatively consented, or (ii) if the responding student or employee knew or should have known that the student or employee reporting or disclosing the alleged violation was unable to consent because the student or employee was unconscious, asleep, unable to communicate due to a mental or physical condition, or incapacitated due to the influence of drugs, alcohol or medication. The existence of a past or current dating or sexual relationship between the persons involved in the alleged violation shall not be determinative of a finding of affirmative consent.

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

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

Sexual misconduct is defined as engaging in any of the following behaviors:

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

Examples of conduct which may constitute sexual harassment include but are not limited to:

- Sexual flirtation, touching, advances or propositions
- Verbal abuse of a sexual nature
- Pressure to engage in sexual activity
- Graphic or suggestive comments about an individual's dress or appearance
- Use of sexually degrading words to describe an individual
- Display of sexually suggestive objects, pictures or photographs
- Sexual jokes
- Stereotypic comments based upon gender
- Threats, demands or suggestions that retention of one's educational status is contingent upon toleration of or acquiescence in sexual advances.

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

b) Sexual assault is defined as a violent act that shall include but is not limited to a sexual act directed against another person without the consent (as defined herein) of the other person or when that person is not capable of giving such consent. Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b and 53a-73a of the Connecticut General Statutes.

c) Sexual exploitation is defined as an incident(s) when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses.

Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- Going beyond the bounds of consent (for example, an individual who allows friends to hide in the closet to watch him or her having consensual sex);

- Engaging in non-consensual voyeurism;
- Knowingly transmitting an STI, such as HIV to another without disclosing your STI status;
- Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or
- Possessing, distributing, viewing or forcing others to view illegal pornography.

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

d) **Intimate partner, domestic and/or dating violence** is defined as a means of any physical or sexual harm against an individual by a current or former spouse of or person in a dating or cohabitating relationship with such individual that results from any action by such spouse or such person that may be classified as a sexual assault under section 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b or 53a-73a of the general statutes, stalking under section 53a-181c, 53a-181d or 53a-181e of the general statutes, or domestic or family violence as designated under section 46b-38h of the general statutes. This includes any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault (2) sexual assault in a spousal or cohabiting relationship, (3) domestic violence; (4) sexual harassment (5) sexual exploitation, as such terms are defined in this policy.

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

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

e) **Stalking** is defined as repeatedly contacting another person when contacting person knows or should know that the contact is unwanted by the other person; and the contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life. As used in this definition, the term "contacting" includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, on-line community or any other internet communication) or remaining in the physical presence of the other person.

Report Sexual Harassment

Mrs. Jesenia Minier-Delgado, the University's Title IX Coordinator, is responsible for oversee and monitor (in conjunction with other University affiliates) all Title IX programming, resources and services related to sexual harassment and violence, investigating all Title IX claims and filed complaints.

To request a copy of the policy, complaint procedures and related forms, or to discuss a known concern or file a sexual harassment complaint, you may contact Mrs. Jesenia Minier-Delgado, Chief Diversity Officer, Office of Diversity & Equity, University Hall, Room 214, telephone: (203) 837-8277, TTY (203) 837-8284, email: minierdelgadoj@wcsu.edu (mailto:minierdelgadoj@wcsu.edu).

Protection from Adverse Actions

All individuals shall be free from restraint, interference, coercion or reprisal on the part of their associates, supervisors and all others in making any complaint or appeal, in serving as a representative for a complaint, or in appearing as a witness or in seeking information. The above principles apply with equal force after a complaint has been resolved. Should these principles be violated, the facts shall be brought to the attention of the Chief Diversity Officer by the aggrieved party, his/her representative, or any person affected. The Chief Diversity Officer shall bring all such situations to the attention of the President for confidential discussion, review, the potential for early proactive intervention and appropriate action.

Individuals are advised of their legal options to file complaints with the Connecticut Commission on Human Rights and Opportunities, U.S. Equal Employment Opportunity Commission, U.S. Department of Labor, Wage and Hour Division and any other agencies, state, federal or local, that enforce laws concerning discrimination.

Confidential counseling is also available. For more information, please contact Mrs. Jesenia Minier-Delgado, Chief Diversity Officer, Office of Diversity & Equity, University Hall, Room 214, telephone: (203) 837-8277, TTY (203) 837-8284, email: minierdelgadoj@wcsu.edu (mailto:minierdelgadoj@wcsu.edu).

University's Interpersonal Violence Policy

Western Connecticut State University (WCSU) asserts that all students have the right to be free from interpersonal violence such as stalking, intimate partner violence, and sexual harassment or assault. To treat all violence with the utmost seriousness, all non-confidential WCSU employees (including faculty) are required to submit an Anonymous Report Form when aware of any interpersonal violence; although student information will remain secure, it may be shared with the appropriate WCSU officials. Confidential, on-campus locations not required to report include the Counseling Center, Women's Center, and Health Services. **More information is available at www.wcsu.edu/diversity/CaRRT.asp** (<http://www.wcsu.edu/diversity/carrt/>).

Confidentiality

When the University receives a report of sexual misconduct, all reasonable steps will be taken by the designated University Title IX Coordinator and known affiliates to preserve the privacy of the reported victim while promptly investigating and responding to the report. While the University will strive to maintain the confidentiality of personally identifiable student information reported, which information is subject to privacy requirements of the Family Education Rights Privacy Act (FERPA), the University must also fulfill its duty to protect the campus community.

Confidential resources are defined as follows: The University has a campus based counseling center, health center and pastoral counseling staff

members whose official responsibilities include providing mental health counseling to members of the University community as well as on-campus counseling and psychological services, health services providers, member(s) of the clergy, and the University's Women's Center for Greater Danbury. The personnel of these centers and offices are bound by state statutes and professional ethics from disclosing information about reports without written releases.

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

Where it is deemed necessary for the University to take steps to protect the safety of the reported victim and/or other members of the campus community, the University will seek to act in a manner so as not to compromise the privacy or confidentiality of the reported victim of sexual misconduct to the extent reasonably possible. Therefore, the University Title IX Coordinator, as well as the University Police and Director for the University Office of Judicial Affairs have the ability to issue temporary no contact orders to protect both the victim and other parties from any form of contact during the commission of an investigation.

Mandated Reporting by College and University Employees

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

Upon receiving a disclosure or a report of sexual misconduct, employees are expected to supportively, compassionately and professionally offer academic and other accommodations and to provide a referral for support and other services to either the University designated recipient (i.e., University Title IX Coordinator) by filing an Anonymous Report Form.

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

Rights of Parties

Those who report any type of sexual misconduct to the University designated recipient (i.e., University Title IX Coordinator) will be informed in a timely manner of all their rights and options, including the necessary steps and potential outcomes of each option. When choosing a reporting resource, the following information should be considered.

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

Options for Changing Academic, Housing, Transportation and Working Arrangements

The University will provide assistance to those involved in a report of sexual misconduct, including but not limited to, reasonably available options for changing academic, campus transportation, housing or working situations as well as honoring lawful protective or temporary restraining orders. The University shall create and provide information detailing the procedures to follow after the commission of an incident and/or any sexual violence, including people or agencies to contact for reporting purposes or to request assistance, and information on the importance of preserving physical evidence.

Support Services Contact Information

It is BOR/CSCU policy that whenever the University Title IX Coordinator or other University employees receives a report that a student, faculty or staff member has been subjected to sexual misconduct, the University Title IX Coordinator or other affiliated employee(s) shall immediately provide the student, faculty or staff member with contact information for and, if requested, professional assistance in accessing and using any appropriate campus resources, and/or local advocacy, counseling, health, and mental health services. The University shall develop and distribute contact information for this purpose as well as provide such information on-line.

Right to Notify Law Enforcement & Seek Protective and Other Orders

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

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

- the university's new temporary no contact order.

Employee Conduct Procedures

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

Student Conduct Procedures

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

The University Title IX Coordinator can assist in explaining the student conduct process, but will not work with the Director for the University Office of Judicial Affairs, on actions related to student misconduct from non-academic matters. Please note that there can be multiple investigations that occur between the University Title IX Coordinator and the Director for the University Office of Judicial Affairs. The Student Code of Conduct provides an equal, fair, and timely process (informal administrative resolution or a formal adjudication) for reported victims and accused students.

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

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

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

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

ANNUAL SECURITY REPORT

Western Connecticut State University is committed to assisting all members of the WCSU community in providing for their own safety and security. In compliance with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act, the university compiles an Annual Campus Security Report, which can be downloaded at <http://www.wcsu.edu/police/pdf/Annual-Campus-Security-Report-2015.pdf> (<http://www.wcsu.edu/police/pdf/Annual-Campus-Security-Report-2015.pdf>). The report may be requested from the Western Connecticut State University Police Department at any time, day or night. A copy can be mailed upon request by calling (203) 837-9304.

Both the website and annual reports provide information about campus security and topics such as crime prevention, university police law enforcement authority and crime reporting procedures. Information also is provided about crime statistics for the previous three calendar years of reported crimes that occurred in both on- and off-campus facilities. This information is required by federal and state law and is provided by the university's police department. The Annual Fire Safety Report is available at www.wcsu.edu/efs/EHS/fireprevention.asp (<http://www.wcsu.edu/efs/EHS/fireprevention.asp>).

Forms

University Discrimination Complaint Form (PDF) ([/diversity/wp-content/uploads/sites/37/2017/09/University-Discrimination-Complaint-Form-rev-7.18.2017.pdf](#))

University Discrimination Complaint Withdrawal Form (PDF) ([/diversity/wp-content/uploads/sites/37/2017/09/University-Withdrawal-Form-compl-8.04.2017.pdf](#))

University Discrimination Complaint Procedures (PDF) ([/diversity/wp-content/uploads/sites/37/2017/09/WCSU-Discrimination-Complaint-Procedures-.pdf](#))

Other state and federal agencies that process discrimination complaints

There are several state and federal agencies that enforce laws concerning discrimination in employment and education. Because each agency has its own time limitation/period for filing complaints, the Complainant should contact the agency for accurate advice. The following is a list of some of those agencies.

Offices of the Connecticut Commission on Human Rights and Opportunities (CHRO)

999 Asylum Avenue, Hartford, Connecticut 06105 (860) 566-7710
 100 Broadway, Norwich, Connecticut (860) 886-5703
 55 W. Main Street, Suite 210, Waterbury, Connecticut 06702 (203) 805-6530
 350 Fairfield Avenue, 6th Floor, Bridgeport, Connecticut 06604 (203) 579-6246

United States Department of Labor Wage and Hour Division

135 High Street
 Hartford, Connecticut 06103
 (860) 944-1277

**United States Department of Education, Office for Civil Rights (OCR)**

33 Arch Street, Ninth Floor
Boston, MA 02110
(617) 289-0111

Connecticut Labor Department

Regulation of Wages Division
200 Folly Brook Boulevard
Wethersfield, CT 06109 (860) 566-3450

United States Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Federal Office Building
Government Center, Room 475
Boston, MA 02203 (617) 565-3200

Connecticut Permanent Commission on the Status of Women

18-20 Trinity Street
Hartford, CT 06106 (860) 240-8300

Who are you?

- ▶ Future Students (/admissions/)
- ▶ Current Students (/currentstudents/)
- ▶ Alumni & Parents (/alumni/)
- ▶ Faculty & Staff (/facultystaff/)
- ▶ Donors & Friends (/fa/)
- ▶ Colonial Sports Fans
(<http://wcsuathletics.com>)

Quick Links

- ▶ A to Z Index (/azindex.asp)
- ▶ Maps & Directions (/directions/)
- ▶ Academics (/academics/)
- ▶ Athletics (<http://wcsuathletics.com>)
- ▶ Blackboard Learn (/technology/elearning/)

Contact us

- 📍 Western Connecticut State University
181 White Street
Danbury, CT 06810
- ☎ 203-837-9000
- ✉ Contact the University (/contact.asp)

Copyright © 2017 Western Connecticut State University | Non-Discrimination Notice (/non-discrimination-notice.asp) | Anonymous Incident Report (/police/anonymous-incident-report.asp)

🐦 (<http://www.twitter.com/westconn>)

f (<http://www.facebook.com/westconn>)

📺 (<http://www.youtube.com/westernctstate>)

in (<https://www.linkedin.com/edu/western-connecticut-state-university-18041>)

g+ (<https://plus.google.com/+westconn>)



ODE INTAKE CONFIRMATION (DO NOT FILL)

COMPLAINT DATE: ____/____/____

COMPLAINT NO.: _____

INTAKE INITIALS: _____

OFFICE OF DIVERSITY & EQUITY

DISCRIMINATION COMPLAINT FORM

INSTRUCTIONS: Please provide all of the information requested. It is highly encouraged that you be as specific as possible when discussing incident(s) by including date(s) the incident(s) occurred, the name(s) of the person(s) involved and the name(s) of those who may have witnessed the incident(s). To investigate your complaint, it will be necessary to interview you (Complainant), the alleged accused and any witnesses with direct knowledge of the allegations or defenses. The Office of Diversity and Equity will notify all persons involved in the investigation that all communications are confidential and that unauthorized disclosure of information concerning the investigation could result in disciplinary action. The complaint is not limited to the space provided. You are encouraged to attach additional materials which may assist in the investigation process. Please note that the information provided on this and/or any other form is not considered an official complaint unless it is signed by you and dated.

COMPLAINANT INFORMATION:

Complainant's Name: _____

Home Address: _____

Work Address: _____

Telephone: () _____ ☐ Home ☐ Work ☐ Mobile ☐ Other: _____
Telephone: () _____ ☐ Home ☐ Work ☐ Mobile ☐ Other: _____
Telephone: () _____ ☐ Home ☐ Work ☐ Mobile ☐ Other: _____

Email Address: _____ Alternate Email: _____

Please identify one (or more) preferred Mode(s) of Contact: ☐ Phone Call ☐ Email ☐ Letter

COMPLAINT DETAILS:

Complaint Status: ☐ Applicant ☐ Admin./Staff ☐ External (Non-Campus Related)
☐ Faculty ☐ Student/Student Employee ☐ Other: _____

Complaint Type: ☐ Discrimination ☐ Hostile Work/Academic Environment
☐ Harassment ☐ Retaliation

Basis: ☐ Age ☐ Marital Status
☐ Ancestry ☐ Mental Disorder
☐ Color ☐ National Origin
☐ Criminal Record (State Employment) ☐ Sex (Including Pregnancy or Sexual Harassment)
☐ Gender Identity (or Expression) ☐ Sexual Orientation
☐ Intellectual Disability ☐ Race
☐ Learning Disability ☐ Religious Creed
☐ Physical Disability

Terms and Conditions of Academic/Employment Status

☐ Assignments ☐ Performance Evaluation ☐ Transfer
☐ Benefits/Leave ☐ Promotion ☐ Salary/Compensation
☐ Demotion/Discharge ☐ Testing ☐ Unknown Conditions
☐ Employment/Hiring ☐ Training Opportunities ☐ Working Conditions

Under "Unknown Conditions", please specify: _____

181 WHITE STREET, DANBURY, CONNECTICUT, 06810

WWW.WCSU.EDU

WESTERN CONNECTICUT STATE UNIVERSITY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER



ODE INTAKE CONFIRMATION (DO NOT FILL)

COMPLAINT DATE: ____ / ____ / ____

COMPLAINT NO.: _____

INTAKE INITIALS: _____

OFFICE OF DIVERSITY & EQUITY

Respondent Information

Name of person(s) (called the Respondent(s) you believe have subjected you to the conduct described in your complaint. When asking about affiliation/relationship, this is information as it relates to your contact (i.e., if the Respondent is a supervisor, co-worker, student, faculty, etc.). Timeframe is asking about the length of time you have known the Respondent(s).

Respondent's Name: _____
First Name MI Last Name

Respondent Status: ☐ Applicant ☐ Admin./Staff ☐ External (Non-Campus Related)
☐ Faculty ☐ Student/Student Employee ☐ Other: _____

Affiliation/Relationship: _____ Timeframe: _____

Respondent's Name: _____
First Name MI Last Name

Respondent Status: ☐ Applicant ☐ Admin./Staff ☐ External (Non-Campus Related)
☐ Faculty ☐ Student/Student Employee ☐ Other: _____

Affiliation/Relationship: _____ Timeframe: _____

Respondent's Name: _____
First Name MI Last Name

Respondent Status: ☐ Applicant ☐ Admin./Staff ☐ External (Non-Campus Related)
☐ Faculty ☐ Student/Student Employee ☐ Other: _____

Affiliation/Relationship: _____ Timeframe: _____

Respondent's Name: _____
First Name MI Last Name

Respondent Status: ☐ Applicant ☐ Admin./Staff ☐ External (Non-Campus Related)
☐ Faculty ☐ Student/Student Employee ☐ Other: _____

Affiliation/Relationship: _____ Timeframe: _____

Respondent's Name: _____
First Name MI Last Name

Respondent Status: ☐ Applicant ☐ Admin./Staff ☐ External (Non-Campus Related)
☐ Faculty ☐ Student/Student Employee ☐ Other: _____

Affiliation/Relationship: _____ Timeframe: _____

Add additional pages, as needed



OFFICE OF DIVERSITY & EQUITY

ODE INTAKE CONFIRMATION (DO NOT FILL)

COMPLAINT DATE: ____ / ____ / ____

COMPLAINT NO.: _____

INTAKE INITIALS: _____

COMPLAINT DESCRIPTION:

Please explain the specifics and/or situation(s) that resulted in your allegation(s):

Describe why you believe the incident(s) you described were related to the identified basis of your complaint:

List and describe all documents, e-mails, records, materials and/or evidence pertaining to your complaint:

Describe the corrective action you are seeking:

List the identified witnesses to the above described incident(s):

Witness 1.	_____	_____	_____
	Name	Relationship	Contact Information
Witness 2.	_____	_____	_____
	Name	Relationship	Contact Information
Witness 3.	_____	_____	_____
	Name	Relationship	Contact Information
Witness 4.	_____	_____	_____
	Name	Relationship	Contact Information
Witness 5.	_____	_____	_____
	Name	Relationship	Contact Information
Witness 6.	_____	_____	_____
	Name	Relationship	Contact Information

Add additional pages, as needed

181 WHITE STREET, DANBURY, CONNECTICUT, 06810

www.wcsu.edu

WESTERN CONNECTICUT STATE UNIVERSITY IS AN AFFIRMATIVE ACTION EQUAL OPPORTUNITY EMPLOYER



OFFICE OF DIVERSITY & EQUITY

ODE INTAKE CONFIRMATION (DO NOT FILL)

COMPLAINT DATE: ____ / ____ / ____

COMPLAINT NO.: _____

INTAKE INITIALS: _____

Complaint Acknowledgment

I, _____, understand that, regardless of any contact with the Office of Diversity and Equity, I also retain the right to file an external complaint of discrimination or discriminatory harassment with the Connecticut Commission on Human Rights and Opportunities (CHRO), United States Equal Employment Opportunity Commission (EEOC) and/or the United States Department of Education Office of Civil Rights (OCR). Furthermore, I understand the relevant timeline for filing with these agencies varies from 180 days to 300 days from the date of the alleged discriminatory act/actions, and is independent of any internal complaint filed with the Office of Diversity and Equity.

I, _____, understand that under state and federal law, as a Complainant, I may not be retaliated against with regards to my prospective or current employment status, for filing a discrimination complaint, participating in an investigation or opposing an unlawful discriminatory practice.

I, _____, hereby attest that the facts asserted in this complaint are true and accurate, and that I have been advised of the other avenues of appeal/redress:

Complainant Signature

Date

Please forward this form and any evidence pertaining to your complaint to the Office of Diversity and Equity upon completion to:

Office of Diversity and Equity
Western Connecticut State University
181 White Street
University Hall, Suite 214
Danbury, Connecticut 06810

If you have any additional questions or would like to schedule an appointment to submit this form, please contact a member of the Office of Diversity and Equity at (203) 837-8278.

181 WHITE STREET, DANBURY, CONNECTICUT, 06810

WWW.WCSU.EDU

WESTERN CONNECTICUT STATE UNIVERSITY IS AN AFFIRMATIVE ACTION/ EQUAL OPPORTUNITY EMPLOYER



OFFICE OF DIVERSITY AND EQUITY WITHDRAWAL FORM

NOTE: Any filed action, including a discrimination complaint form, may be withdrawn at any time during the informal resolution and/or investigation process. Only the Complainant may withdraw a filed inquiry, complaint or request. Requests for withdrawals must be submitted in writing to the Chief Diversity Officer. The University reserves the right to continue with any filed investigation, if it is warranted. In a case where the University decides to continue with a filed investigation, the Complainant will be notified. In either event, as it pertains to complaint investigations, the Respondent/Accused will also be notified in writing that the Complainant has withdrawn a filed complaint and/or whether University officials determined that continuation of an investigation is warranted for corrective purposes.

Today's Date: ____ / ____ / ____

BANNER ID: _____

Name of Complainant/Requestor: _____
(First Name) (MI) (Last Name)

If the Complainant/Requestor is an Employee/Faculty:

Department Name: _____

Office Title: _____ Office Location: _____

I, _____, voluntarily request to withdraw one or more of the identified action(s) with the university's Office of Diversity and Equity:

- ☐ EEO Inquiry – Informal Complaint/Review
- ☐ University Discrimination Complaint Form
- ☐ Request for Reasonable Accommodation for a Medical Disability
- ☐ Request for Reasonable Accommodation for Religious Observance in the Workplace
- ☐ Other: _____

Please describe/state your reason for this withdrawal:

Complainant/Requestor's Signature: _____



OFFICE OF DIVERSITY AND EQUITY

UNIVERSITY POLICY IMPLEMENTATION ON NON-DISCRIMINATION

I. CONNECTICUT STATE COLLEGES AND UNIVERSITIES AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

As the statewide policy making authority for public higher education in Connecticut, the Connecticut State Colleges and Universities (CSCU) is committed to leading, by example, in the areas of equal employment opportunity and affirmative action. Additionally, the Connecticut State Colleges and Universities has been charged by state statutes to promote representative racial and ethnic diversity among the students, faculty administrators and staff at public institutions of higher education. The Connecticut State Colleges and Universities (CSCU) policies also advances compliance with Title IX requirements and the Americans with Disabilities Act (ADA) at all Connecticut State Colleges and Universities. Equal employment opportunity and affirmative action are essential to achieving higher education's goals of academic excellence and equity.

The Connecticut State Colleges and Universities (CSCU) recognizes that affirmative action is positive action undertaken with diligence and conviction to:

1. Overcome any remaining effects of past practices, policies or barriers to equal employment opportunity, and;
2. Achieve the full and fair participation of all protected class members found to be underutilized in the workplace, or adversely impacted by policies or practices.

The Connecticut State Colleges and Universities (CSCU) deems equal employment opportunity to be the education or employment of individuals without consideration of race, color, age, sex, including pregnancy, sexual harassment and sexual assault, religious creed, marital status, national origin, ancestry, physical or mental disabilities (including learning disabilities, intellectual disabilities, past or present history of mental disability), gender identity or expression, sexual orientation, transgender status, workplace hazards to reproductive systems or other factors which cannot lawfully be the basis for employment actions, unless there is a bona fide occupational qualification. The Connecticut State Colleges and Universities (CSCU) will not request or require genetic information from job applicants or employees, or otherwise discriminate against any person in employment conditions on the basis of genetic information. Additionally, the Connecticut State Colleges and Universities (CSCU) will not unlawfully discriminate against persons with a prior criminal conviction. Equal employment opportunity is the purpose and goal of affirmative action.

It is the policy of the Connecticut State Colleges and Universities to administer all personnel policies in manners that insure that there is no discrimination based upon race, color, age, sex, including pregnancy, sexual harassment and sexual assault, religious creed, marital status, national



OFFICE OF DIVERSITY AND EQUITY

origin, ancestry, physical or mental disabilities (including learning disabilities, intellectual disabilities, past or present history of mental disability), gender identity or expression, genetic information, sexual orientation, transgender status, criminal record, workplace hazards to reproductive systems or other factors which cannot lawfully be the basis for employment actions.

The Connecticut State Colleges and Universities recognizes the hiring difficulties experiences by persons with disabilities and by many older persons. If necessary, program goals shall be established with the Affirmative Action Plan for action eliminating hiring barriers and actively recruiting members from these groups, to overcome any remaining effects of past discrimination against these groups and to achieve full and fair participation of such persons in the workforce.

The Connecticut State Colleges and Universities shall explore alternative approaches wherever personnel practices have a negative impact on protected classes and establish procedures for the extra effort deemed necessary to assure that the recruitment and hiring of protected group members reflect their availability in the job market. To this end, the Connecticut State Colleges and Universities shall continuously review its personnel policies and procedures to ensure that barriers that unnecessarily exclude protected classes and practices that have a discriminatory impact are identified and eliminated. Recognizing that there are residual effects of past discrimination, the CSCU pledges not only to provide services in a fair and impartial manner, but also establish, through this policy, affirmative action and equal employment opportunity as immediate and necessary objectives throughout all of the Connecticut State Colleges and Universities.

The Connecticut State Colleges and Universities is committed to maintaining a work environment free from influence or prejudicial behavior and sexual harassment and a workplace in which all terms, conditions, privileges and benefits are administered in an equitable manner. The Connecticut State Colleges and Universities has an internal discrimination complaint procedure and system to process and resolve grievances.

It is also the University's policy to provide reasonable accommodations when appropriate to individuals with disabilities, individuals observing religious practices, employees who have pregnancy or childbirth-related medical conditions, or employees who are victims of domestic violence/stalking/sex offenses. This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint.

Dr. John B. Clark, the President of the Western Connecticut State University (WCSU) is committed to successfully implementing the Affirmative Action Plan and goals within timetables set forth. The President assures that all employees, especially managers and supervisors understand the policies and their responsibilities for implementing such and take positive steps to ensure compliance with the Affirmative Action Plan, AA/EEO policies, procedures and programs and also Americans with Disabilities Act (ADA) and Title IX requirements and mandates.

Effective July 7, 2017, Mrs. Jesenia Minier-Delgado has been appointed to serve as the Chief Diversity Officer and is responsible for overseeing the Office of Diversity and Equity and to



OFFICE OF DIVERSITY AND EQUITY

monitor and execute the Affirmative Action and Equal Employment Opportunity programs at the University. Mrs. Minier-Delgado is the University's full-time Affirmative Action Officer. To this end, the Chief Diversity Officer shall be concerned with equitable treatment to all in the University community. Mrs. Minier-Delgado is located at the Midtown Campus, University Hall 217, 181 White Street, Danbury, Connecticut, 06810, and can be reached by telephone at (203) 837-8444 or by email at minierdelgadoj@wcsu.edu. Employees and others who wish to file a complaint of discrimination pertaining to Western Connecticut State University may do so by contacting Mrs. Minier-Delgado.

II. Definitions of Prohibited Conduct¹

Discrimination is treating an individual differently or less favorably because of his or her protected characteristics—such as race, color, religion, sex, gender, national origin, or any of the other bases prohibited by this Policy.

Harassment is a form of discrimination that consists of unwelcome conduct based on a protected characteristic that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or abusive work or academic environment. Such conduct can be spoken, written, visual, and/or physical. This policy covers prohibited harassment based on all protected characteristics other than sex. Sex-based harassment and sexual violence are covered by University Policy on Sexual Misconduct Reporting, Support Services and Processes linked at <http://www.ct.edu/files/pdfs/hr-policy-sexual-misconduct.pdf>.

Retaliation is adverse treatment of an individual because he or she made a discrimination complaint, opposed discrimination, or cooperated with an investigation of a discrimination complaint.

III. Discrimination and Retaliation Complaints

WCSU is committed to addressing discrimination and retaliation complaints promptly, consistently and fairly. The Chief Diversity Officer (or an assigned designee) shall be responsible for, among other things, addressing discrimination and retaliation complaints under this Policy. There shall be procedures for making and investigating such complaints, which shall be applicable to the University.

¹ As a public university system, WCSU adheres to federal and state laws and regulations regarding non-discrimination and affirmative action. Should any federal or state law or regulation be adopted that prohibits discrimination based on grounds or characteristics not included in this Policy, discrimination on those additional bases will also be prohibited by this Policy.



OFFICE OF DIVERSITY AND EQUITY

IV. Academic Freedom

This Policy shall not be interpreted so as to constitute interference with academic freedom.

V. Responsibility for Compliance

The President will have ultimate responsibility for overseeing compliance with these policies at their respective units of the University. In addition, each vice president, dean, director, or other person with managerial responsibility, including department chairpersons and executive officers, must promptly consult with the Chief Diversity Officer at his or her school, department or unit if he or she becomes aware of conduct or allegations of conduct that may violate this Policy. All members of the University community are required to cooperate in any investigation of a discrimination or retaliation complaint.



OFFICE OF DIVERSITY AND EQUITY

DISCRIMINATION COMPLAINT PROCEDURES

1. Reporting Discrimination and/or Retaliation

The University is committed to addressing discrimination and/or retaliation complaints promptly, consistently and fairly. Members of the University community, as well as visitors, may promptly report any allegations of discrimination or retaliation to the individuals set forth below:

- a) Applicants, employees, visitors and students with discrimination complaints should raise their concerns with the Chief Diversity Officer.
- b) Applicants, employees, visitors and students with complaints of sexual harassment or sexual violence, including sexual assault, stalking, domestic and intimate violence, should follow the process outlined in the University Policy on Sexual Misconduct Reporting, Support Services and Processes linked at <http://www.ct.edu/files/pdfs/hr-policy-sexual-misconduct.pdf> and the [CSCU Discrimination Complaint Policy and Procedures](#).
- c) There are separate procedures under which applicants, employees, visitors and students may request and seek review of a decision concerning reasonable accommodations for a disability, which are set forth in the procedures on Reasonable Accommodation. (must include drafted link upon approval)

2. Preliminary Review of Employee, Student, or Visitor Concerns

Individuals who believe they have experienced discrimination and/or retaliation should promptly contact the Chief Diversity Officer to discuss their concerns, with or without filing a complaint. Following the discussion, the Chief Diversity Officer will inform the complainant of the options available. These include seeking informal resolution of the issues the Complainant has encountered or the University conducting a full investigation. Based on the facts of the complaint, the Chief Diversity Officer may also advise the Complainant that his or her situation is more suitable for an alternate resolution.

3. Filing a Complaint

Following the discussion with the Chief Diversity Officer, individuals who wish to pursue a complaint of discrimination and/or retaliation should be provided with a copy of the University's newly revised discrimination complaint form. Complaints should be made in writing whenever possible, including in cases where the Complainant is seeking an informal resolution.



OFFICE OF DIVERSITY AND EQUITY

4. Informal Resolution

Individuals who believe they have been discriminated or retaliated against may choose to resolve their complaints informally. Informal resolution is a process whereby parties can participate in a search for fair and workable solutions. The parties may agree upon a variety of resolutions, including but not limited to modification of work assignment, training for a department, or an apology. The Chief Diversity Officer will determine if informal resolution is appropriate in light of the nature of the complaint. Informal resolution requires the consent of both the complainant and the respondent and suspends the complaint process for up to thirty (30) calendar days, which can be extended upon consent of both parties, at the discretion of the Chief Diversity Officer.

Resolutions should be agreed upon, signed by, and provided to both parties. Once both parties reach an informal agreement, it is final. Because informal resolution is voluntary, sanctions may be imposed against the parties only for a breach of the executed voluntary agreement.

The Chief Diversity Officer or either party may at any time, prior to the expiration of thirty (30) calendar days, declare that attempts at informal resolution have failed. Upon such notice, the Chief Diversity Officer may commence a full investigation. If no informal resolution of a complaint is reached, the Complainant may request that the Chief Diversity Officer conduct a full investigation of the complaint.

5. Investigation

A full investigation of a complaint may commence when it is warranted after a review of the complaint, or after informal resolution has failed. It is recommended that the intake and investigation include the following, to the extent feasible:

a) Interviewing the Complainant

In addition to obtaining information from the Complainant (including the names of any possible witnesses), the Complainant should be informed that an investigation is being commenced, that interviews of the Respondent and possibly other people will be conducted, and that the President will determine what action, if any, to take after the investigation is completed.

b) Interviewing the Respondent

In addition to obtaining information from the Respondent (including the names of any possible witnesses), the Respondent should be informed that a complaint of discrimination has been received and should be provided a copy of the complaint unless circumstances



OFFICE OF DIVERSITY AND EQUITY

warrant otherwise. Additionally, the Respondent should be informed that an investigation has begun, which may include interviews with third parties, and that the President will determine what action, if any, to take after the investigation is completed. A Respondent employee who is covered by a collective bargaining agreement may consult with, and have, a union representative present during the interview.

The Respondent must be informed that retaliation against any person who files a complaint of discrimination, participates in an investigation, or opposes a discriminatory employment or educational practice or policy is prohibited under this policy and federal, state, and city laws. The Respondent should be informed that if retaliatory behavior is engaged in by either the Respondent or anyone acting on his/her behalf, the Respondent may be subject to disciplinary charges, which, if sustained, may result in penalties up to and including termination of employment, or permanent dismissal from the University if the Respondent is a student.

c) Reviewing other evidence

The Chief Diversity Officer should determine if, in addition to the complainant, the respondent, and those persons named by them, there are others who may have relevant information regarding the events in question, and speak with them. The Chief Diversity Officer should also review documentary evidence that may be relevant to the complaint.

6. Withdrawing a Complaint

A complaint of discrimination may be withdrawn at any time during the informal resolution or investigation process. Only the Complainant may withdraw a complaint. Requests for withdrawals must be submitted in writing to the Chief Diversity Officer. The University reserves the right to continue with an investigation if it is warranted. In a case where the University decides to continue with an investigation, it will inform the complainant.

In either event, the Respondent must be notified in writing that the Complainant has withdrawn the complaint and whether University officials have determined that continuation of the investigation is warranted for corrective purposes.

7. Timeframe

While some complaints may require extensive investigation, whenever possible, the investigation of a complaint should be completed within ninety (90) calendar days of the receipt of the complaint.



OFFICE OF DIVERSITY AND EQUITY

8. Action Following Investigation of a Complaint

- a) Promptly following the completion of the investigation, the Chief Diversity Officer will report his or her findings to the President. In the event that the Respondent or Complainant are student, the Chief Diversity Officer will also report his or her findings to the Chief Student Affairs Officer and the Office of Judicial Affairs (if action is needed).
- b) Following such report, the President will review the “investigation report” and, when warranted by the facts, authorize such action as he or she deems necessary to properly correct the effects of or to prevent further harm to an affected party or others similarly situated. This can include commencing action to discipline the Respondent under applicable University by-laws and/or collective bargaining agreements.
- c) The Complainant and the Respondent should be apprised in writing of the outcome and action, if any, taken as a result of the complaint.
- d) The President will sign a form that will go into each investigation file, stating what, if any, action will be taken pursuant to the investigation.
- e) If the President is the Respondent, the CSCU System Office will appoint an Investigator who will report his/her findings to the CSCU President. The CSCU President will determine what action will be taken, and such decision will be final.

9. Immediate Preventive Action

The President may take whatever action is appropriate to protect the University community in accordance with applicable University by-laws and collective bargaining agreements.

10. False and Malicious Accusations

Members of the University community who make false and/or malicious complaints of discrimination, as opposed to complaints which, even if erroneous, are made in good faith, will be subject to immediate, corrective action.

11. Anonymous Complaints

All complaints will be taken seriously, including anonymous complaints. In the event that a complaint is anonymous, the complaint should be investigated as thoroughly as possible under the circumstances.



OFFICE OF DIVERSITY AND EQUITY

