

THE SOURCE

2016–17



STUDENT
HANDBOOK

UNIVERSITY OF HARTFORD

A Letter from the Vice President for Student Affairs

Dear Scholars:

Welcome to the University of Hartford. You are embarking on an educational, social, and cultural journey that will forever change your life. If you find that you need support, guidance, or just a simple answer to a question during this journey, the student affairs staff, along with the entire faculty and staff of this institution, are ready and anxious to help you as best they can.

The Source is your student handbook. It will provide a wealth of information about available resources, student responsibilities and rights, and the processes we use when those rights are abridged or responsibilities are unfulfilled. Keep this web document handy, where you can easily access it, for it is a truly great resource.

Upon leaving home, you become a “citizen of the world,” a responsibility you will have for life. The University of Hartford provides many fine opportunities for you to get involved in activities, cultural events, government, and community service, all designed to help you grow as a world citizen, and have fun!

I encourage you to take full advantage of these opportunities. Enjoy as many of them as you can, so we may experience them together. See you around campus,

A handwritten signature in black ink, appearing to read 'J. Lee Peters', with a stylized flourish at the end.

J. Lee Peters

Vice President for Student Affairs and Dean of Students

INTRODUCTION

About *The Source*

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

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

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

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

University of Hartford Mission Statement

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

Student Affairs Mission Statement

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

Student Affairs Core Values

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

A Brief History of the University of Hartford

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

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

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

The University offers 80 undergraduate majors and 38 graduate majors in its seven schools and colleges. Thanks in large part to a decade long and highly successful Campaign of Commitment completed in 2008, the University now has more than 370 endowed scholarships and 150 endowed funds in addition to new buildings and athletic fields. The main campus spans 350 acres in three towns, 193 acres in Hartford, 133 acres in Bloomfield and 24 acres in West Hartford. The Asylum Avenue campus (formerly the Hartford College for Women) and the Mort and Irma Handel Performing Arts Center campus add 18 additional acres.

It is fitting that an institution forged by the community should also be an integral part of its community. Each year, hundreds of students, faculty and staff annually lend their time to help improve the lives of area residents and surrounding neighborhoods. The Hartt School Community Division provides music, dance, and theatre instruction to more than 4,000 individuals of all ages from across the state. The University's Division I athletics program draws thousands of Hawk supporters to campus to see teams compete in 18 intercollegiate sports. This is the only private university in the nation that has two public magnet schools—an elementary school and a high school concentrating in science and engineering—on its campus.

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

Schools and Colleges of the University

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

Board of Regents

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

Graduate and Undergraduate Student Regents

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

STUDENT SERVICES

Vice President for Student Affairs

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

The vice president for student affairs leads the Division of Student Affairs. We want to create an active, supportive, and vital living-learning community that will enhance student development, retention, and staff commitment by focusing on the principles of open communication, empowerment, engagement, integration, diversity, and total quality service. Our goals are to

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

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

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

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

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

Campus Ministries

Catholic Campus Ministry

Catholic Campus Ministry at the University of Hartford is a service of the Archdiocese of Hartford. The ministry seeks to offer opportunities for students, faculty, and staff to expand their knowledge of the Catholic tradition and deepen their relationship with Christ in the community of the Church. Weekly celebration of the Sacraments, Scripture Studies, Small Faith Groups, and events run in conjunction with the Newman Club are some ways for individuals to get involved. Sandi Smith is the full-time Catholic campus minister and may be reached at uhacatholicmin@aol.com. For more information, drop by GSU 153, call 860.768.4899, or visit the website at www.hartford.edu/student_affairs/departments/catholic_ministry.

Newman Club

The Newman Club is the Catholic student organization on campus. This community of students is dedicated to the mission of spiritual education, social justice, and community-building events. The Newman Club, which meets weekly, is open to students of all faiths. For more information, call 860.768.4899.

Newman Choristers

The Newman Choristers is a dedicated group of singers and musicians who lead the music during Sunday Mass on campus as well as perform at other campus events. Rehearsal takes place on Sundays prior to the 4:30 p.m. Mass. Call 860.768.4899 for information about joining Newman Choristers.

Hartford Hillel Foundation

The Hartford Hillel Foundation at the University of Hartford is dedicated to providing opportunities for Jewish students to explore and enjoy their Jewish heritage in all of its dimensions. It is made up of a fantastic group of students who share an interest in Judaism and the desire to celebrate their Jewish identity. The students meet regularly for exciting social, cultural, educational, and religious activities that help them appreciate their heritage and create a Jewish community on campus and within the Greater Hartford Jewish Community. In developing, sustaining, and cultivating Jewish life at the University, the Hillel Foundation seeks to involve all constituencies: students, faculty, staff, and administrators. For more information, please contact the executive director at 860.768.7956. Visit www.hartfordhillel.org.

Protestant Campus Ministry

Pastor Logan Loveday is the Protestant pastor for the campus. He is available for spiritual formation and counseling services for students and faculty/administration personnel. Pastor Loveday supports the efforts of the Fellowship of Christian Athletes, Intervarsity Christian Fellowship, and the Gospel Choir. An essential function of the ministry is to link students with local area churches to be a part of during their time on campus. Pastor Loveday can be reached at 860.786.5793 or drop by GSU 153.

Career Services

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

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

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

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

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

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

Applied Learning

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

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

Student Employment

A part-time or summer job benefits both the student and the employer. For the student, it is an opportunity to explore a specific career interest or to investigate the working world in general. It also represents a paycheck that helps meet tuition payments and living expenses. Career Services provides assistance to all enrolled students seeking employment. Full-time summer and part-time and temporary jobs both on and off campus are listed on the Career Bridge portal on the Career Services website as they become available.

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

Center for Community Service

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

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

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

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

Center for Graduate and Adult Academic Services and Graduate Admissions

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

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

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

Connections Health Education and Wellness Center, Women and Gender Resource Center

These centers offer students experiential wellness, health promotion, and prevention programming with these objectives:

- facilitate students' personal growth;
- promote emotional and psychological wellness on campus;
- raise students' awareness of psychological health-related issues;
- raise students' awareness of resources at the University; and
- make connections between student groups with activities that educate, raise awareness, and raise self-esteem.

These objectives are achieved through activities, events, presentations, and advising with the Student Wellness Awareness Team (SWAT) peer educator club (see below). Connections has a library with articles, books, University of Hartford-specific health survey data, videos, audio tapes, and CD-ROMs. Condoms are also available to promote student sexual health. The center has a website with health information and articles at hartford.edu/connect. Some of the topics include:

- acquaintance rape
- AIDS
- alcohol: decision making, use, abuse, and addiction
- birth control
- body image
- communication
- conflict resolution
- drugs: prescription and illicit
- eating disorders
- healthy relationships
- mental health issues (depression, anxiety, mental illness, etc.)
- relationship violence
- sexual assault and harassment
- sexual decision making
- sexual orientation
- stress management
- time management
- tobacco/smoking

The Connections: Health Education Wellness Center/Women and Gender Resource Center offices are located in UC118. The phone number is 860.768.5433.

Women and Gender Resource Center

The Women and Gender Resource Center is a department within the Division of Student Affairs that is located in Univeristy Commons. Its mission is to promote an atmosphere of empowerment through education, activism, and advocacy, as well as to foster a community equitable for all people. This mission is accomplished by

- offering educational programming
- supporting campus and community outreach efforts
- providing information, resources, and referrals
- providing a safe, supportive, and accessible space for both women and men

In addition to sponsoring a variety of educational programs and workshops the Women and Gender Resource Center also encourages and facilitates student involvement with the local community. These local programs provide students an opportunity to supplement their academic knowledge with practical experience and to develop a sense of civic responsibility. In the center is a resource library with a collection of books, periodicals, and computer equipment designed to provide current information on a variety of issues relevant to student life.

Counseling and Psychological Services

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

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

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

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

What About Confidentiality?

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

How Does Counseling Work?

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

What Resources Are Available Online?

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

Proactive Intervention***Policy Statement***

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

For the purposes of this policy, proactive intervention is defined as requiring the student to meet with a staff member from the Office of Counseling and Psychological Services. The University will require proactive intervention only when (i) a student exhibits behavior that could pose a danger to him-/herself or others; or (ii) the student's behavior could impair his/her ability to function in the University community; or (iii) the student's behavior may be related to the effects of drugs or alcohol abuse. The primary goal of the proactive intervention policy is to assist students in getting the help they need before they get into a crisis. It is important to note that intervention will not be used in lieu of referrals or consultations that ordinarily take place between faculty/staff members and the individuals listed below. Proactive intervention will be used only when a student is not willing to seek assistance on his/her own. If the student should refuse the intervention, the code of student conduct system, when appropriate, may be used as a means of following up on the student's behavior.

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

Procedures

An intervention may be initiated by a faculty or staff member contacting a member of the Office of Counseling and Psychological Services. The contact person will take the appropriate information and then, based on the suspected cause for concern, channel it in one of the following two directions:

Drug/Alcohol Use

The student may be assigned to attend lifestyle classes offered through Connections: Health Education Wellness Center/Women and Gender Resource Center or to take the Alcohol.edu course online. Another option is for the student to participate in a motivational interview process.

Psychological Issues

If warranted, a one-time assessment by a member of the Office of Counseling and Psychological Services will be mandated. Any recommendations that come from the assessment, including following the procedures of the section on Required Medical or Psychological Leave of Absence will be reported to the assistant vice president for student health and wellness. The counseling staff will review behavioral expectations with the student and recommend future steps. The student will make the final decision on whether or not he/she will seek ongoing counseling.

Contacts

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

Resident Directors	860.768.7985
Assistant Director of Public Safety	860.768.7792
Assistant Vice President for Student Development	860.768.5122
Assistant Vice President for Student Health and Wellness	860.768.5129
Counseling and Psychological Services	860.768.4482
Director of Access-Ability	860.768.4522
Assistant Vice President for Residential Life	860.768.7793
Director of the Women's and Gender Resource Center	860.768.5275
Student Conduct Administration	860.768.5402
Student Success Center	860.768.7003

Medical or Psychological Leave of Absence

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

Occasionally, students experience medical or psychological problems severe enough to require more intensive treatment or time away from the University environment. This policy is intended to ease the departure process and facilitate the return to the University when students need to interrupt their continued enrollment at the University for a period of time. Ordinarily, most situations leading to a medical/psychological leave of absence would require the student to receive treatment for at least one academic semester.

Requesting a Leave

Students needing to interrupt their studies for psychological reasons may request to be placed on a medical/psychological leave of absence upon the written recommendation of a staff member from the Office of Counseling and Psychological Services or a private therapist. Students requesting a leave for medical reasons must present a statement from their attending physician, which will be reviewed and acted upon by the assistant vice president for student health and wellness. Students on medical or psychological leave of absence remain matriculated at the University and are not required to reapply for admission. Students participate in the normal registration and room-selection process in absentia, are eligible for tuition and fee refunds according to the University's published refund policy, and are informed of the implications of the leave on their financial aid packages.

Returning to the University

Students returning from a psychological leave of absence will be required to submit a reenrollment form (available in the dean of students office) completed by a private therapist or psychiatrist; to meet with the assistant vice president for student health and wellness to ascertain the degree of counseling or therapeutic support needed; and to make arrangements, when appropriate, for off-campus and on-campus support services tailored to their individual needs. Students returning from a medical leave will be required to present a letter from their physician to the assistant vice president for student health and wellness.

Required Medical or Psychological Leave of Absence

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

The assistant vice president for student health and wellness or designee is responsible for consulting with appropriate offices; notifying individuals/offices that have a need to know; communicating with the student and, if advisable, the family; and managing community reactions when necessary.

All questions and concerns about any potential required medical or psychological leave of absence are to be directed to the assistant vice president for student health and wellness.

A student wishing to return to the University from a required medical or psychological leave of absence must request approval to do so from the assistant vice president for student health and wellness. The student on psychological leave must submit a reenrollment form (available in the Office of Counseling and Psychological Services) completed by a private therapist or psychiatrist. Staff from the Office of Counseling and Psychological Services, in consultation with the private therapist or psychiatrist, will make a final determination as to the feasibility of the student's return. A student on medical leave of absence should be prepared to present a written recommendation from his/her attending physician.

Health Services**Basic Services**

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

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

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

Medications

Many students need to have monthly medications that we do not carry. Health Services has partnered with two area pharmacies that will deliver to our office to help students get their medications without leaving campus. Please contact our office or either pharmacy to set up an account.

CVS

341 Cottage Grove Road
Bloomfield, CT
860.243.8351

Suburban Pharmacy

344 North Main St.
West Hartford, CT
860.236.3564

The University of Hartford and Connecticut state law require that all enrolled students who were born after 12.31.56 submit a health history and proof on immunizations. Please go to our website at uhaweb.hartford.edu/health/forms/html to find the required form for each student to submit prior to attending classes. All immunizations must be submitted on this form only. Please fill out the entire form.

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

Accident Insurance

All full-time undergraduates are covered by the Accident Insurance Policy, which is paid through the student support services fee. This policy is designed to supplement the student's individual or family policy. A policy covering medical and surgical hospitalization is also available at an additional cost. It is the responsibility of the student to submit insurance claims. International students are automatically enrolled in the accident and hospitalization insurance plan and will be billed through their student accounts.

Local Walk-in Centers/Prompt Care/Emergency Care**Hartford Medial Group**

336 North Main St.
West Hartford, Conn.
860. 232.4891
Monday–Friday, 8 a.m. to 8 p.m.; Saturday, 9 a.m. to 5 p.m.; Sunday, 10 a.m. to 4 p.m.

St. Francis Care Center

421 Cottage Grove Road
Bloomfield, CT
860.242.0034
Open 7 days a week. No appointment necessary.

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

Policy on Student Illness

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

Missing an Exam or Assignment

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

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

Extended Illness

In the case of an extended illness (a week or more), e-mail the academic services office of your college or school. Documentation of treatment is required.

International Center

The International Center provides services to students, scholars, faculty, and guests from other countries. It offers counseling and advice to our international students and scholars and organizes programs to meet the special needs of our international community. American students will also find the International Center to be a valuable resource, particularly if they are interested in meeting students from other countries and learning more about the world outside our borders. The center offers numerous opportunities for students to participate in study-abroad programs. The International Center is located in GSU 327. Phone: 860.768.4870 or ext. 5100.

Multicultural Programs

The mission of the Office of Multicultural Programs is to promote understanding and appreciation of diversity on campus. The office provides a variety of cultural resources, including books, cultural encyclopedias, magazines, journals, and visual media available for use by students, faculty, and staff. The office advises a diverse body of student organizations, including Brothers and Sisters United, Naciones Hispanas Unidas, the Caribbean and American Students Association, the Men of Color Alliance, the National Society of Black Engineers, the UHA Steppaz Step Team, the University of Hartford Gospel Choir, Alpha Phi Omega Community Service Fraternity, and Fenomena Hip Hop Dance Team. The Office of Multicultural Programs is located in GSU 211, 860.768.5122.

* Do not visit the UHC the day after you are sick; the UHC will not issue documentation that you were sick on a previous day.

RESIDENTIAL LIFE

Office of Residential Life Policy Statement

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

Residential Life Information and Policies

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

Welcome

Welcome to on-campus living at the University of Hartford! We hope that during the coming year you will take advantage of the opportunity to become an active member of your residential community. The experience of on-campus living is a valuable part of a university's education through which students gain independence, obtain knowledge, and develop lifelong relationships. Making the best use of this experience requires a commitment to a few basic principles including

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

Residential Life Staff

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

- Assistant Vice President for Residential Life
- Assistant Director for Community Development
- Assistant Director for Assignments and Billing
- Assistant Director for Assessment and Marketing
- Administrative Assistant
- Coordinator of Assignments and Billing
- Professional Resident Directors (RDs)
- Graduate Assistants (GAs)
- Resident Assistants (RAs)
- Customer Service Representatives (CSRs)
- Community Attendants (CAs)
- Assignments Assistant

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

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

Residential Life Staff Contact Information

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

Residential Life Central Office 860.768.7792
F Complex, Barnard

Resident Director Offices

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

Residential Living Areas

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

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

Student Rights

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

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

Community Standards

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

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

Get Involved—Community Engagement

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

Employment Opportunities

Assignments Assistant

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

Customer Service Representatives

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

Community Attendants

The Community Attendants (CAs) main function is to provide residents living in Hawk Hall or Regents Park access to resources and information during various hours. CAs are trained and selected by the Resident Director of designated areas. Their primary role is to provide information and customer service, monitor and setup the Hawk Hall classrooms if applicable, and provide access to resources. Their desk is located in the first floor lounge of Hawk Hall or in the fireside lounge in Regents Park.

Resident Assistants

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

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

Applications for RA positions are available on a year round basis. The RA selection process for the following academic year begins during the fall semester. Students who are hired to be a RA are required to register for and earn a passing grade in EDG 310: Residential Education and the College Student within their first fall semester of employment. For more information about the RA selection process, contact the Office of Residential Life at reslife@hartford.edu or by phone at 860.768.7792.

Housing Eligibility and Assignments

Housing Eligibility

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

Assignments Process

New Students

Housing is assigned for the full academic year. A \$500 admission deposit must be returned with the application; \$150 of this deposit is applied to your account as a housing deposit for as long as you live on campus. The housing deposit reserves you a space in University housing and gives students access to the housing application. Applications and deposits submitted after university housing is filled to capacity will be placed on a waiting list in order of the date a completed application is received. If residence halls are filled, we reserve the right to place students temporarily in overflow accommodations until regular space is available. If you should decide to withdraw your housing application, you must notify the Admission office by July 1. After the July 1 cancellation deadline, no deposits will be refunded unless unforeseen circumstances make it necessary for the University to initiate withdrawal from agreement.

Returning Students

Housing is assigned for the full academic year. If you decide to withdraw from this housing agreement and wish a refund of the housing deposit, you must notify the Office of Residential Life in writing by July 1. After this deadline, no deposits will be refunded. The room reservation deposit is non-refundable. Returning students choose their housing assignments for the following year during the housing selection process in the spring semester. Priority is given to current students based on criteria outlined during room selection. Students must be registered for classes by the last day of the prior semester to retain their housing assignment.

Housing Waiting List

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

Break Period Housing

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

Housing Agreement Appeal Process

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

- medical reason with documentation
- marriage
- part-time status
- withdrawal from the University
- transfer to another institution

If you wish to petition for release from your housing agreement, you must e-mail your request to the Assistant Vice President of Student Affairs overseeing Residential Life. Please note that an approved release from the Agreement does not always result in a refund of your housing deposit.

Deposit and Refunds

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

Late Occupancy

A student planning to occupy his/her room after the opening of the residence halls should notify the Office of Residential Life in writing prior to the assigned arrival date. A room will not necessarily be held later than the first day of classes unless the student has notified the office of the late arrival. Failure to do so may result in a loss of the room and forfeiture of applicable deposits.

Administrative Moves

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

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

Consolidation

When there are a significant number of vacancies in any residential area, the Office of Residential Life will implement its consolidation policy. Students may be asked to move out of a given area (i.e., the Complexes, Regents Park, Park River, the Village Apartments, or Asylum Avenue campus), or may be required to move to a different assignment within that area. Students not complying with the consolidation policy will be assessed an additional room charge and may face a referral to the Office of Student Conduct Administration.

Room Changes

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

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

Removal from Housing

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

Housing Operations**Entry**

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

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

If there is a vacancy in your living unit, the Office of Residential Life reserves the right to check the condition of the room and to assign a student to the vacancy. Students are expected to maintain the prepared condition of any vacancy in the living unit. Failure to do so may result in a referral to the Office of Student Conduct Administration.

Health and Safety Inspections

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

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

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

Unauthorized Items

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

- drug paraphernalia, including but not limited to grinders, pipes, water bong, etc.
- any open-coil heating device (exception: coffee pots with an auto shutoff feature or without an exposed element/hot plate, such as Keurig's)
- compact personal refrigerators that are larger than 3.6 cubic ft. (students are permitted to have personal refrigerators that are 3.6 cubic ft. or smaller)
- irons (exception: irons with an auto shutoff feature are permitted)
- George Foreman grills, toaster ovens, crock pots, toasters and hot plates (exception: these appliances are permitted in areas with full kitchens, such as the Village Apartments, Park River Apartments, and the Asylum Avenue Graduate Townhouses)
- oil-based popcorn poppers
- halogen lamps and 3 or 5 headed lamps with plastic covers
- space heaters (except those issued by the University)
- dishwashers (except those issued by the University)
- extension cord and multi-plug outlet adapters (surge protectors are allowed)
- air-conditioners
- bed risers/lofts
- candles or incense
- decorations or items hanging from the ceiling
- flammable materials (i.e. storing or possessing gasoline or any flammable liquids, including gasoline-powered machines, gas or charcoal grills, and other combustibles or explosive chemicals, fireworks, oil lamps, oil warmers, etc.)
- pets (exception: fish are permitted in no more than a 20 gallon aquarium)
- weapons (i.e. hunting bows, knives, paintball guns or paraphernalia, and pellet and air-soft guns are prohibited, along with instruments legally classified as dangerous weapons)
- Hoverboards
- wireless routers
- electric heating blankets
- personal mattress

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

Keys

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

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

Lockouts

Students who become locked out of their rooms should first come to the Office of Residential Life if it occurs Monday through Friday between the hours of 8:30 a.m. to 7:30 p.m. or call 860.930.9306. After 7:30 p.m., you should attempt to locate a Resident Assistant to gain access to the room/suite/apartment. If a RA is unavailable, students should contact the RA duty phone numbers listed here: <http://bit.ly/15Ajj0Y>. There is no fee imposed the first time a student is locked out of his/her room. Subsequent lockouts will be billed to the student's account, starting at a rate of \$10 per lockout and increasing \$5 per occurrence. Students will be required to present their student ID or otherwise prove their identity in order to receive a lockout or access card.

Room Check-in and Check-out

When you move into your room/suite/apartment, you will be given the opportunity to complete a room condition report. This report is kept on file and reviewed during the damage billing assessment period at the end of the academic year. Students have the right to not fill out a room condition report. An inspection for damages is also made when a student changes rooms.

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

Search Permits

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

Emergencies

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

Fire Drills and Alarms

The University conducts biannual emergency evacuation drills. Students are required to exit the buildings immediately and may not re-enter the building without the direction of authorized University personnel. During the drill evacuation, University staff will re-enter the buildings and check all resident spaces for students who have failed to evacuate. Failure to comply may result in Student Conduct charges. In order to best protect yourself from the dangers of a fire on campus, adhere to the following policies and protocol:

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

Locking Doors

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

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

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

University Property

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

Air-Conditioning Units

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

Alcohol Policy

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

Alterations to University Property

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

Bicycles

Bicycles are not to be stored in the breezeways of the Village quads, the lounges or lobbies of residential areas, or in the basements or in the stairways of the residence halls. It is strongly recommended that you lock your bicycle at all times and that you register it with Public Safety.

Ceiling Hangings

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

Defacing University Property

Defacing University property will not be tolerated. Violators are subject to disciplinary action and restitution payment.

Drug Policy

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

Extension Cords and Surge Protectors

Extension cords and multi-plug outlet adapters are prohibited in all residential facilities. Only UL-approved surge-protected power strips are permitted. Violators will be subject to student conduct action.

Flammable Materials

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

Garbage Removal

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

Non-student Guests

All residents are responsible for their non-student guests on campus. As such, guests must remain with their hosts. If a guest is displaying inappropriate behavior, the host will be held responsible for that behavior. All guests must comply with University rules and regulations. Overnight guests (both student and non-student) are permitted only with permission of your room/suite/apartment mates. Guests are normally limited to a maximum stay of two consecutive nights per month. If agreements with roommates cannot be reached, the rights of the roommates supersede those of the guest. The occupants of that suite/apartment may determine visitation hours for each suite/apartment.

Room Occupancy

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

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

Holiday Decorations

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

Offensive Odors

An offensive odor is any odor or aroma of such intensity that it becomes apparent and is bothersome to others. Any odor can become offensive when it is too strong. Some examples are perfume, air-freshening spray, large amounts of dirty laundry, or body odor. Residential staff will address offensive odors when complaints are received. Residents identified as being responsible for the odor will be asked to eliminate the cause of the odor. Incense is not permitted, as it is a fire hazard and can easily set off the smoke detectors.

Pets

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

Roofs

Roofs of all buildings are off limits to students. Any person on the roof of any facility or throwing anything onto the roof of any facility will be subject to disciplinary action.

Smoking

All residential facilities and academic buildings are smoke free. Smoking (including e-cigarettes and any other device creating aerosolized vapor) is not permitted in any building. Due to health and safety concerns, campus community members must stay at least 25 feet from the entrance to any building when smoking. Proper disposal of cigarette butts and other trash is required. Quad 2 in the Village Apartments is a smoke free quad.

Tampering with Fire Equipment

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

Unauthorized Use and/or Possession of University Property

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

Weapons

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

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

Windows

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

Other Useful Information***Cleaning***

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

Courtesy Hours/Quiet Hours

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

Sunday–Thursday, 10 p.m.–10 a.m.

Friday–Saturday, 1 a.m.–10 a.m.

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

Driving on the Walkways/Service Road

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

Food Service

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

Laundry Facilities

Washers and dryers are provided for your convenience in various locations within the residential areas. These washers and dryers operate at no charge for residential students. Your assistance in reporting malfunctions of the machines go to MacGray by calling 1.800.622.4729. This is critical in ensuring that these machines are maintained in good working order. You can also report any problems and issues online by visiting <http://bit.ly/12pJzBk>.

Mail

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

Residential Room Entry Protocol

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

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

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

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

STUDENT LIFE

Student Centers and Activities

Gengras Student Union

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

Operating hours for GSU are

Academic Year

Monday–Friday, 8 a.m.–11 p.m.; Saturday–Sunday, 11:30 a.m.–11 p.m. (Closed on official holidays)

Academic Breaks

Monday–Friday, 8 a.m.–4:30 p.m.

Summer

Monday–Friday, 8 a.m.–6:30 p.m.; Saturday–Sunday, closed. (Closed on official holidays)

Konover Campus Center

Konover Campus Center (KCC) offers many food options during the academic year. The Village Market is a store offering a variety of beverages, snacks, breakfast items, fruits and vegetables. Subway offers a variety of sandwiches and subs. Located near the resident apartments and Lincoln Theater, these services are open until 1:30 a.m. (closed during official holidays and some breaks). The Great Room is a large multi-purpose room (300-person capacity) that is available for student events day or evening and can be reserved through the Student Activities and Greek Life Web page form.

University Commons

Appropriately located for students' convenience on the residential side of campus, University Commons (UC) is the place to go for the Campus Meal Plan in the Commons Café during the academic year. This building also hosts the Office of Communication, Connections Health Education and Wellness Center, Women and Gender Resource Center, WSAM student radio station, and the Hawk's Nest. The Hawk's Nest provides the campus community with an informal atmosphere to meet with friends and enjoy burgers, pizza, sandwiches, ice cream, and beverages. There are TVs to keep you entertained and informed while you eat and mingle.

Student Activities and Greek Life

This office coordinates the Campus Activities Team (CAT), Greek Life (social fraternities and sororities), Undergraduate Commuter Association (UCA) and Leadership Quest—leadership programs under the direction of the director of Student Activities and Greek Life. The director's office is located in Gengras Student Union, room 213, and the phone number is 860.768.5128.

Campus Activities Team

The Campus Activities Team (CAT) is a group of student volunteers who coordinate many exciting activities, including campus concerts, comedians, hypnotists, lecturers, themed dances, and parties, offered to students weekly. CAT also works closely with many student clubs and organizations to cosponsor their events throughout the year and is responsible for Spring Fling. To let them know what you would like for programs and entertainment, and/or to volunteer, contact CAT at 860.768.4712 or go to GSU 132 for assistance.

Special Student Events Committee

The Special Student Events Committee (SSEC) assists student clubs/organizations in the preparation and coordination of student events on campus. This includes any student event with anticipated attendance of more than 100—all dances and parties; any outdoor event, speaker, or program with technical or safety needs; or any event with non-University of Hartford participants. The Student Activities and Greek Life office will determine if your group should attend the Special Student Events Committee meeting two weeks prior to your event.

The SSEC consists of both students and campus administrators who work closely with the sponsoring group in presenting a safe and successful event. The committee may recommend a review of any event by the director of Student Activities and Greek Life prior to approval. Should a student club or organization not preview its event at least two weeks in advance of event date, the committee will automatically cancel the event, reserved facility, and labor support. To review the student event and event security policy, go to uhaweb.hartford.edu/sca and click on the Event Services menu option.

College Union Advisory Board

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

Greek Life (Social Fraternities and Sororities)

Social fraternities and sororities, better known as "Greeks," contribute significantly to the quality of campus life. Greeks at the University of Hartford constitute about 10 percent of the undergraduate student body. Greek life involves students in University activities, promotes academic achievement, supports athletic programs, and provides student opportunities to develop leadership and team-building skills. Fraternities and sororities actively support local and national philanthropic projects/organizations by donating time, efforts, and funds. In fact, community service is one of the strongest elements of Hartford's Greek community. Chapters on campus also have strong working relationships with alumni members and their national organizations. In order to become a member of a fraternity or sorority, an interested student must go through the recruitment process, be at least a second-semester freshman with a minimum collegiate GPA of 2.5, and have completed 12 college credits from an accredited college or university. Requirements determined by international headquarters and individual campus chapters vary. Some chapters have higher GPA requirements, and all chapters have a minimum average required to be an active member and to hold leadership positions. For more information, see www.hartfordgreeklife.org.

Greek Life Mission Statement

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

The Fraternal Experience

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

Governing Councils

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

Panhellenic Council

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

Interfraternity Council (IFC)

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

Recognized Organizations at the University of Hartford*NPC—Sororities*

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

NIC—IFC Fraternities/Sororities

- Alpha Epsilon Pi
- Alpha Sigma Phi
- Delta Sigma Phi
- Phi Kappa Sigma
- Sigma Alpha Epsilon
- Sigma Nu
- Theta Chi
- Zeta Beta Tau

Not affiliated or non recognized Greek Organizations

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

City-wide/Metro or Latino Greek Lettered Organizations

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

- Alpha Phi Alpha Fraternity
- Kappa Alpha Psi Fraternity
- Phi Beta Sigma Fraternity
- Omega Psi Phi Fraternity
- Iota Phi Theta Fraternity

Lambda Theta Alpha Sorority
Sigma Iota Alpha Sorority
Phi Iota Alpha Fraternity

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

If you are approached by an organization not listed above or by any organization that is not recognized by the University and the Greek Life office, contact the Greek Life office for assistance at 860.768.5128.

Expansion of new fraternities or sororities follows a process designated by the national conferences, the Office of Student Activities and Greek Life, and the Panhellenic/Interfraternity councils. Students interested in exploring the possibility of starting a new chapter are required to contact the director of student activities and Greek life in GSU 213.

Greek Life Ethical Standards

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

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

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

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

Greek Judicial System

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

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

to administratively suspend any chapter, to investigate, fact find, and protect interested parties, as the circumstances require.

Greek Code of Conduct

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

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

Greek Life Hazing Policy

The Greek Life hazing policy is consistent with the University hazing policy.

Student Success Center

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

Peer Tutoring

The Student Success Center coordinates the University's peer tutoring program. If a student needs a tutor or wants to become a tutor, he/she should stop by the SSC and fill out the relevant paperwork.

Support Services

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

Dining Services

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

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

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

Dining Dollars

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

HawkCASH—Increased Flexibility

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

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

Residence Hall Students

The University Commons is designed for resident students use and is located in heart of the residential community. All resident students are required to purchase a meal membership each term. The Freshman Exclusive plan is only available to first-year students. Each student's ID card is magnetically encoded with his/her account number. Once the student's account has been activated, he or she will need to use it to make all purchases.

Choose the membership that best fits your lifestyle:

100 Block

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

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

200 Block

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

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

5-Day All-Access Plan

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

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

Freshman Exclusive 7-Day All Access

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

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

Off-Campus Students and Apartment Residents

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

Commuter 50 Block

50 meals/semester

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

Commuter 25 Block

25 meals/semester

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

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

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

Monday-Friday 7 a.m.–8 p.m.

Saturday/Sunday 8 a.m.–7 p.m.

Kosher Kitchen

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

Retail Restaurants

Gengras Food Court

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

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

Subway

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

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

Hawk's Nest

The Hawk's Nest, located in the lower level of the University Commons building, features brick-oven pizza, chicken sandwiches, big, juicy cheeseburgers, and the world's best wings in a sports-themed atmosphere. Take your food to go or sit by the cozy fire place or by the large-screen televisions. Take advantage and enjoy our evening delivery service. You can reach us at 860.768.4033.

Monday–Sunday	5–10:30 p.m.
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Einstein Bros. Bagels

Monday–Friday	7:30 a.m.–2 p.m.
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Cafés and Coffee Houses

Starbucks at the Dorothy Goodwin Café

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

Monday–Thursday	8 a.m.–11 p.m.
Friday	8 a.m.–5 p.m.
Saturday	Closed
Sunday	2–11 p.m.

The Backstage Café*

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

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

Convenience Stores

Village Market

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

Monday–Sunday	11 a.m.–1:30 a.m.
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*This location accepts meal equivalency.

Village Market Express

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

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

Food Committee

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

Other University Services**Additional Opportunities**

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

Box Office

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

Financial Assistance

Students at the University of Hartford are fortunate to have been accepted into an educational program that offers them the opportunity to grow, to develop, and to prepare themselves for the future. The cost, however, is significant, and few students have saved the many dollars that a private education requires.

There are a number of people at the University of Hartford who are available to help increase the effectiveness of the use of family resources. We will be happy to discuss ways in which federal or state programs can help to defray a portion of college expenses through work opportunities. Obviously, the University does not have the resources to provide all of the expenses for all students. But, some of the expenses can be met through various financial assistance programs and self-help options.

The Office of Admission and Student Financial Assistance is eager to help students help themselves to whatever extent federal, state, and University funds can be made available. We assist in planning for the cost of four years of education and the educational expenses involved with one, two, and sometimes more family members in college at the same time. We look forward to meeting with families and hope students will feel free to seek our help as the need arises. With our combined efforts, very few financial aid problems are insurmountable, and the great majority can be placed into proper perspective, reduced to manageable levels, and dealt with in an appropriate way.

The Office of Admission and Student Financial Assistance is located in Bates House, and its phone number is 860.768.4296 or 800.947.4303.

Laundry and Dry Cleaning on Campus

The Campus Laundry is a full-service laundry and dry cleaner offering the following services:

- wash, dry, and fold laundry service
- pressing shirts and blouses
- professional dry cleaning
- bed and bath linen rentals
- special faculty plans

Located in Konover Campus Center, these services can help you devote a maximum amount of time to academics and extracurricular activities without the burden of leaving the campus to drop off and pick up laundry or dry cleaning. Laundry and linen rental services are paid for by the year or the semester. The dry cleaning service may be used and paid for on a per-piece basis.

Over the summer, a brochure containing registration and payment options is mailed out by the University to all students. If you have any further questions during the regular academic year, please call 860.768.5233 or 800.243.7789.

Mail Services

Mail Services, located on the lower level (first floor) of GSU, provides basic services offered by the U.S. Post Office and provides two drop boxes for mail: one for campus mail and one for U.S. mail. Operating hours are 9 a.m. to 3 p.m. Location: GSU 110. Phone: 860.768.4210.

Orientation Program

The Orientation program for new students is coordinated by the director of Orientation and consists of January, summer, and fall programs. Preview (summer and fall orientations) and Liftoff are designed to provide a positive introduction for both new students and parents to the University through an interactive experience with current faculty, staff, and students. To accomplish this, a student committee of one director and two assistant directors works closely with University administrators. The student Orientation leaders, known as Red Caps, are selected during the spring semester and are instrumental in welcoming and assisting new students and parents during the January, summer, and fall programs. All students are invited to apply for Red Cap positions. Watch for announcements of the selection process at the end of the fall semester. For further information, contact Michael Ormsby at 860.768.7905 or visit www.hartford.edu/orientation.

Parking on Campus

In order to park a motor vehicle in any University parking area, all students must register the vehicle with the Department of Public Safety and obtain a current parking permit. This is done through the University of Hartford self-service portal or the Public Safety website, <http://publicsafety.hartford.edu>. The permit must be purchased prior to or immediately upon bringing the vehicle to campus. Students will be billed for the parking permit. Permits are not transferable to another person or vehicle.

If, for any reason, students must operate a motor vehicle not displaying a University of Hartford parking permit, they must post the vehicle online through the University of Hartford's self-service portal or the Public Safety website, or visit the Department of Public Safety office immediately upon arrival on campus to register the vehicle registration number, state, parking location, and other required information so that the vehicle will not be ticketed. Commuters who alternate the use of two vehicles may obtain a permit for the second vehicle at a reduced rate upon verification of ownership.

All students registering vehicles for parking online with Public Safety are directed to the electronic version of "Your Car on Campus," a brochure of the rules and regulations governing parking,

available parking lots, and operating a vehicle on campus. It is recommended that a copy of the brochure be printed for reference when the parking agreement is signed electronically.

Please note that the University of Hartford is primarily a pedestrian community, and Connecticut state law dictates that pedestrians have the right of way.

Public Safety staff joins in welcoming you to the University of Hartford and wishes you a safe and enjoyable campus experience. If you have any questions, please contact the Department of Public Safety at 860.768.7985.

Preceptor Program

Preceptors are advanced undergraduates in any college of the University who display academic skill and manifest capacities for leadership. They assist full-time faculty in introductory-level courses and are usually chosen individually by the professor of the course. Preceptors complete two workshops focused on both pedagogical and ethical issues to prepare them for this important responsibility. Once in the classroom, they play a variety of different roles, depending on the content and structure of the course, the needs of the professor, and their own strengths and weaknesses. Some tutor students in a particular subject area or in basic study skills, some work as writing coaches and discussion leaders, some run pre-exam review sessions, and some guide students in the lab. Preceptors exemplify responsible University citizenship and sound academic habits, including careful preparation for class and active class participation. These talented and mature undergraduates serve as role models whom beginning students may emulate.

Public Safety

The Department of Public Safety is dedicated to providing a campus environment in which students may pursue academic and leisure activities as safely as possible. Officers conduct foot, vehicle, and bicycle patrols of all campus areas, including parking lots and academic and residential facilities, responding to all complaints and requests for assistance.

All uniformed Public Safety staff are state certified as medical response technicians and provide emergency and routine first aid to the ill or injured.

In addition to enforcement of state, local, and federal laws, Public Safety staff enforces University policies and regulations, including those related to the registration, parking, and operation of motor vehicles on campus. Trained investigators review all complaints and follow up on initial reports by gathering additional facts and information relative to the complaint. Public Safety's crime prevention unit has the resources and skills to provide programs on a variety of topics, including personal safety, property protection, and fire safety. Please contact the unit for specific information. Many other services are provided by the Department of Public Safety, including escort service, registration of bicycles and other property, lost and found, jumper cable loans and/or vehicle assistance. The department also publishes *Your Car on Campus*, a comprehensive pamphlet detailing University of Hartford's parking and traffic rules, regulations, and guidelines. A copy of this handbook can be found online at publicsafety.hartford.edu.

Red Key Society

Members of this organization volunteer their knowledge of the University of Hartford in providing a variety of services to prospective students under the auspices of the Office of Admission and Student Financial Assistance. Red Key members serve as campus tour guides and hosts to overnight student guests, and their involvement extends to special events, such as open house, a day in the life, receptions, and phone campaigns.

For more details on how you can become a Red Key member, please contact the Office of Admission, located in Bates House, or call 860.768.4296.

Access-Ability Services

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

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

Academic Coaching: Professional Academic Coaches are available to meet one-on-one with students for academic strategies. Common topics include; adjustment to college, time-management, organization, and study skills. Appointments are scheduled on a first come, first served basis. A First-Year student may meet once per week for 45 minutes and sophomores may meet biweekly based on availability of appointments. Upperclassmen may access “Drop-In” appointments. Students may schedule or cancel appointments by calling 860-768-4312. Please note that Access-Ability Services does not offer content tutoring.

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

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

Students testing in Access-Ability services must:

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

All documentation should be sent to: Director of Access-Ability Services, Auerbach Hall, Room 209, 200 Bloomfield Avenue, West Hartford, CT 06117 or the information can be sent via fax to: 860.768.4183. Our phone number is 860-768-4312. Website: http://www.hartford.edu/student_affairs/departments/accessibility-services/

Traffic Appeals Board (TAB)

The Traffic Appeals Board (TAB) and Traffic Appeals Process Team (TAPT) provide an avenue for appealing student parking violations. The TAB and the TAPT consists of members of Public Safety and Student Government Association. The TAB Coordinator and the rest of the board are selected each year by the Executive Vice President of SGA. The coordinator serves as chair for any appeal hearings. Any questions can be addressed to SGA in GSU, room 120 or at 860.768.4775.

Undergraduate Commuter Association

The Undergraduate Commuter Association (UCA) represents the interests of all undergraduate commuter and transfer students. It provides services for the benefit of the entire student body and provides a social atmosphere to promote commuter and transfer student integration into the campus community. The UCA holds seats on several key University organizations, publishes four newsletters, has an open student lounge, sponsors events and socials, and holds regular General Assembly meetings for UCA members and any undergraduate University student. For more information, visit the UCA office/lounge in GSU 151; call 860.768.4484; or e-mail uca@hartford.edu.

Veterans Affairs

This office serves as a liaison between veterans on campus and the Veterans Administration in Hartford to assist veterans enrolled at the University. This office provides information to veterans and eligible persons about scholarships and educational and tutorial assistance programs. We welcome any questions concerning your benefits and entitlements. The coordinator of Veterans Affairs is located in the registrar's office and may be reached by calling 860.768.4559.

Student Government Association

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

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

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

Faculty Senate

The Faculty Senate includes representatives from each of the colleges and meets monthly to discuss and vote on curriculum and other issues. There are several Faculty Senate committees that include student representatives. If you think you might be interested in serving on a Faculty Senate committee or task force, please call the Faculty Senate office at 860.768.4475.

Academic and Social Clubs

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

Campus Media

STN 2 News

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

Icon—Yearbook

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

The Informer—Student Newspaper

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

WSAM

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

WWUH

Recognized nationally as one of the foremost college stations in the Northeast, WWUH is a 24-hour, public alternative radio station broadcasting from the lower level of the Harry Jack Gray Center's East Wing. A 1,000-watt, noncommercial radio station operating at 91.3 FM and campus channel 5 television, WWUH serves the community as well as the student body, reaching from western Massachusetts to south central Connecticut. WWUH features diverse programming, including alternative rock, folk, jazz, classical, reggae, and blues, as well as public affairs, ethnic, and specialty shows. Student volunteers are always needed in the station's programming, music, promotions, community affairs, and engineering departments. WWUH has proven to be an invaluable training ground for those seeking professional careers in radio or the music industry. WWUH also broadcasts across the globe using Real Audio technology. To get involved, call 860.768.4703, or stop by any weekday afternoon.

Observer—University Magazine

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

Academic Assistance**Faculty**

Faculty members enjoy exchanging ideas with you and getting to know you personally. Take the initiative to get to know them. Each has office hours when he/she is available to meet with you. Feel free to stop by their offices; greet them as you pass them or when you see them at events, concerts, and receptions on campus; and invite them to your residential area for a visit.

Tutoring Programs**Student Success Center**

The Student Success Center (SSC), located in the back of B Complex just off Alumni Plaza, is the place students can come to arrange for one-on-one tutoring, have their questions answered, get advice, share concerns or frustrations, and get connected with clubs and organizations.

The Student Success Center coordinates two options for free tutoring for students who are struggling with a class or would like to earn a better grade: (1) connecting the student with an upperclass peer tutor who received an A in the course and who received a faculty recommendation, and (2) the coordination of Vampire Tutoring, a program that provides assistance in a group setting for students taking 100-level courses in math. Vampire Tutoring occurs Monday and Wednesday evenings from 10–11:30 p.m. in Hawk Hall. All students are welcome to attend.

The Student Success Center is a drop-in center with no appointment needed. For assistance, stop by the center, call 860.768.7003, or send an email to ssc@hartford.edu. Additional information can be found on the SSC website www.hartford.edu/ssc.

Center for Reading and Writing

The Center for Reading and Writing, located in Mortensen Library, offers free individualized assistance to anyone at the University who wants to discuss approaches to reading, writing, and studying. Professional and peer consultants work one-to-one on such specific issues as generating and organizing ideas in writing, using sources in writing, and editing written drafts.

We also teach flexible and efficient strategies for reading, note taking, preparing for tests, and managing time. Specialists are available to work with students of English as a foreign language. Please call 860.768.4312 to make an appointment.

Mathematics, Physics, Computer Science Tutoring Labs

The tutoring labs are staffed by full-time faculty and upper-class majors in the departments of mathematics, physics, and computer science. Free tutoring is offered for nearly all first- and second-level courses taught by the departments. The math/physics lab is located in Dana Hall 208A, and the computer science lab is located in Dana Hall 272. The schedule of hours is arranged at the beginning of each semester. The schedules are posted at the labs and at the department office in Dana Hall 230.

Tutoring in Accounting

Tutoring is available through the accounting department's graduate assistants, Monday through Thursday from 9 a.m. until 7 p.m. and Friday from 9 a.m. until 4 p.m. Tutors may also be obtained through the Student Government Association.

Tutoring in Economics and Quant Courses

Tutoring by graduate students is available in several of the introductory economics and QNT courses (see Economics, Auerbach 412, for tutors and times). Each session is about one hour in length, and students can come with any course-related problems. Contact Bharat Kolluri, chair, Department of Economics, Finance, and Insurance, Auerbach 412, for tutoring opportunities in this department.

University Libraries

Information about collections and services is available on University Libraries' home page, library.hartford.edu. Library phone numbers and hours are as follows:

Mortensen Library

Circulation phone 860.768.4264
Reference phone 860.768.4142

Hours (fall and spring semesters)

Monday–Thursday 7:30 a.m.–1:30 a.m.
Friday 7:30 a.m.–6 p.m.
Saturday 10 a.m.–6 p.m.
Sunday noon–1:30 a.m.

Allen Library

Circulation phone 860.768.4491
Reference phone 860.768.4770

Hours (fall and spring semesters)

Monday–Thursday 8:30 a.m.–11 p.m.
Friday 8:30 a.m.–6 p.m.
Saturday 11 a.m.–5 p.m.
Sunday noon–11 p.m.

Information Technology in the Libraries

The University Libraries house nearly 100 PCs with access to the Internet. Selected computers also have desktop applications installed. Through the home page (library.hartford.edu), users can search the libraries' catalog, an extensive collection of databases and electronic journals, and collections of links to Web information sources, as well as additional information on library services. Mortensen Library includes a Users' Branch, staffed by Information Technology Services (ITS), that supports desktop applications as well as Internet access. The libraries also provide secure wireless connections for holders of University e-mail accounts. Laptop computers may be checked out at the circulation desks for in-library use. A valid University ID card is required to borrow any library material.

All computers linked to the University's computer network have complete access to the library system. Dorm residents should investigate access through ResNet. The reference departments (860.768.4142 or 860.768.4770) should be called for information about off-campus access. All members of the University community should obtain computer network accounts from ITS. Application must be made in person.

Borrowing Library Materials—Undergraduates

Mortensen Library books may be borrowed for four weeks, with three renewals. Allen Library books and scores may be borrowed for three weeks, with one renewal. Graduate students have different loan periods in Mortensen Library. Consult the libraries' home page for information. All borrowers must present a current University ID card.

Video and Audio Collections

The libraries' video and audio collections (DVDs, VHS, CDs, LPs, and cassettes) may be searched through the libraries' catalog. Visual materials are housed at the circulation desk in each library. Mortensen Library videos may be viewed in the library or borrowed for four hours (or until closing, whichever comes first). CDs and cassettes are housed at the Allen Library circulation desk; LPs are available in the stacks. Allen audio and video materials are for in-library use only.

Late and Nonreturned Materials

Fines for overdue materials are assessed at the following rates:

- Books and scores are fined at 10 cents per day to a maximum of \$10 per item per charge period.
- Reserve materials are fined at \$1 per hour to a maximum of \$25 per item.
- Mortensen videos are fined at \$1 per hour to a maximum of \$25 per item.
- Laptop computers are fined at \$5 per hour to a maximum of \$50 per item.
- Laptop power adapters and mice are fined at \$1 per hour to a maximum of \$25 per item.

Charges for library materials overdue four weeks (28 days) from the due date are billed through the bursar's office. Charges include a replacement fee based on the value of the item plus a nonrefundable \$15 processing fee and all overdue fines. Credit for the replacement cost should be requested at the time the item is returned. The replacement cost will be credited if the item is returned in usable condition within one year of the due date. Library materials that require replacement when returned in severely damaged condition are also billed through the bursar's office. Borrowing privileges are suspended (excluding course reserves used in the libraries) when outstanding libraries fees reach \$20.

Internships

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

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

Athletics

Intercollegiate Athletics

The University of Hartford sponsors 16 intercollegiate sports. All teams compete at the NCAA Division I level. The men's programs are baseball, basketball, cross-country, golf, lacrosse, soccer, and track. The women's programs are softball, basketball, golf, volleyball, cross-country, soccer, and track. The University is a member of the America East Conference and competes in all sanctioned conference championships. The University is also a member of the College Athletic Conference and the National Collegiate Athletic Conference.

Intramurals

The University of Hartford's intramural program offers organized athletic competition for men and women who do not wish to compete at the Division I intercollegiate level. Intramurals are among the most popular student activities on campus, attracting more than 1,800 participants each year. Activities are offered throughout the academic year, and students can choose from a wide variety of sports, including touch football, basketball, volleyball, racquetball, street hockey, roller hockey, softball, soccer, team handball, tennis, and water polo. Featured championship events are played under lights at Al-Marzook Field.

Sports Club Program

The Sports Club program is designed for individuals who desire a higher level of competition than is offered by intramurals. The club program is open to all full-time students and provides an opportunity for athletic competition where there is no existing intercollegiate team. Club teams are popular and include men's volleyball, men's and women's rugby, and karate. For more information, call or stop into the SGA office, GSU 120, 860.768.4775.

Recreational Activity

Whether it's shooting baskets or playing a friend in a competitive game of racquetball, recreational opportunities are plentiful at the University. Students may also use the six lighted Deco-II outdoor tennis courts, the indoor or outdoor swimming pools, the outdoor basketball court, and the Eagle Cybex fitness room.

Fitness and Leisure Activity Programs

To meet the needs of a more health-conscious America, the University of Hartford's physical fitness program has expanded rapidly over the past several years. The Fitness and Leisure Activity Class offers a variety of fitness-and sports-related courses each semester. Each course carries one academic credit, and students can apply two credits from this program toward their undergraduate degrees.

Facilities

The Sports Center is home for intercollegiate athletics, intramurals, fitness and health activities, and recreation. The center encompasses 130,000 square feet of space and is highlighted by the 3,508-seat Chase Arena in the Reich Family Pavilion. Besides providing the University community with all the conveniences of a modern health and fitness facility, the Sports Center includes such amenities as a pro shop, conference room, concession areas, and saunas. A modern training room/sports medicine unit and offices of the University's Health Services unit are also housed in the facility. Adjacent to the Sports Center are Alumni Stadium and the Yosuf Al-Marzook athletic fields—home to the University's soccer and lacrosse teams—and the University's Fiondella Field for baseball and softball.

Cultural Events and Opportunities

Hartford Art School

Have you ever wanted to take a course in drawing, ceramics, painting, photography, or graphic design? Come on over, and we will help you find a studio class to enrich your understanding of the visual arts. If you are interested in a fine arts minor, please contact the associate dean at 860.768.4396. Don't miss the exhibitions in the Joseloff and Silpe Galleries and the weekly shows in the Silpe Student Gallery. You are also welcome to attend visiting artist lectures and the film/video series. Call 860.768.4393 for more information.

Guest Lectures

The University sponsors many lectures on a range of topics throughout the year. Check the University's calendar of events at www.hartford.edu or bookmark UNotes Daily at [www.hartford.edu /daily](http://www.hartford.edu/daily).

Theater/University Players

The University Players usually presents several major productions during the academic year as part of its program at the University. These productions are open to all personnel connected with the University, whether students, faculty, or staff. Other programs involving students primarily are the Directors' Workshop (a series of one-act plays) and the Actors' Studio (a series of scenes from plays).

For information regarding auditions, consult the call board in the lobby of Auerbach Auditorium or call the cinema and theater office in Hillyer 423 at 860.768.4742. Students are always welcome to work on production crews as well.

The Hartt School

The Hartt School is the internationally acclaimed performing arts conservatory of the University of Hartford with innovative programs in music, dance, and theatre. With more than 400 concerts, recitals, plays, master classes, dance performances, and musical theatre productions by students, faculty, and guest artists every year, performance is central to Hartt's curriculum. A complete performance schedule is available at www.hartford.edu/hartt. Most performances are open to students without charge or at a reduced rate when a valid ID is presented at the box office. Information is also available by calling the University Box Office at 860.768.4228.

Lincoln Theater

Lincoln Theater is the University of Hartford's largest venue for lectures and music, dance, and theatre performances. The theater plays a crucial role in providing entertainment for the surrounding Greater Hartford community. Since its dedication in 1978, Lincoln Theater has brought to the University and surrounding community the opportunity to see a wide array of people and programs.

Millard Auditorium

Millard Auditorium is one of the performance venues on the main University of Hartford campus. The intimate 428-seat house is used for symphonies, chamber music concerts, solo recitals, and lectures. Millard has computerized sound and lighting equipment, a 50-foot proscenium arch with a stage depth of 32 feet, a 22 line-set fly, and a full orchestra pit.

Mort and Irma Handel Performing Arts Center

All courses for dance and theatre majors are taught at the Mort and Irma Handel Performing Arts Center, which opened in September 2008. This 55,000-square-foot, state-of-the-art facility has five dance studios, four theatre rehearsal studios, three vocal studios, and two black box theatres—the 300-seat Edward C. and Ann T. Roberts Foundation Black Box Theater and the 100-seat McCray Black Box Theater, given through the generosity of Kent '51 and Susan McCray.

Each theater has Robbins sprung floors and a state-of-the-art computerized light board and sound equipment. Virtually any stage configuration is possible in these venues, providing designers, directors, and choreographers complete flexibility for innovation. Many Theatre and Dance Divisions performances, Hartt Community Dance Division performances, plus recitals, lectures, and concerts, are held in these venues each year. For information, call the University Box Office at 860.768.4228.

PERSONAL RIGHTS AND FREEDOMS

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

Freedom of Inquiry

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

Freedom of Expression

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

Freedom from Discrimination

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

The vice president for student affairs (GSU 307, 860.768.4285) is the individual designated to coordinate efforts by the University to comply with, and carry out, requirements under Section 504. The individual designated to coordinate efforts by the University to comply with, and carry out, requirements under Title IX is the senior assistant to the president (CC331, 860.768.4011).

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

Freedom of Association

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

Right to Institutional Participation

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

Right to Privacy

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

Freedom from Improper Disclosure

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

Student Demonstrations and Peaceful Protests

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

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

STUDENT CONDUCT

Academic Honesty Policy

A university is a community of learners. Learners at the University of Hartford consist of students, faculty and staff, seeking academic and personal advancement. Academic and personal advancement is based on honest intellectual endeavors and the resulting creative achievement. Integrity in those endeavors is the foundation upon which that advancement is built. While inspiration and insight spring forth from the work of others, the work product must always be one's own. One's sense of integrity requires that proper credit be given where credit is due.

The purpose of the academic honesty policy is to provide a clear statement to students and faculty of the University's expectations regarding academic honesty and to set forth procedures for the enforcement of that policy. The procedures in this Academic Honesty Policy are administrative functions and are not subject to the same rules as in criminal or civil proceedings.

Throughout the following policy, the term "college" refers to any one of the schools or colleges of the University. The term "University-wide program" refers to programs such as Multi Media Web Design and Development or the Bachelor of University Studies that do not reside in a college. The term "department chair" refers to a department chair or, in the case of colleges that do not have departments, the equivalent to a department chair.

Policy

- A. All students are expected to observe generally accepted principles of scholarly writing in all examinations, compositions, papers, essays, tests, quizzes, reports and dissertations whether written in the classroom or outside. Sources of information used by a student in the preparation of work submitted as a basis for credit, or for a grade, or to satisfy graduate or undergraduate thesis requirements shall be clearly indicated in some conventional manner, such as by the use of quotation marks, footnotes, and bibliography.
- B. Students are forbidden to submit as their own any project, papers, or creative work that is in whole or part the work of another.
- C. The use of a term paper writing service, is prohibited. Also prohibited is the use of term papers obtained from the Internet, in whole or in part.
- D. All examinations and quizzes are to be completed without reference to books or notes, except when the instructor of a course shall have given explicit authorization for an "open book examination" or some other specified sort of assistance. Except as authorized by the instructor, no student is to give or receive assistance in the completion of an examination or a quiz.
- E. Other examples of academic dishonesty include, but are not limited to, the falsification of academic documents such as transcripts, registration materials, withdrawal forms, or grade reports, as well as the unauthorized reading, removing, or copying of any academic document or record maintained by any member of the faculty or administration.

Procedure

- F. If an instructor becomes aware of a violation of Sections A, B, C, D, or E, or if a University official becomes aware of a violation of Section E, or other dishonest academic action, the following procedures shall be followed:
 - 1. The complainant (instructor or University official) must present the charge and evidence to the student in private conference within ten working days* of the discovery of the

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alleged violation. The private conference should be in person whenever possible, but when necessary by electronic means.

2. If the complainant is an instructor, the procedure in Step 3 then is followed. If the complainant is a University official alleging a violation of Section E that cannot be resolved by such a conference, the complaint shall be referred to the Dean of Students. The Dean of Students within five working days will determine the Dean or University-wide program Director with whom the complaint will be filed (the procedure in Step 3 is followed), or if the case shall be referred to the University Judicial Board (whose procedures shall apply).
3. If this meeting does not resolve the situation, then either party, complainant or the accused, may file a written complaint with the chair of the unit in which the course is taught or with the director of the relevant University-wide program within seven working days. A meeting is held with the department chair, complainant, and accused within seven working days. The meeting should be in person whenever possible, but when necessary by electronic means. If the complainant is the department chair, then the meeting is held with the Dean of the unit in which the course is taught or the director of the relevant University-wide program.
4. If this meeting does not resolve the situation, then either party, complainant or the accused, may file a written complaint with the Dean of the unit in which the course is taught or with the director of the relevant University-wide program within ten working days. The complaint shall include the penalty proposed by the instructor. The Dean or Director shall ensure that both parties receive copies of the complaint as soon as possible. If the student is matriculated in a college or in a University-wide program other than that in which the violation occurs, a written copy of the complaint shall be sent to the Dean of the college of matriculation or Director of the program of matriculation.
5. The Dean with whom the complaint is filed shall call for a meeting of the College Academic Standing Committee (ASC) to be held within ten working days of receiving the complaint or at the next scheduled ASC meeting, whichever is sooner. The Director of a University-wide program shall call a meeting to be held within ten working days of receiving the complaint. The University-wide program Curriculum Committee, which shall function as an ASC.
6. Academic Standing Committee, having received the written complaint from the Dean or Director of a University-wide program, shall:
 - a. inform both parties in writing ten working days prior to the meeting of the time, date, place of the meeting, and
 - b. invite the Dean of Students, and the appropriate College Dean(s), and/or the Director of the University wide program (when relevant) to attend, (with voice but not vote).
7. For the ASC meeting, the student shall have the right to select a meeting aide. The meeting advisor shall not be licensed in the field of law, shall be a current member of the University community (limited to faculty, staff, and students), and not otherwise involved in the case. The meeting advisor shall not address the committee or otherwise directly participate, but the accused may request a short recess to consult the meeting advisor.
8. The ASC Meeting
 - a. No member of the committee who is otherwise involved in the alleged violation shall sit in judgment during the meeting.
 - b. The meeting shall be closed to all non-participants.
 - c. Both parties shall be afforded the opportunity to speak, to present evidence and witnesses, and to hear and question adverse witnesses.

- d. The committee's recommendation must be made within fifteen working days of the initial ASC meeting to the appropriate Dean or Director of a University-wide program.
 - e. All of the proceedings pursuant to the investigation of an alleged violation shall be carried forward in a confidential manner. There shall be no general announcement of the identity of the student(s) charged with the violation, or of the recommendation of the committee.
9. After duly investigating the reports received, hearing the statements of the accused and such other persons as may testify, and hearing other relevant evidence, the ASC shall recommend to the Dean or the Director of the University-wide program one or more of the following, as it deems appropriate:
- a. that (1) the charges be dismissed, (2) the charges have not been substantiated, or (3) the evidence established innocence, or
 - b. the student is considered guilty of the alleged violation by a preponderance of the evidence, and therefore one or more of the following actions be taken:
 - the instructor's penalty shall be upheld.
 - the student be dropped from the course or assigned a grade of "F" for the specific assignment or for the entire course.
 - the student be suspended (1) for the remainder of the current semester, losing credit for the current academic program, or (2) for the following semester or year, or both. entered on the student's permanent academic record (transcript original), maintained by the Registrar in the case of dismissal.
 - the student be dismissed from the University, and the dismissal be entered on the student's permanent academic record (transcript original), maintained by the Registrar in the case of dismissal
10. The chair of the ASC Committee shall present the recommendation in writing to the Dean or University-wide Program Director who convened the committee. The recommendation shall also be presented in writing to the student, the original complainant, the Dean of the student's college of matriculation or the Director of the student's University-wide program of matriculation.
- a. If complainant or student should find the recommendation unacceptable with respect to the imposition of suspension or dismissal, that individual may make an appeal to the Provost within five working days.
 - b. In the absence of such an appeal, the Dean of the student's college of matriculation or the Director of the student's University-wide program of matriculation shall be responsible for seeing that the recommendation is carried out, subject to the student's right of appeal set forth in Step 11, below. The Dean or Director shall also provide the student's academic advisor with a confidential report of the recommendation and action taken. In the case of non-matriculated students, the Dean or the Director with whom the complaint was filed shall notify the student of the recommendation and shall be responsible for seeing that the recommendation is carried out subject to the student's right of appeal.
 - c. If such an appeal is made, the chair of the Committee shall forward the recommendation and all relevant material to the Provost for consideration and action.
11. Appeal to the Provost: Should the student or complainant find the action unacceptable, either party may appeal to the Provost within five working days after notification. Appeals will be considered only on the following bases:
- a. the existence of newly discovered evidence not available at the time of the hearing/decision;
 - b. the imposition of an unreasonable penalty or sanction at a prior hearing;
 - c. a substantive violation, mistake, or error in the procedures established herein has occurred, which would have significantly altered the outcome of the meeting provided

for above. The Provost may request additional information from the appellant and may exercise any of the following options: affirm, modify, or reverse any part of the original decision; however, no modifications may be made so as to increase the sanction of penalty.

Appeals to Actions Taken in the Event of Less than Satisfactory Academic Progress

Decisions to place students on probation, remove from degree candidacy, or academically dismiss them are appealable according to the following rules and procedures. Responsibility for initiating the appeal in a timely fashion and in accordance with procedures outlined below lies with the student. Colleges will notify students in writing within seven working days* after the end of a semester of the decisions to place or continue on probation, removal from degree candidacy, or to dismiss. After the end of the fall semester, seven working days begins the first working day after January 1; after the end of the spring semester, seven working days begins on the Monday after Commencement weekend.

- A. Bases for Appeals: Students may appeal these actions only on the basis of procedural irregularities or on the basis of mitigating circumstances. Appeals based on mitigating circumstances should include explanations of the circumstances, a description of their effect on performance, and discussion of the actions taken to minimize or eliminate these circumstances and their effects.
- B. Procedures for Appeals
1. An appeal must be made in writing to the dean of the college or designee within seven working days after notification, and should be accompanied by appropriate documentation.
 2. The dean of the college or designee refers the appeal to the academic standing committee of the college within five working days.
 3. Following review of the materials, the ASC will hold a closed hearing at the next regularly scheduled ASC meeting. The student is invited to meet with ASC to respond to questions. The dean of students or designee may be invited to attend by either the student or ASC with voice but no vote.
 4. Following the hearing, the ASC shall either sustain or rescind the action. The Dean or designee will inform the student of ASC's decision within five working days. There shall be no further appeal from decisions to place students on probation or to remove from degree candidacy. Decisions by ASC on appeals of dismissal may be appealed to the Provost.
 5. Appeals of dismissal must be made within seven working days of notification by the Dean, and only on the basis of procedural irregularities or on the basis of mitigating circumstances.
 6. The Provost shall sustain the College ASC or rescind the dismissal within seven working days. There is no further appeal to dismissal.

Appeals from Academic Decisions

Appeals relating to the decisions of an instructor(s) in the implementation of an academic policy can be made only on the grounds of alleged unjust or capricious action on the part of an instructor.

Steps in the Appeals Process

Step 1: The student must contact the instructor (in person, by phone, or by electronic means)

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to discuss the issue in question, stating the grounds for the appeal and presenting evidence to support the grounds. This must be completed within ten working days* after notification of the academic decision during a semester, and within ten working days after notification at the end of a semester.

Step 2: The instructor upon receiving an appeal of an academic decision from a student has ten working days to respond.

Step 3: If the situation is not resolved with the instructor, the student may request a meeting with the department chair or designee of the unit in which the course is taught (in person, by phone, or by electronic means) within ten working days. This meeting must occur within ten working days of the student's request for a meeting.

Step 4: If the situation is still not resolved, the student may submit a written appeal with supporting evidence to the dean (or designee) of the college in which the course is taught. This must occur within ten working days after the meeting with the department chair (or designee). The dean within ten working days shall decide whether the appeal warrants further investigation. If the dean decides that no further appeal is warranted, no further appeal is allowed.

Step 5: If the dean decides the appeal warrants further investigation, the appeal and evidence shall go to the Academic Standing Committee (ASC) of the college or program in which the course was taught at the next regularly scheduled meeting of ASC. The ASC meets (when necessary, by electronic means), and reviews the appeal by hearing the evidence presented by the student and the faculty member. Both are invited to meet with the ASC to respond to questions on the issues, whenever possible in person or if necessary via electronic means. The dean of students or designee may be invited to attend by either the student or ASC with voice but no vote.

Step 6: For the ASC meeting, the student shall have the right to select a meeting advisor. The meeting advisor shall not be licensed in the field of law, shall be a current member of the University community (limited to faculty, staff, and students), and not otherwise involved in the case. The meeting advisor shall not address the committee or otherwise directly participate, but the accused may request a short recess to consult the meeting advisor.

Step 7: After hearing the appeal, the ASC shall submit a report and recommendations to the dean within five working days. The committee shall make the final determination of the case. The Dean informs the parties of the decision in a timely manner. No further appeal is allowed.

Community Relations

University Values

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

Diversity

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

- to become an open, honest, disciplined, and caring community
- where the unique qualities of each person are fully appreciated

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- to create on the campus a community reasonably reflective of the wide diversity of the larger society—but in which that diversity is managed and supported for the benefit of all
- to balance the rights of individuals and the concerns of the institution, so that all of our members are treated with respect and the larger goals of the University are fully understood.

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

Being Neighborly

The University of Hartford is proud to be a respected and valued part of the West Hartford, Hartford, and Bloomfield communities. Our goal is to create good will continually. Being good neighbors, therefore, is one of the University's highest priorities, and with this in mind, the University encourages students to engage in responsible behavior while living in or visiting these towns. Any unreasonable disturbances, such as noise, speeding, littering, and/or trespassing, among others, are not welcomed or condoned. When you engage in these types of behaviors you put yourself at risk of being sued by individuals affected by your actions, charged with criminal violations by law enforcement agencies, and/or subject to University code-of-conduct charges.

Alcohol Policy

The University of Hartford, as an academic institution dedicated to higher learning, condemns the irresponsible use or abuse of alcohol. The University affirms its institutional role of encouraging mature reflection and a free choice of alternatives, which may include the decision to use alcoholic beverages by a person of legal drinking age. The guiding principles in this choice should be education, respect, cooperation, and accountability.

The University expects members of the campus community who are of legal drinking age and who choose to consume alcoholic beverages to do so responsibly and legally in compliance with University General Regulations (p. 59) as a result of an informed decision. This decision should be based upon consideration of the consequences to self, others, and the community at large. Individuals who are intoxicated will be held accountable for their actions. Due to its potentially negative effect on academic performance, health, personal relationships, and safety, the University is concerned about alcohol abuse. The University provides alcohol-education programs, on-campus counseling services, and referrals to off-campus counseling and treatment programs. Under certain conditions the University may require evaluation and/or treatment for a student as a condition of continued enrollment. Seeking confidential assistance from or being referred to these services will not, by itself, result in disciplinary action.

The University of Hartford abides by Connecticut state law and local ordinances pertaining to the consumption, possession, sale, and distribution of alcoholic beverages and students who violate these laws may be held accountable under the Code of Student Conduct. In particular

- No one under the age of 21 can legally consume, sell, distribute, possess, or purchase alcoholic beverages.
- Proper identification is required as proof of age. This includes a state driver's license, Liquor Control Board card, or other state identification (all of which must include a picture and date of birth); a military identification card with picture and date of birth; or a valid passport with picture and date of birth.
- No one without a state license can legally sell or distribute alcoholic beverages.

- No one shall drive under the influence of alcohol; and no one shall sell or procure alcoholic beverages for a minor or for an intoxicated person.

Alleged violations of this policy, including, but not limited to, the possession of bottles or cans of alcohol, unruly or inappropriate behavior, or underage consumption of alcohol, will be addressed by Public Safety, the Office of Residential Life, the Office of Student Conduct Administration, and/or other University staff members.

General Regulations

Public Consumption of Alcoholic Beverages

Consumption of alcoholic beverages and/or the possession of alcoholic beverages are permitted in approved venues only. Public consumption of alcoholic beverages by students is prohibited in all public areas, including all common areas, such as lobbies, lounges, hallways, and outdoor areas, on the residential and academic sides of campus.

Bulk Containers

Students are not permitted to have bulk containers of and/or excessive quantities of alcohol on the University of Hartford campus. Bulk containers are defined as kegs (1/2 barrels, 1/4 barrels) logs, beer balls, etc. Students having bulk containers in their possession may be presumed to be having a party.

Alcohol Content

Alcohol content above 100 proof is prohibited

Binge-Drinking Games and Binge-Drinking Paraphernalia

Binge-drinking games are prohibited on campus. Any student participating in such games, or in possession of equipment that is determined to have been used for binge-drinking games, will be subject to misconduct charges.

Possession of empty alcoholic beverage containers within an underage residence

The presence of empty alcoholic beverage containers within an underage residence (including rooms, closets, common space, and/or suite) may be taken as a presumption of alcohol consumption, and students may be held accountable.

Display of alcohol- or drug-related materials

Students are prohibited from displaying alcohol- or drug-related materials (for example, signs, posters, or lights) on campus in common areas and in public view. Students may, however, display such materials in their private space.

Age Verification

University of Hartford students are responsible for presenting their valid University of Hartford ID and a valid driver's license or state ID card for age verification, before they can be served alcohol on campus. People who are not University of Hartford students are responsible for presenting another form of picture identification (e.g., driver's license, passport, state ID card). During party registration, Public Safety, the Office of Residential Life, and the student host will determine how individuals under the age of 21 will be made visibly distinguishable to ensure that they are not permitted to obtain alcohol from within the apartment.

University Expectations

All students are expected to act responsibly in relation to alcohol. Any irresponsible behavior involving or related to alcohol as determined by the director of the Office of Student Conduct Administration (DOSCA) /designee, is a violation of this policy.

Alcohol Equivalents

Alcoholic (content) equivalents of one 30-pack of beer:

Type	Ounces	Quarts	Liters
80 proof	36	1	1
40 proof	72	2	2

Wine 3.75 liters or 5 bottles of 750 ml of wine

1 liter = 33.81 fluid ounces

1 liter = 1.06 quarts

1 quart = 32 ounces

One drink is equivalent to

12 oz. beer (4.1%)

4 oz. wine (12%)

1.25 oz. shot (80 proof 40%)

1 oz. shot (100 proof 50%)

The legal blood alcohol limit in Connecticut is .08.

Parties

Parties can only occur during the academic year (which is defined as fall and spring semesters) on weekends. Weekends are defined as Friday and Saturday. Winterterm and Summerterm are not considered to be part of the academic year, as related to party policy. The University reserves the right to prohibit parties at other times as appropriate. A party in this sense refers to an informal interaction consisting of more than 20 and less than 70 participants.

The University of Hartford supports the desire for students to interact informally in the residence halls. It also recognizes the fact that some students who are of legal age wish to have alcohol present at these functions. In an effort to promote collaborative, positive, proactive, and helpful communication among students and University staff members, the following regulations have been established:

- Students hosting parties on campus need to be in compliance with the Connecticut state statute regarding the sale and possession of alcohol. It is beneficial for students also to become familiar with the Dram Shop Act of Connecticut regarding intent to sell alcohol. For information on the Connecticut state statutes or the Dram Shop Act, students may attend the SmartHost Class or call Public Safety.
- Residents hosting a party are expected to clean up all external areas affected by the party by 2 a.m. the morning of the event. These areas include, but are not limited to, interior courtyards and areas surrounding the quad.
- Residents found not complying with any of the regulations set forth in the party guidelines are subject to immediate administrative action as well as charges under the University conduct system. Party privileges can be temporarily revoked at the discretion of the Office of Residential Life pending the resolution of a student conduct meeting for violations of the University alcohol policy.
- It shall be the sole responsibility of the hosts, servers, and door persons to insure compliance with the University's procedures and policies, whether or not the party is registered.

Contained Parties (Mixed)

Contained parties with a mixture of invited student guests over and under the legal 21 year old drinking age must be registered with Public Safety. SmartHost attendance is mandatory for host, servers, and door people before a party can be registered. Stated limits on the amount of alcohol allowed at a party are based on an assumption that more than five drinks per person is inherently irresponsible. However, these limits do not define responsible drinking, which is affected by such factors as time, food consumption, body size, and other individual characteristics. Students are expected to drink responsibly.

Definition of Contained Parties (Mixed)

- a gathering of up to 20 people
- allowed only in Regents Park, Park River, and Village Apartments
- alcohol is present
- notification of Public Safety (860.768.7985) is required by 6 p.m. on the day of the party
- attendance at the SmartHost Class is mandatory for the host, server, and designated doorperson of a contained party and strongly recommended for any other responsible person(s)
- alcohol may not exceed 100 beers or the alcohol equivalent

Contained parties (all student guests of legal drinking age) do not need to be registered with Public Safety.

The SmartHost Class

A class has been established with the goal of educating students about the responsibilities and liabilities inherent to hosting a party at which alcohol is served. SmartHost attendance is mandatory for host, servers, and door people before a party can be registered. This class is generally offered at various times throughout the academic year. This class is coordinated by the Resident Director of the Village Apartments or their designee. For information regarding the SmartHost class, contact the Resident Director of the Village Apartments at 860.768.6110.

Violations of the Alcohol Policy

The University of Hartford's alcohol policy is designed to reflect consistency with existing state and local laws. The University of Hartford's alcohol policy is not intended to be punitive but rather is meant to encourage responsible behaviors and educational practices, as well as to enforce state laws and University policies.

If any underage person is being served alcohol at a party, the liability will fall on the underage drinker, the host, the server, and the doorperson(s). If an underage person is proved to have obtained alcohol at that particular party, the party will be closed down and misconduct action will be taken. It is recommended that individuals not of legal drinking age should not be in the immediate area where alcohol is being served.

Hosts, servers, and doorpersons will be held equally responsible for violations of the alcohol policy that cause a party to end. This includes being responsible for their guests' actions.

Please note that recognized University organizations that violate the alcohol policy risk jeopardizing their recognition, funding, and campus privileges in addition to other sanctions.

Alcohol Amnesty Policy

The health, safety, and general well-being of students is a primary concern at The University of Hartford. The University does not condone high-risk behavior. In cases of severe intoxication and/or alcohol poisoning (signs include vomiting, being passed out, being unable to stand), students are highly encouraged to call for medical assistance (ext. 7777) for Public Safety's Emergency Response Line) for themselves or for their fellow students. Under the University of

Hartford's Alcohol Amnesty Policy, no students seeking medical attention for an alcohol overdose will be subject to the University's conduct process for violation of using or possessing alcohol, if they follow the process outlined below. This policy also pertains to those students who are not medically transported but do exhibit severe or obvious alcohol intoxication as noted by a University official (Public Safety, Residential Life staff member, etc).

A medical transport or nontransport for alcohol intoxication will still result in participation in the conduct process. However, the conduct sanction will be suspended as long as the student successfully completes a meeting with the director of the Connections Health Education and Wellness Center within five academic days of the incident. Failure to complete this meeting will result in further conduct action and the reinstatement of the sanction. Additionally, other subsequent violations of the Code of Student Conduct as found in The Source could result in reinstatement of the sanction as well.

In addition, if the student is medically transported for a second time, the incident will be referred to the Office of Student Conduct, and further conduct action will occur. Repeat or serious incidents will prompt a higher degree of concern, response, and sanctioning. A nonintoxicated individual who calls for emergency assistance on behalf of another student or friend experiencing an alcohol-related emergency may not be subject to misconduct action.

Please refer to the University Code of Student Conduct for information on the misconduct consequences of alcohol violations.

Where to Get Help

Students experiencing difficulties with alcohol or wanting more information may contact the following campus resources for assistance:

Counseling and Psychological Services	GSU313	860.768.4482
Connections Health Education and Wellness Center	Commons	860.768.5433
Health Services	Sports Center	860.768.6601
Office of Residential Life	F Complex	860.768.7992
Campus Ministry		
Catholic	GSU153	860.768.4899
Jewish (Hillel)	PR	860.768.7956
Protestant	GSU153	860.236.1245
Community Resources		
Blue Ridge Treatment Center		860.243.1331
1095 Blue Hills Ave., Bloomfield, CT 06002		
University of Connecticut		860.679.2000
Alcohol/Drug Treatment Center		
263 Farmington Ave., Farmington, CT 06030		
The Institute of Living		860.545.7070
Alcohol and Drug Treatment Program		
400 Washington St., Hartford, CT 06106		
Info Line (general help line)		800.203.1234
Alcoholics Anonymous		860.282.5924
Cocaine National Helpline		800.627.2463
Narcotics Anonymous		800.627.3543

SEXUAL VIOLENCE AND MISCONDUCT POLICY AND PROCEDURES

I. Statement of Policy

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

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

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

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

II. Scope

This Sexual Violence Policy applies to all University of Hartford students, faculty and staff. This Sexual Violence Policy applies regardless of the sexual orientation or gender identity or expression of the persons involved.

This Sexual Violence Policy applies to “Prohibited Behavior” (defined below) directed by any University of Hartford student, faculty or staff towards any individual, including persons who are not University students, faculty or staff, which occurs on any University of Hartford campuses, satellite campuses, university leased properties, and all university sponsored or controlled events, and trips, including trips abroad. This Sexual Violence Policy also covers

Prohibited Behavior off campus directed by a University student, faculty or staff toward another University student, faculty or staff.

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

Similarly, the University will respect requests for confidentiality from victims of Sexual Violence and Other Sexual Misconduct to the extent possible consistent with legal requirements and the University's obligations to protect the health and safety of the University community. Confidentiality and privacy issues are discussed more fully below. In addition, fully confidential resources, both on-campus and off-campus, are identified below.

A. Prohibited Behavior

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

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

- 1. Sexual Assault** can include forcible and non-forcible but otherwise unlawful sexual offenses. As defined for purposes of the Federal Bureau of Investigation Uniform Crime Reports (UCR),
- non-forcible but unlawful sexual offenses include incest and statutory rape; and
 - forcible sexual offenses include rape, acquaintance rape, forcible sodomy, and sexual assault with an object.

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

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

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

[V]aginal intercourse, anal intercourse, fellatio or cunnilingus between persons regardless of sex.... Penetration, however slight, is sufficient to complete vaginal intercourse, anal intercourse, or fellatio and does not require emission of semen. Penetration may be committed by an object manipulated by the actor into the genital or anal opening of the victim's body.

Connecticut law defines "Sexual Contact" as:

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

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

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

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

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

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

- 1. Stalking** means engaging in a course of conduct directed at a specific person(s) that would cause a reasonable person to (a) fear for his or her safety or the safety of others, or (b) suffer substantial emotional distress. Under Connecticut law, Stalking is willfully and repeatedly following or lying in wait for another person and causes, whether willfully or recklessly, that person to reasonably fear for her or his safety. Behavior constituting stalking may include, but is not limited to, communications (i.e., face to-face, telephone, email, and social media), threatening or obscene gestures, surveillance, or showing up outside the targeted individual's classroom, residence or workplace, where that behavior is nonconsensual.
- 2. Sexual Exploitation** occurs when a person takes advantage of another without that individual's consent for the initiator's own advantage or benefit or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute Sexual Violence or Other Sexual Misconduct, including but not limited to:
 - sexual exhibitionism
 - non-consensual video, photographing, or audio-recording of a sexual nature and/or distribution of these materials via mediums such as the internet
 - exceeding the boundaries of consent (e.g., allowing people to watch consensual sex without the knowledge of the participants)
 - peeping or other voyeurism
- 3. Other forms of inappropriate conduct** which, while not directly Sexual Violence, Stalking or Sexual Exploitation, nonetheless constitute a violation of this Sexual Violence Policy include:
 - assisting another person in committing a violation of this Sexual Violence Policy
 - interfering with any person's effort to exercise or seek to exercise their rights under this Sexual Violence Policy, including but not limited to coercion, threats or harassment

- failing to cooperate in an investigation or proceeding conducted under or in connection with this Sexual Violence Policy
- retaliation against any person for exercising or seeking to exercise their rights under this Sexual Violence Policy
- retaliating against any person for cooperating with an investigation or proceeding conducted under or in connection with this Sexual Violence Policy.

B. Consent

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

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

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

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

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

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

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

III. Educational, Awareness and Prevention

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

A. Mandatory Education for all First Year Residential Students

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

Haven uses a population-level approach to educate all students on the issues associated with sexual assault and relationship violence, taking into account their unique perspectives and experiences, providing:

- key definitions and statistics
- reflective and personalized content
- bystander skill and confidence-building strategies
- campus-specific policies, procedures and resources
- rich data summaries to inform future programming

B. Domestic violence awareness month (October)

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

C. The Red Flag Campaign

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

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

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

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

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

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

D. CONNECTIVITY: Peer Education/Peer Theatre

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

E. Ways to Prevent Sexual Assault

- **Know that alcohol and drugs are often related to sexual assault:** The use of alcohol and drugs compromises both your ability to make responsible decisions and to communicate effectively.
- **Ask directly and don't assume:** Some people believe that it is a routine part of "seduction" to ignore a person's saying "no" and to assume the party means "maybe" or even "yes". But without clearly established consent, what is called seduction is actually sexual assault. Even after a person has given consent, he or she still has the right to change his or her mind.
- **Listen to and respect the person:** If you are getting a double message from someone, speak up and clarify the message. If someone says "no" to your advances, back off.
- **Recognize that intoxication is no excuse:** Intoxication is not a defense for sexual assault. You are responsible for your actions whether or not you are sober. If someone is intoxicated or has passed out, offer to help; don't take advantage.

F. Bystander Intervention

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

For more information on Bystander Intervention please go to <https://www.hartford.edu/publicsafety/Crime%20Prevention/bystanderintervention.aspx>.

IV. Resources for Victims of Sexual Violence and Other Sexual Misconduct

A. Medical Treatment

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

- to treat physical injuries
- to ascertain the risk of sexually transmitted diseases or pregnancy and intervene accordingly
- to gather evidence that could aid prosecution. Evidence should be collected immediately. After the first 24 hours, the quality of evidence usually decreases, but can be collected up to 72 hours after the assault. This evidence collection can be performed at any of

the area hospital emergency rooms: St. Francis (860.714.4001) and Hartford Hospital (860.524.2525). A support person may be present during the exam. These time frames also impact the collection and preservation of evidence such as clothing towels and bedding at the location of the incident.

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

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

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

B. Emotional Support and Counseling On Campus

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

You may also reach a counselor at Counseling and Psychological Services by calling 860.768.4482 during regular office hours, Monday through Friday, 8:30 a.m.–4:30 p.m. during the academic year. After hours, assistance is available through the University Public Safety dispatcher at 860.768.7985.

C. Emotional Support and Counseling Off Campus

A wide variety of off campus resources are also available to students. Confidential off-campus resources include:

- 1. Connecticut Sexual Assault Crisis Services, Inc.** (1.888.999.5545 English; 1.888.568.8332 Espanola)

All services are FREE and CONFIDENTIAL.

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

- hotline Services 24 hours/day 7 days/week
- 24 hour crisis counseling Information and referral
- advocacy for children and non-abusing parent
- short-term counseling for victims and their family and/or friends
- support groups and more
- community education programs dealing with sexual assault issues
- community prevention programs dealing with safety concerns, etc.
- statewide 24 Hour Toll Free Hotline (When you dial the number below, your call is routed to the center closest to your location.)

2. YWCA of New Britain Sexual Assault Crisis Services

New Britain Office: 22 Glen Street
P.O. Box 2545, New Britain, CT 06051
Office: 860.225.4681; Hotline: 860.223.1787 (local)
Email: nbsacs@snet.net
Hartford Office 175 Main Street, Hartford, CT 06106
Office: 860.241.9217; Hotline: 860.547.1022 (local)

3. Connecticut Coalition Against Domestic Violence (CCADV)

Connecticut Coalition against Domestic Violence (CCADV) is the state's leading voice for victims of domestic violence and those agencies that serve them. CCADV is a membership organization of **Connecticut's 18 domestic violence service agencies** that provide critical support to victims including counseling, support groups, emergency shelter, court advocacy, safety planning, and lethality assessment, among other services.
24/7 hotline: English: 1.888.774.2900; Spanish: 1.888.774.2900

4. Interval House:

Interval House is dedicated to providing services to prevent and break the cycle of family and intimate partner abuse, which strives to reach all persons at risk and bring about social change.
24-hour domestic violence hotline: 860.527.0550 or 1.888.774.2900

5. Office of Victim Services

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

V. Title IX Coordinator

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

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

The **University Title IX Coordinator** is:

Rayna Dyton-White, Office of the President
dytonwhit@hartford.edu, 860.768.4281

VI. Reporting a Violation and Handling of Complaints

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

- report the incident to a confidential resource
- report the incident to the University

- file a formal complaint with the University under the procedures set forth in this Sexual Violence Policy
- file a complaint with the police, with or without University assistance
- file a complaint with other governmental agencies

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

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

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

- **any incident, 24 hours a day, 7 days a week: Public Safety, 860.768.7985**
- **incidents involving students, visitors and third parties: University Title IX coordinator for Students, Visitors, and Third parties: Rayna Dyton-White**, Office of the President, dytonwhit@hartford.edu, 860.768.4281
- **incidents involving Faculty and Staff: the Deputy Title IX coordinator for Faculty and Staff: Lisa Belanger-Buoniconti**, Human Resource Development, belanger@hartford.edu, 860.768.4156
- **any incident which is not ongoing or require immediate reaction to avoid the risk of harm to one or more persons:** A person may report a potential violation of Title IX by calling the Whistleblower Hotline/Confidential Telephone Reporting Line: 860.242.0138. Issues raised to the Whistleblower Hotline are taken seriously and will be researched and evaluated for appropriate follow up. However, because the Whistleblower Hotline is NOT monitored continuously, and calls to the Whistleblower Hotline will not be forwarded to Public Safety or law enforcement personnel, incidents that are ongoing or require immediate reaction to prevent harm to one or more persons should not be reported on the Hotline: instead, Public Safety, local law enforcement or x911 should be called immediately. Further information on the Whistleblower Hotline can be found at <http://hartford.edu/HRD/files/pdf-new/2014%20Website/Whistle%20Blower%20Hotline%202013.pdf>.

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

A. Reporting to Confidential Resources

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

The following confidential resources are available to victims of Sexual Violence or and Other Sexual Misconduct:

1. On-Campus Resources

- Counseling Services: 860.768.4482
- Student Health Services: 860.768.6601

2. Off-Campus Resources

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

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

B. Reporting to the University

1. Designated University contacts

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

- **any incident, 24 hours a day, 7 days a week: Public Safety, 860.768.7985**
- **incidents involving students, visitors and third parties: University Title IX coordinator for Students, Visitors, and Third parties: Rayna Dyton-White, Office of the President, dytonwhit@hartford.edu, 860.768.4281**
- **incidents involving Faculty and Staff: the Deputy Title IX coordinator for Faculty and Staff: Lisa Belanger-Buoniconti, Human Resource Development, belanger@hartford.edu, 860.768.4156**
- **any incidents: Director, Connections: Kenna Grant, mckenna@hartford.edu, 860.768.4077**

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

2. Confidentiality and Privacy

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

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

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

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

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

The University may not require a victim to participate in any investigation or disciplinary proceeding. The University also will not require a victim to notify law enforcement authorities or to cooperate in any criminal investigation, although the University may determine that it has its own obligation to notify law enforcement, based on the same considerations described above.

Under all circumstances, the University will take all reasonable steps to be protective of the victim's well-being, and will work with the victim to create a safety plan as well as take ongoing steps to protect the victim from retaliation or harm. Retaliation against the victim, whether by students or University employees, will not be tolerated. The University will also:

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

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

Because the University is under a continuing obligation to address the issue of Sexual Violence campus-wide, reports of Sexual Violence (including non-identifying reports) will also prompt us to consider broader remedial action, such as increased monitoring, supervision or security at locations where the reported Sexual Violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

3. Federal Reporting Obligations

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

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

4. Options Available to Victims for Changing Certain Conditions

The Title IX Coordinator or designee will advise a victim of Sexual Violence or Other Sexual Misconduct of options available to change academic, living, campus transportation or working conditions in response to the Prohibited Behavior. Such options may include but are not

limited to alternative means of providing on-campus transportation; changes in academic or work schedules, or other academic or employment accommodations; and housing reassignments.

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

C. Filing a Formal University Complaint

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

D. Reporting to Law Enforcement

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

- University of Hartford Department of Public Safety, 860.768.7985
- Director of Connections, Kenna Grant, mckenna@hartford.edu, 860.768.4077
- YWCA of New Britain Sexual Assault Crisis Services
Hotline: 860.223.1787; Email: nbsacs@snet.net
- Interval House, 24-hour domestic violence hotline: 860.527.0550 or 888.774.2900

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

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

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

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

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

Any person who obtains a court-ordered protective order or temporary restraining order, whether or not related to a violation of this Sexual Violence Policy, may inform Public Safety of the existence of the protective or temporary restraining order.

Information on the criminal justice system, including information on how to obtain and enforce a protective or restraining order, is contained in appendices at the back of this Sexual Violence Policy:

- Criminal Complaint Process—See Appendix A
- How Does a Restraining Order Works?—See Appendix B
- Reporting Options for Victims of Relationship Violence—See Appendix C

E. Filing an External Complaint

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

Office of Civil Rights

U.S. Department of Education
5 Post Office Square, 8th floor
Boston, MA 02109-3921
Telephone: 617.289.0111
Fax: 617.289.0150
Email: OCR_Boston@ed.gov

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

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

U.S. Equal Employment Opportunity Commission

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

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

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

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

Connecticut Commission on Human Rights and Opportunities

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

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

F. Deciding Not to Report

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

VII. Non-Retaliation Policy

The University encourages individuals to bring forward information and/or complaints about violations of state or federal law, University policy, rules or regulations. Retaliation against any individual who, in good faith, reports or who participates in the investigation of alleged violations is strictly forbidden. The University will take appropriate action, up to and including dismissal or expulsion, as applicable, against any employee or student who violates this non-retaliation policy.

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

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

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

- unsubstantiated adverse performance evaluations or disciplinary action
- unfounded negative job references
- arbitrary denial of salary increases, promotions or other job benefits
- hostile work environment, described as conduct that is so objectively offensive as to alter the conditions of employment
- intimidation
- unfounded reduced or limited work assignments

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

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

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

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

Title IX Coordinator: 860.768.4281
Human Resources Development: 860.768.4156
Public Safety: 860.768.7985

VIII. University Complaint Process

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

A. Process Pool members

The Title IX Coordinator will identify a group of individuals to serve as investigators, complaint assessment panel members and appeal panel members (“Process Pool”) under this Process. All Process Pool members shall be trained at least annually on issues related to domestic violence, dating violence, sexual assault and stalking; on applicable University policies and procedures, including without limitation this Sexual Violence Policy; and on how to conduct an investigation and hearing process that is fair and impartial, protects the safety of victims, promotes accountability, and respects the rights of both the complainant and the accused.

No person shall serve in more than one stage—investigation, assessment and appeal—of a complaint filed under this Process. Process Pool members with conflicts of interest in a particular complaint shall be recused from acting as an investigator, complaint assessment panel member or appeal panel member in connection with that complaint. If a complainant or an accused believes that a Process Pool member serving as an investigator, complaint assessment panelist or appeal panelist may have a conflict of interest, they may report this potential conflict to the Title IX Coordinator, who will determine whether a conflict exists and, if so, remove the Process Pool member from participating in the complaint process. No Process Pool member may serve as a support person under this Process for a complainant or accused.

A Process Pool member will be selected to explain this Process to the complainant, accused and any other persons participating in a complaint procedure under the Process, and to answer questions which any of these individuals may have. The Process Pool member serving this role in connection with a complaint will not act as an investigator, complaint assessment panel member or appeal panel member for that complaint.

B. Filing a University Complaint

A victim of Sexual Violence or and Other Sexual Misconduct who chooses to file a formal complaint with the University may make the complaint to an appropriate staff member (Title IX Coordinator or Deputy Title IX Coordinator, Public Safety, Human Resources Development). The University encourages but does not require complaints to be submitted in writing (electronically or by hard copy) to the University Title IX coordinator, a deputy coordinator, or other appropriate staff member. The University Title IX coordinator and/or a deputy coordinator also reserves the right to investigate any incident referred to the dean of students office that may relate to this Sexual Violence Policy, and, if necessary, refer that incident to this Process.

The complaint should clearly describe the alleged incident, when and where it occurred, and the desired remedy, if known. Additionally, the initiator of a formal complaint under this Process should submit any supporting materials in writing as quickly as possible.

C. Interim Remedial Action

Upon receipt of a complaint, the Title IX Coordinator, or designee, may enact interim remedial actions in order to stop the alleged harassment or discrimination, and/or to protect the safety and well-being of the complainant, the accused and the University community while an investigation, assessment and appeal is continuing under this Process. Interim remedial action is preliminary, and only in effect until the process is complete and a decision is rendered. Interim

remedial actions may be instituted at any point during the investigation, assessment and appeal process and can include, but are not limited to:

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

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

D. Procedural Standards and Rights

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

From the filing of a complaint under this Process through to the completion of the investigation and assessment and, where applicable, determination of sanctions shall normally not take longer than 60 days. The Title IX Coordinator may determine that a period greater than 60 days is appropriate where circumstances warrant, including, for example, in order to allow for the availability of witnesses whom the Title IX Coordinator determines to be critical, or to allow sufficient time for investigation of facts which are unusually complex. The Title IX Coordinator will not consider delays to allow parallel police investigations to be completed to be a valid reason for extending the 60 day period. Any appeal shall be handled in a similarly prompt fashion.

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

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

E. Investigation

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

The Title IX coordinator or designee will assign one or more investigators from the Process Pool to conduct the Title IX investigation. The assigned investigator(s) will conduct a thorough and impartial investigation by developing a strategic investigation plan. The investigator(s) will provide the accused with notice of the complaint and the allegations presented. The investigator(s) will

provide an equal opportunity for the accused individual and complainant to provide information and evidence and propose witnesses for interviewing. The investigator(s) shall keep the complainant and the accused individual informed on the status of the investigation and overall process; and to complete the investigation in a timely manner.

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

At the conclusion of the investigation, the investigator(s) will supply a thorough report of the findings to the designated university Complaint Assessment Panel, described below. These findings will include recommended conclusions as to whether the accused individual(s) is responsible or not responsible (in whole or in part) for Prohibited Behavior in violation of this Sexual Violence Policy, or a recommended conclusion that there is insufficient information to reach a determination on responsibility. The investigator(s) will identify supporting information for the recommended conclusions in the report. All recommended conclusions shall be based on a "preponderance of the evidence" standard, under which a conclusion will be made only if, based on all the evidence presented, including an assessment of the credibility of testimony, it is more likely than not that the conclusion is correct. A finding that 50% or more of the evidence supports the conclusion satisfies the preponderance of the evidence standard.

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

F. Complaint Assessment Panel

The Title IX Coordinator will appoint a Complaint Assessment Panel from the Process Pool, which will consist of three impartial persons. The Complaint Assessment Panel will provide a copy of the report to the accused and complainant, with names and identities of identified third parties redacted as necessary to comply with privacy laws, and allow both the complainant and the accused the opportunity to provide for the Complaint Assessment Panel's consideration a written response within a reasonable period of time set by the Complaint Assessment Panel.

If it is determined that further information is needed before the Complaint Assessment Panel can make a determination, the Complaint Assessment Panel will notify the investigator(s) of information or clarification that is needed and the investigator(s) will work to return that information back to the Complaint Assessment Panel in a formal written amendment to the investigative report. Any such supplemental report prepared by the investigator(s), including any changes in findings or recommendations, will be provided simultaneously and in writing to the complainant and the accused. The complainant and the accused will both have the opportunity to provide a written response to the new information within a reasonable time period set by the Complaint Assessment Panel.

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

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

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

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

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

- Students found responsible for committing Sexual Violence in violation of this Sexual Violence Policy will likely receive a sanction ranging from probation to expulsion, depending upon the severity of the incident and any previous violations of the Student Code of conduct. Faculty or staff found responsible for violating the prohibition against Sexual Violence will likely receive a sanction ranging from suspension to termination.
- Students found responsible for committing Other Sexual Misconduct or other misconduct prohibited under this Sexual Violence Policy will likely receive a sanction ranging from an official reprimand to expulsion, depending upon the severity of the incident and any previous violations of the Student Code of Conduct. Faculty or staff found responsible for violating the prohibition against Other Sexual Misconduct will likely receive a sanction ranging from a written warning to termination.
- Faculty who are terminated under this Sexual Violence Policy and who are tenured or in the middle of a contract term are entitled to additional procedural rights under Section 10, Dismissal, of the Faculty Policy Manual.
- The committee will sanction students found responsible for violations of the Student Code of Conduct not related to this Sexual Violence Policy in accordance with sanctions used in the general Student Conduct Process.

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

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

Completion of the investigation and complaint procedures should be complete within 60 days of the receipt of the complaint, sooner if possible. Should this process last longer than 60 days, the investigator will communicate the reasons and expected timeline to all parties.

G. Appeals

After receiving notification of the findings of the investigation and sanctions, when imposed, both the complainant and the accused student have five business days to notify the Title IX coordinator or designee of their intent to appeal the finding. An appeal form may be obtained

from the Title IX coordinator or designee and a formal letter of appeal specifying the grounds upon which the appeal is based and supporting information must be submitted within three business days of the receipt of the appeal form. The Title IX coordinator or designee has the discretion to extend the deadline for submission of a letter of appeal.

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

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

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

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

If an appeal is granted on the sole basis that additional and/or new relevant information was not available at the time of the initial investigation, the Title IX Coordinator will direct the appeal back to the original Complaint Assessment Panel. The Complaint Assessment Panel will work with the original investigator(s) to ensure that the additional and/ or new relevant information is reviewed and necessary follow-up investigation is conducted. The findings of this investigation will be handled in a manner consistent with the procedures set forth above, including application of the preponderance of the evidence standard.

If the University Title IX coordinator determines that an appeal should be considered because it presents a claim of an error in process or abridgement of rights, or because the sanctions did not adhere to the sanctions guidelines in this Process, he or she may convene a formal Appeal Panel, which will consist of three persons from the Process Pool. The Appeal Panel shall apply a clear error standard, granting the appeal only if the investigator(s) or Complaint Assessment Panel made a clear error which materially affected the outcome.

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

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

H. Compliance with Sanctions and Accommodations

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

I. Confidentiality of Process

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

IX. Appendices

Appendix A: Criminal Complaint Process

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

First Response by Police

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

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

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

Investigation

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

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

Criminal Prosecution and Protective Orders

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

If the State's Attorney decides that there is enough evidence, criminal charges are brought against the assailant and an arrest warrant is issued. If the location of the assailant is known, an arrest takes place, and a bond hearing is held the next business day. While the criminal case is pending, you can also request that the court issue a protective order prohibiting the assailant from being within a certain distance of you and contacting you and/or family members. Although the protective order will not prevent the assailant from contacting you or approaching you, if s/he does so, the police can arrest him/her for violating the protective order.

It may seem very impersonal, but from this point forward your role becomes solely that of "witness." It is the State of Connecticut, as represented by the State's Attorney, that brings charges against the assailant with your testimony serving as evidence. Your testimony is essential to successful prosecution, but you are only required to be in the courtroom during the time you testify. That is because while you are the victim, the crime is considered to be against the State.

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

Sentencing

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

Victim's Rights

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

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

9. The right to restitution which shall be enforceable in the same manner as any other cause of action or as otherwise provided by law; and,
10. The right to information about the arrest, conviction, sentence, imprisonment and release of the accused.

Appendix B: How Does a Restraining Order Work?

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

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

- imposing any restraint upon the person or liberty of the applicant;
- threatening, harassing, assaulting, molesting or sexually assaulting, or attacking the applicant; or
- entering the family dwelling or the dwelling of the applicant.

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

Procedure for Applying for a Restraining Order

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

Step One: The applicant must complete the following forms:

- **Application for Relief From Abuse;** and
- **Affidavit**

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

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

respondent. Also, to protect a victim's actual location, participants in the Address Confidentiality Program are assigned a post office box at the Secretary of State's Office and receive forwarded mail from the agency. In filling out any court document, you may use the address supplied by this program to protect your location from the respondent. For more information on the Secretary of the State's Address Confidentiality Program call the Connecticut Coalition Against Domestic Violence at 888.774.2900, or Connecticut Sexual Assault Crisis Services at 888.999.5545. For information in Spanish call 888.568.8332.

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

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

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

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

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

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

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

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

If the applicant wants the Restraining Order to extend beyond the period ordered by the court, that person must submit a Motion to Extend to the court clerk's office. To help prevent the Order from lapsing, the Motion to Extend should be submitted at least two to three weeks before the

Restraining Order expires. After the motion is submitted, the court clerk will schedule a hearing and return the motion to the applicant for service on the respondent. On the hearing date, the same court procedures described above will apply. There are no court fees for the filing any motion to modify or extend the order. In addition, the Judicial Branch will pay the fee to have the order served on the respondent.

Appendix C: Reporting Options for Victims of Relationship Violence

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

Criminal Prosecution

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

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

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

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

Restraining Order

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

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

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

A judge may grant the victim temporary custody of children.

Protective Order

Processed through criminal court after an arrest.

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

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

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

Civil Suit

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

CODE OF STUDENT CONDUCT

This Code of Student Conduct shall supersede all prior Student Conduct Codes and judicial codes and regulations. All University of Hartford students possess certain rights and privileges together with corresponding duties and responsibilities. Every student is entitled to freedom of action as a necessary expression of scholarly activity. As a member of the University community, students can expect that their personal dignity and property will be respected. In turn, all students are responsible for maintaining standards of conduct that do not interfere with the rights of others nor prevent the University from functioning as a center of inquiry and learning.

Students are admitted to the University with the understanding that they will accept the University's basic principles and rules of behavior. Violations of University regulations, as printed in the *Bulletin*, *The Source*, and/or the Housing Contract, will result in appropriate sanctions, up to and possibly including suspension or dismissal from the University. Through the Code of Student Conduct and the established misconduct resolution system, the University expects that students will uphold the standards of behavior that the University community has adopted.

The University Code of Student Conduct covers all students, full time or part time, graduate or undergraduate. All student organizations and members thereof are subject to all provisions of this code. Participation in the University misconduct resolution system is limited solely to members of the University community (current students, faculty, and staff). Based on its concern for the rights and the personal growth of individual students, the University reserves the right to intervene when an inappropriate behavior is demonstrated. (See also off-campus incidents.)

In general, violations of University regulations, except academic regulations (see Academic Honesty Policy), are covered under the University Code of Student Conduct:

- on the University campus
- on any University satellite campus
- on University property off campus
- at events off campus officially sponsored by the University
- off campus, when said violations reflect unfavorably upon or otherwise negatively impact the University

Complaints against students may be filed by faculty, staff, or other students attending the University of Hartford. Nonstudents with complaints against University of Hartford students may not file a misconduct charge(s) through the University misconduct resolution system. Violations of academic regulations are the direct responsibility of the faculty.

A. Misconduct

Students are subject to sanctions for misconduct, which includes the commission, or aiding in the commission, of acts specified in subsections A–Z, below. In addition, students may be subject to sanctions for the commission, or aiding in the commission, of violations of regulations specified elsewhere in this handbook, residential area regulations, the contract for University housing, or other University policies.

Violations of the University's Code of Student Conduct during the current year may result in a change in housing status as outlined in the Status System for Housing Assignments (*The Source*, Residential Life Information and Policies, Residential Life Assignment Process).

1. Complicity

Students present during the planning or commission of any violation of the Code of Student Conduct in such a way as to condone, support, or encourage the violation(s) are choosing to accept the consequences of that decision. Anyone who creates an opportunity, or encourages

another person, to violate the Code of Student Conduct may be held responsible and may be subject to the same sanctions as outlined in Acts of Misconduct, subsections A–Z, below. Students are generally responsible for and may be held accountable for all violations that occur in their residence hall room, suite, apartment, and interior common areas.

2. Acts of Misconduct

In addition to misconduct as specified in other University policies, the following subsections are broad, and a student or student organization may be held accountable with one or more of the specific violations defined within the subsection:

- a. Damage and/or destruction and/or theft of University property (including library material) or property belonging to others on the University campus; failure to report accidental damage of University property or property belonging to others on the University campus; possession of property on University premises allegedly stolen from the University or from others.
- b. Interference with any University event, activity, class, and/or operation by any form of deliberate disturbance or disruption and/or rioting; or aiding to, conspiring to, encouraging to, or participating in a riot.
- c. Refusal to vacate a building, street, sidewalk, driveway, or other facility of the University when directed to do so by an authorized employee of the University having just cause to order these areas to be vacated (e.g., during a fire alarm, utilities problem, etc).
- d. Tampering with health and safety equipment or life-saving fire detection/alerting equipment, such as smoke detectors, exit signs, defibrillators, fire extinguishers, hoses, fire alarm boxes, or any part thereof.
- e. Possession and/or use on University property of dangerous articles and/or substances and/or weapons with the potential to injure or discomfit a person and/or cause property damage and/or cause damage to the community. Possession and/or use of objects being used as weapons and/or ammunition.
- f. Illegal or unauthorized entry or presence in any University facility.
- g. Alcohol—Students are expected to observe University policies and Connecticut laws regarding the possession and use of alcoholic beverages. Individuals who are intoxicated will be held accountable for their actions. The University's alcohol policy may be found on page 59.
- h. Noise and/or general disorderliness—Students shall not be disorderly at any time. Disorderliness is defined as creating an unreasonable disturbance, and/or trespassing on the rights of others, and/or any lewd, indecent and/or disrespectful behavior, and/or any reckless behavior directed toward students and/or University officials, including but not limited to Public Safety and Residential Life staff. Noise is defined as the persistent interruption of a proscribed and/or reasonable level of peace and quiet.
- i. Providing false information to any University official acting within the scope of his/her official duties or University office or agency, or offering false statements in any University disciplinary proceeding.
- j. Acting with violence and/or committing an assault—a violent, physical attack upon a person or a group of people. It is also a violation of the Student Code of Conduct for students to aid, abet, encourage, or participate in the commission of an act of violence or life-threatening behavior.

- k. Using or attempting to use, University property or services in a manner inconsistent with their designated purpose.
- l. Failure to respond to a reasonable request or order of a University official acting in the scope of his/her duties. Failure to produce student identification and failure to comply with conduct sanctions.
- m. Harassment, bullying, stalking, and/or threatening behavior of any nature, including but not limited to physical, written, or verbal annoyances, threats, pestering, or teasing, that causes any reasonable individual fear, trouble, or concern.
- n. Guests—The student host is responsible for the conduct of his/her guests (people who are not members of the University community) and may be held accountable for the behavior of his/her guests. All guests must comply with the University's rules and regulations.
- o. Drug paraphernalia—Possession, use, storage, or sale of paraphernalia in connection with the use of illegal drugs.
- p. Drugs—Possession, use, storage, or sale of marijuana, LSD, barbiturates, unprescribed inhalants (including solvents, gases, and nitrites), amphetamines, and/or other dangerous, illicit, or illegal drugs, or legal drugs not prescribed for a student's personal use by a licensed physician. Also prohibited is use of medication, prescribed for a student's personal use by a licensed physician, in a manner contrary to prescribed directions.
- q. Any discriminatory and/or oppressive and/or uncivil behavior based upon race, color, sex, age, national or ethnic origin, religion, disability, sexual orientation, or gender identity, directed toward an individual and/or group of people, and/or interfering with any and all events and/or operations of the University.
- r. Commission of any act that would constitute a crime under federal, state, or municipal law, or a violation of University policy, or the principles of *The Source* that relate to student conduct.
- s. Health and Safety—Failure to maintain a residential area at an acceptable standard as defined by the Office of Residential Life and/or the Facilities Department.
- t. Occupation of all or part of any University building or facility, obstruction or coercion of any person, or threats of violence to any persons for the purpose of, or with the effect of, hampering or preventing the discharge of any University operation, limiting the lawful freedom of anyone to go about in a lawful manner, or compelling, or preventing specific activities related to the University.
- u. False reporting of an emergency, including but not limited to: fire, through the use of pull stations, smoke detectors, or other means; false reporting of the presence of a bomb, etc.
- v. Setting, contributing to, or causing a fire on University property.
- w. Behavior or activity that endangers the safety of oneself or others. This includes, but is not limited to, destructive behavior by individuals and/or groups and/or behavior that has potential to cause injury to self or others.
- x. Rioting, or aiding, abetting, conspiring, encouraging, or participating in a riot.
- y. Sexual assault—defined as unsolicited, unwelcome, and/or nonconsensual physical contact of a sexual nature, even between acquaintances. Connecticut law states that intoxication is no defense against a charge of sexual assault. (For more information, see Section H of the Sexual Violence and Misconduct Policies and Procedures in *The Source* student handbook.)

- z. When there is indication of any of the following abuses of computer technology, which either interferes with the proper functioning of the University technology system or impinges on another user's rights, misconduct violations will be brought under this code. A student's privileges to use the technology system or specific computer labs or stations may be suspended pending the outcome of the judicial hearing. Examples of abuse include:
- unauthorized attempt to modify computer equipment or peripherals;
 - unauthorized attempt to modify software components, such as operating systems, compilers, utility routines, etc.;
 - use of an account without proper authorization from the owner of that account;
 - violation of the University's computer use policy;
 - use of an account, either University funded or externally funded, for purposes other than that for which funds have been authorized;
 - reading, use, or changing of private files, including the University's administrative or academic files, without proper authorization; or changing or deleting private files belonging to another user without proper authorization;
 - violations of property rights and copyrights in data and computer programs;
 - use of software to communicate offensive or obscene messages to other users of the system;
 - use of University facilities, hardware, or software in the commission or attempted commission of a crime, under federal, state, or local law;
 - knowingly introducing or attempting to introduce a computer virus;
 - sharing files with others that include copyrighted materials without written permission from the copyright owner.

Installation and/or use of unauthorized devices within the University's network infrastructure are prohibited, including, but not limited to, wireless access points, portable wireless "hot spots" (including cellular devices operating as hot spots), switches, repeaters, and routers.

3. Hazing Policy

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

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

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

- drinking alcohol or any other substance
- using any drug, narcotic, or controlled substance
- eating foods or drinking liquids or quantities of food or liquids that a reasonable person would not eat or drink
- branding
- permitting less than six continuous, uninterrupted hours of sleep per night
- nudity at any time
- conducting activities that do not allow adequate time for study

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

4. Penalties for Hazing

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

B. University Misconduct Resolution System

1. Definition

The University of Hartford misconduct resolution system is an educational system and not a court of law. The University, through this system, recognizes that all students, in addition to being members of the University community, belong to our society at large. The University Code of Student Conduct in no manner, stated or implied, intends to protect or shield students from their responsibilities under local, state, or federal laws; and the University reserves the right to refer any cases to the appropriate authorities. The University misconduct resolution system may impose educational sanctions on a student or student organization found responsible for violating University regulations. Additionally, students should also understand that they may be criminally prosecuted for violations of civil or criminal laws as well as acts of University misconduct as a result of the same violation. The University has developed several avenues by which all students may address perceived violations of their rights and privileges as members of this community. These include mediation services, Greek Standards Board, and the misconduct resolution process.

2. Parent Notification

Unless prohibited by FERPA, parental notification generally occurs when a dependent student has been found responsible for violating the Code of Student Conduct regarding drug and alcohol usage. Parents are also usually notified when a dependent student is found responsible for University misconduct regarding drug and alcohol usage when coupled with being held responsible for University misconduct regarding acting with violence and/or committing an assault,

or any other serious offense. Situations in which parents of dependent students might not be notified include

- when no contact information is available, and
- when, in the professional judgment of University staff, notification is deemed not to be in the best interest of the student

C. Complaints against Faculty or Staff

Faculty and staff are not covered by the Code of Student Conduct. If a student has a complaint against a faculty or staff member, he/she is encouraged first to meet with that person to resolve the matter. If this is not successful, the student may contact the person's department chair or supervisor or the dean of the faculty member's college. For complaints against an administrator, the student may contact Human Resources Development. If assistance is needed in doing this, the student may contact the Office of the Vice President for Student Affairs.

D. Administrative Disposition

In cases in which the respondent accepts responsibility for a misconduct violation(s), the Director of the Office of Student Conduct Administration (DOSCA)/designee or a conduct officer/designee may offer a administrative disposition.

E. Resolution Authority

As a means of resolving Code of Student Conduct violations, the University has established a Director of the Office of Student Conduct Administration (DOSCA) and Conduct Officers as well as an Administrative Hearing Committee. Conduct officers are student affairs professionals. They are trained to conduct and assess informal resolution sessions, to determine and impose sanctions, to measure the progress and success of the sanctioning process, and to administer appropriate University service projects.

The University Administrative Hearing Committee (AHC) is a hearing body, chaired by the Director of the Office of Student Conduct Administration (DOSCA), which is drawn from a general panel of University-wide trained faculty, staff, and student volunteers. The Administrative Hearing Committee is authorized to recommend sanctions up to and including suspension or dismissal from the University. The committee meets on an as-needed basis on Tuesdays and Thursdays at 12:30 p.m.

F. Role of the Director of the Office of Student Conduct Administration

Within the scope of the University Code of Student Conduct, the Director of the Office of Student Conduct Administration (DOSCA) acts on behalf of the University in resolving Code of Student Conduct violations, reviews all University incident reports, determines appropriate misconduct violations as necessary, and then seeks informal resolution. The case may be referred to student affairs staff members (Conduct Officers) for informal resolution or mediation as an appropriate intermediate step. The DOSCA also trains all Conduct Officers, recommends changes in misconduct policy and/or provides training for students, faculty, and staff as necessary. As the need arises, the DOSCA schedules and chairs all University hearings. The DOSCA or designee leads the questioning process during the hearing. While consensus is the goal, in the event of a tie among committee members, the DOSCA or designee will cast the deciding vote. The DOSCA or designee also serves as the Reviewing Officer for the Conduct Officer misconduct violation(s) decisions. In addition, the DOSCA consults with students, faculty, and staff on matters of conduct and, in general, serves as a confidential resource in situations in which an incident has not been documented, or in which documentation is available, but charges have not been determined. The DOSCA has the authority to recommend suspension and dismissal from the University.

G. Misconduct Resolution Process

1. Steps in the Process

For the purposes of this Code of Student Conduct, academic days are defined as Monday through Friday when fall, spring, summer, and winter term classes are in session, including official University exam periods. When an incident occurs, an incident report will normally be generated within 5 academic days of the discovery of the alleged incident or the discovery of the identity of the person(s) involved. This period may be extended by up to 16 academic weeks if:

- a. the alleged violator(s) has not been identified;
- b. the investigation has not been completed;
- c. the complaint involves harassment or assault of any nature.

Once the incident report reaches the Director of the Office of Student Conduct Administration (DOSCA) or designee, the Director or designee reviews the report and determines misconduct violations (section I), if any, that may have occurred. If a misconduct violation(s) has been identified, reasonable efforts will be made to arrive at informal resolution through an administrative conduct decision. At the sole discretion of the Vice President for Student Affairs or designee, the informal resolution process may be delayed pending the outcome of factually related criminal proceedings.

The Vice President for Student Affairs or designee, at their sole discretion, reserves the right to reopen a misconduct incident after resolution, when it has been discovered that the respondent may have provided false information during an informal resolution meeting or hearing. In situations where the respondent accepts responsibility for a misconduct violation(s), the DOSCA/ designee or a Conduct Officer/designee may offer an administrative disposition.

2. Notification of Pending Misconduct Violations

Students who are being charged with allegedly violating the Code of Student Conduct (step A above) will be notified of these pending misconduct violations at a scheduled conduct meeting with the Director of the Office of Student Conduct Administration (DOSCA)/designee or Conduct officer/ designee. The date and time of the meeting is set based on the student's academic schedule found on the University's Information Management System. Students may not reschedule an appointment that has been set based on their academic schedule, unless there is a verifiable emergency, sickness (see Student sickness) or a change in academic schedule.

Meeting notices will be sent electronically to the student's University e-mail address. It is up to the student to make sure his or her email account is set up, activated, and not closed due to having a full mailbox.

3. Administrative Conduct Meeting

At the Administrative Conduct meeting the student may choose to:

- a. settle the misconduct violation(s) through an administrative disposition (be found not responsible or accept responsibility for a misconduct violation(s) and accept offer of an administrative disposition);
- b. request up to 7 academic days to supply documentation or provide witnesses showing the misconduct violations to be incorrect;
- c. request a review within 5 academic days of delivery of the decision with the Office of Student Conduct Administration if student disputes outcome of administrative decision.

Reasonable efforts will be made to resolve the charges informally within 7 academic days. If a student fails to attend a scheduled meeting with the director of the Office of Student Conduct Administration (DOSCA)/designee or conduct officer/designee, the misconduct violations will be resolved based on the information available to the DOSCA/designee or conduct officer/designee at the time. In this case, the student does not have the right to request a review of the findings and sanctions unless there is a demonstration by the student of a legitimate and compelling reason for failure to attend the scheduled conduct meeting, or unless the student had given prior notice of said failure to attend. A decision to allow a review of this nature is solely at the discretion of the DOSCA/designee and is not subject to further review.

If a misconduct violation occurs at the end of an academic year and the student is unavailable to meet with the DOSCA/designee or a conduct officer/designee, a decision as to responsibility will be made to resolve the misconduct violation. Upon delivery of the decision to the student at the beginning of the following academic year, the student will have 5 academic days to request a review of the decision.

4. Rights of Respondents in Administrative Conduct meetings

In order to ensure fairness, students being held accountable for violating the University Code of Student Conduct are afforded the following:

- a. the right to accept an administrative disposition in lieu of a hearing (see Section I-4 of the Code of Student Conduct as found in *The Source*).
- b. the right to review any documentation/materials submitted as evidence
- c. the right to refuse to answer questions. Refusal to answer will not be viewed as acknowledgement of responsibility
- d. the right to have access to one advisor who must not be licensed or trained in the field of law but shall be a current full time faculty or staff member of the University community and not otherwise involved in the incident. The respondent, however may consult with a lawyer outside the hearing procedures. The advisor may not address the DOSCA or Hearing Officer. The respondent may request a short recess(es), however, to consult with the advisor. Administrative hearings are not scheduled around advisor availability (see Section VIII, Procedural Standards and Rights for information on the right to have an attorney present during a Title IX case).
- e. the right to review as outlined in Section XII of *The Source*

5. Accommodations for Students with Disabilities

By federal law, a person with a disability is any person who 1) has a physical or mental impairment; 2) has a record of such impairment; or 3) is regarded as having such an impairment,

which substantially limits one or more major life activities such as self-care, walking, seeing, hearing, speaking, breathing, or learning.

A student requesting an accommodation in regard to an informal conduct resolution meeting, mediation or formal conduct hearing must follow the appropriate process for requesting an accommodation through the Learning Plus Director or with the Asst. Vice President for Student Health and Wellness. The Learning Plus Director or the Dean of Students office will make a determination regarding the request and notify the appropriate parties. Request for accommodation must be made within one week of informal resolution, mediation or hearing.

Reasonable accommodations depend upon the nature and degree of severity of the documented disability. While the Americans with Disabilities Act of 1990 requires that priority

consideration be given to the specific methods requested by the student, it does not imply that a particular accommodation must be granted if it is deemed not reasonable and other suitable techniques are available.

H. Administrative Review

1. Qualifications

Either the respondent or the complainant may file for a review in the Office of Student Conduct Administration. All reviews will be considered only on the following basis:

- a. the existence of new evidence which was not reasonably available at the time of the decision;
- b. the imposition of an unreasonable sanction at a prior informal resolution or hearing (In reviews/appeals for which the facts and/or responsibility have been established, the review/appeal will focus primarily on the reasonableness of the sanction or lack thereof);
- c. the occurrence of a substantive violation, mistake, or error in established procedures for conducting hearings or administrative decision that could have significantly altered the outcome of the hearing or administrative decision.

In considering a review, the reviewing officer may exercise any of the following options:

- Approve or reject any part of the original decision; however, no modifications may be made so as to increase the original sanction(s).
- Reconsider all or part of the original decision and sanction(s).
- Ask the conduct officer to reconsider the matter with the respondent in light of guidance from the reviewing officer.
- Grant an appeal hearing. In this case, the University Administrative Hearing Committee will hear the case and render a decision. The committee may approve, modify, or reject any part of the original decision or may increase a sanction(s), if deemed appropriate.

2. Administrative Review Process

- a. Review requested for a decision rendered by a conduct officer, director of student conduct administration (DOSCA), or Hearing Committee. All decisions must have appeal ability unless otherwise specified.
- b. Reviewing officer is notified of request within five academic days
- c. Review denied—end of process.
- d. Review accepted—the reviewing officer considers the review documentation.
- e. Reviewing officer reserves the right to request of a face-to-face meeting with the appealing student if deemed necessary.
- f. Decision rendered—end of process.

In cases for which a review has been filed, the original decision will remain in effect pending the outcome of the review process. The respondent may request to have the sanctions suspended (in effect, frozen) pending the outcome of the review process. Such a request is made in writing to the DOSCA, who will render a decision.

Complainants or respondents who file a review will receive a response in writing from the reviewing officer. The reviewing officer shall decide if there are enough reasons to merit a review based on an assessment of the review documentation and any appropriate records. If a review is denied, the complainant and /or the respondent shall have no further right of review.

I. University Hearing Committee Procedures

1. General Rights and Responsibilities

All University Administrative Hearing Committee hearings will be recorded. The student will have the right to bring witnesses and /or an advocate who is a full time faculty or staff member of the University of Hartford community to the hearing.

Failure of the respondent to appear at a scheduled hearing will result in resolution of the misconduct violation(s) based on the information available to the Hearing Committee at the time. In this case, the respondent does not have the right to appeal the finding(s) and sanction(s).

Failure of the complainant to appear at a scheduled hearing may lead to dismissal of the case at the discretion of the Hearing Committee. It is up to the complainant and the respondent to check their University email regularly as that is the only vector for conduct communication.

Any scheduling conflicts should be brought to the attention of the Director of the Office of Student Conduct Administration (DOSCA) upon notification of a hearing date. The DOSCA will determine whether rescheduling is necessary.

All materials and names of witnesses submitted by the complainant and/or the respondent must be received by the DOSCA at least three full academic days prior to the day of the hearing (see sections IX and X for details).

Hearing packets will be available three academic days prior to the hearing and must be picked up at the Office of Student Conduct Administration. The complainant and the respondent are responsible for picking up their packets in the Office of Student Conduct Administration.

Any questions regarding the impartiality of a University Administrative Hearing Committee member should be addressed with the DOSCA at least 48 hours prior to the hearing.

If during the course of a hearing the respondent admits to committing violations for which he/she has not been held accountable, the DOSCA may make note of this information and may pursue these violations at a different time.

The University Administrative Hearing Committee, at its discretion (for instance, if the hearing goes on for more than one hour), may recess a hearing and reconvene at a time that is mutually convenient for the respondent, the complainant, and the Hearing Committee. The DOSCA, as chair of the University Administrative Hearing Committee, has the discretion to reasonably limit the time allotted to the parties and Administrative Hearing Committee members for the four participative elements of a misconduct violation(s) hearing.

2. The Hearing Process

All hearings contain the following five elements in the following order:

- a. Response—The respondent, or each respondent if there are multiple individuals being held accountable, informs the Administrative Hearing Committee (AHC) whether he/she is either responsible or not responsible for the misconduct violation(s) filed against him/her. If the student refuses to inform the AHC as to whether he/she is either responsible or not

responsible for the misconduct violation(s), the DOSCA/designee will assume an answer of not responsible.

- b. Opening statements—The DOSCA reads the incident documentation and misconduct violation(s). The complainant, if other than the DOSCA, makes the opening statement and presents the misconduct violation(s) he/she has filed. The respondent then makes an opening statement and responds to the misconduct violation(s). If there are multiple respondents, each individual is entitled to an opening statement. The DOSCA or complainant and/or the respondent may have their witness(es) make a statement as a part of their opening statements.
- c. Questioning—The DOSCA/designee or complainant begins this phase of the hearing by asking questions of the respondent and any witness(es). The respondent then asks questions of the complainant as necessary, and any witness(es). If there are multiple respondents, each individual has the opportunity to ask questions. When the respondent has finished asking questions, the hearing committee members may ask questions of everyone. The complainant, (if the incident is complainant generated), and respondent must confine their responses to answering the questions. Statements cannot be made at this time by either the complainant or the respondent.
- d. Closing statements—The closing statement functions as a summary. Each party briefly recounts their respective story and, if desired, expresses an opinion on the outcome of the hearing. No new information can be introduced in the closing statement, (if the misconduct violation(s) are complainant generated), followed by that of the respondent. If the University has brought the charges, only the respondent makes a closing statement. As with opening statements and questioning, if there are multiple respondents each individual has the opportunity to make a statement.
- e. Administrative Hearing Committee discussions—The University Administrative Hearing Committee determines outcomes and, if necessary, sanctions. Based on the appeals process, the Hearing Committee may affirm, modify, or reverse any part of the original decision, or may increase sanctions if deemed appropriate. The DOSCA will make a reasonable effort to notify the complainant (as necessary) and the respondent of the outcome within 72 hours of the hearing's conclusion. If additional time is needed to deliberate, both parties will be notified. A written disposition may be hand delivered and/or mailed or emailed to the accused and complainant as necessary. It is the responsibility of each party to provide the Office of Student Conduct Administration with a correct local address of record. Failure of the respondent to pick up his/her misconduct violation(s) disposition does not exempt him/her from timeliness of sanctions, if sanctions are issued.

3. Rights of Complainants

In order to ensure fairness, complainants (University community members) are afforded the following rights:

- a. The right to have access at a hearing to one advisor who must not be licensed or trained in the field of law but shall be a current full time faculty or staff member of the university community and not otherwise involved in the incident. The complainant, however, may consult with a lawyer outside of hearing procedures. The advisor may not address the Administrative Hearing Committee. The complainant may request a short recess(es), however, to consult with the advisor. Hearings are not scheduled around advisor availability.
- b. The right to provide any written documentation or material(s) relevant to their side of the story for the Administrative Hearing Committee to review prior to the hearing. All documents/materials must be submitted to the DOSCA at least three full academic days prior to the day of the hearing. For example, if the hearing were on a Thursday, the deadline would be the

previous Friday by 4:30 p.m., since Monday, Tuesday, and Wednesday are the three days prior to the hearing, documentation or materials cannot be accepted without provision of an opportunity to review them by the respondent (see section XI, subsection C). Academic days are defined as Monday through Friday when classes are in session, including winter and summer sessions, as well as official University exam periods.

- c. The right to choose an open or closed hearing. If the hearing is open, any member of the University community (limited to faculty, staff, and students) may attend to observe. Closed hearings are limited to the complainant, the respondent, committee members as applicable, and any witnesses or advisors.
- d. The right to ask questions of the respondent or any witnesses during the hearing.
- e. The right to question, at least 48 hours prior to the hearing, the impartiality of a committee member as well as the right to request the replacement of the committee member. The DOSCA shall rule on the request.
- f. The right to a review as outlined in Section H.

4. Rights of the Respondent

In order to ensure fairness, students being held accountable for violating the University Code of Student Conduct are afforded the following:

- a. The right to accept an administrative disposition in lieu of a hearing (see section IV).
- b. The right to review any documentation/materials submitted as evidence.
- c. The right to refuse to answer questions. Refusal to answer will not be viewed as acknowledgement of responsibility.
- d. The right to provide any written documentation of material(s) for the director of student conduct administration (DOSCA). The material must be submitted to the DOSCA at least seven academic days prior to the informal resolution or at least three full academic days prior to the meeting of the University Administrative Hearing Committee. For example, if the hearing were on a Thursday, the deadline would be the previous Friday by 4:30 p.m., since Monday, Tuesday, and Wednesday are three days prior to the hearing, and documentation or materials cannot be accepted without provision of an opportunity to review them by the complainant (see section, subsection C). Academic days are defined as Monday through Friday when classes are in session, including winter and summer terms, as well as official University exam periods.
- e. The right to choose an open or closed hearing. If the respondent selects a closed hearing, the hearing will be closed. If the hearing is open, any member of the University community (limited to faculty, staff, and students) may attend as an observer. Closed hearings are limited to the complainant (if present), the respondent, DOSCA, committee members, and any witnesses or advisors.
- f. The right to have access at a hearing to one advisor who must not be licensed or trained in the field of law but shall be a current full time faculty or staff member of the University community and not otherwise involved in the incident. The respondent, however may consult with a lawyer outside of hearing procedures. The advisor may not address the DOSCA or Administrative Hearing Committee. The respondent may request a short recess(es), however, to consult with the advisor. Administrative hearings are not scheduled around advisor availability.

- g. The right to ask questions of the complainant and any witnesses during the hearing.
- h. The right to question, at least 48 hours prior to the hearing, the impartiality of a hearing committee member, as well as the right to request the replacement of the committee member in question. The DOSCA shall rule on the request.
- i. The right to a review as outlined in Section H (if the hearing was not for the purpose of review).

5. Role of Witnesses

Witnesses may be invited to a University hearing by either the complainant or the respondent. The director of student conduct administration (DOSCA) also has the discretion to allow witnesses. Witnesses are limited to members of the University community (faculty, staff, or students) and are also limited to those University community members directly involved in the incident. If a non-University community member has been directly involved in the incident(s) that led to the hearing, the conduct officer shall rule on his/her need to be at the hearing. All character references must be in writing. It is the responsibility of the complainant or respondent to notify their witness(es) of the date, time, and location of the hearing. All other witnesses will be notified by the DOSCA. University administrative hearings are not scheduled around witness availability.

- a. A witness may make a statement as part of the opening statement.
- b. A witness may be asked questions by the complainant, the respondent, DOSCA, or committee member during the questioning phase of the hearing.
- c. If a witness cannot or does not want to attend a hearing, the witness may file a written statement with the Office of Student Conduct Administration. The statement must be submitted at least three academic days prior to the day of the hearing. For example, if the hearing were on a Thursday, the deadline would be the previous Friday by 4:30 p.m., since Monday, Tuesday, and Wednesday are the three days prior to the hearing.
- d. If during the course of the hearing, or as a result of a written statement, a witness admits to committing University misconduct, the DOSCA may pursue misconduct violation against that person.

6. Statements Made at a University Hearing

All persons making statements at a hearing or submitting written statements must be aware that this is a conduct hearing conducted by a private university. As such, none of the information that is given is considered privileged communication, and, since this is not a court of law, statements are not given immunity. All statements made to the University Administrative Hearing Committee should be factual and correct; statements could be referred to in the event of later proceedings outside of the University that are initiated by either the complainant or the respondent.

J. Sanctions

Sanctions may be imposed by the director of student conduct administration (DOSCA)/designee, University Administrative Hearing Committee, or the conduct officer/designee upon students or student organizations found responsible for violating the Code of Student Conduct. While the following sanctions are recommended, they only serve as guidelines and shall not limit the DOSCA/designee, University Administrative Hearing Committee, or the conduct officer/designee from imposing other sanctions that they deem appropriate. When imposing sanctions, the DOSCA/designee, University Administrative Hearing Committee, or the conduct officer/designee may take into consideration the presence or absence of prior violations of similar or different types and other relevant factors as determined by the DOSCA/designee, University Administrative

Hearing Committee, or conduct officer/designee. Repeated violations of the Code of Student Conduct may cause more severe sanctions to be levied. All sanctions are officially recorded in the student's case disposition or in an administrative disposition letter. The following are examples of sanctions (please note that this is not an exhaustive listing):

1. Probation

Probation is designed to serve as a serious warning that any further violations of the Student Code of Conduct during the probationary period may result in harsher sanctions being levied against the respondent that may include losing on-campus housing privileges or other sanctions as serious as suspension or dismissal from the University of Hartford. Other sanctions may also apply as deemed appropriate by the DOSCA/designee. The length of probation will be determined by the DOSCA, University Administrative Hearing Committee, or conduct officer/designee responsible for resolving the case. If, during a student's or organization's period of probation, no further violations occur, the student or organization is returned to Code of Conduct good standing. If other violations occur during a student's or organizations period of probation, the University reserves the right to extend probation or add further sanctions.

2. Restrictions

Students or organizations found responsible for violations of the Code of Student Conduct may face restrictions including, but not limited to, the following:

- a. may not hold a student leadership office or position
- b. may not participate in certain intercollegiate sports
- c. may not participate in certain activities
- d. may not use certain facilities and may be banned from specified areas
- e. may not have any contact with a specific student or students directly, by phone, electronically, or via written communication

If a student has been found responsible for repeated violations of the University Code of Student Conduct, or has repeatedly broken University of Hartford Code of Conduct probation, the student may not be allowed to hold a student leadership office or position.

3. Housing Selection Ineligibility

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

4. Temporary Suspension from Housing or the University

Any student whose continued presence on the campus or in housing might endanger him/ herself, other individuals, or the University community may be suspended from the University or from housing until the misconduct violation(s) has been resolved through the University of Hartford misconduct resolution process.

- a. Temporary suspensions from the University are made by action of the Vice President for Student Affairs or designee.
- b. Temporary suspensions from housing are made by the Assistant Vice President for Residential Life or designee.
- c. Temporary bans from the residential side of campus of commuter students are made by the Assistant Vice President for Residential Life or designee.

Students temporarily suspended from the University or housing may also be banned from parts or all of the University's campus or property. Any student issued a ban is then subject to arrest for trespass upon entering any part of the banned area.

5. Suspension or Permanent Removal (Expulsion) from Housing

The DOSCA, Administrative Hearing Committee, or Conduct Officer/designee may suspend or permanently remove (expel) a student from housing. Suspension is involuntary removal from housing for a specific period of time. Expulsion is involuntary permanent removal from housing. Students suspended or permanently removed from housing are usually banned from all residential areas.

6. Suspension or Dismissal from the University

The DOSCA or the University Administrative Hearing Committee may recommend to the Vice President of Student Affairs or his/her designee that a student be suspended or dismissed from the University. The action of suspension or dismissal from the University can only be taken by the Vice President for Student Affairs or his/her designee. Suspension is involuntary removal from the University for a specific period of time, after which the student is eligible to return with the approval of the Vice President of Student Affairs, who may consult with the Dean of the student's college. Dismissal is permanent involuntary separation of the student from the University. Students suspended or dismissed from the University are usually banned from all of the University's campus and property. The student is then subject to arrest for trespassing on any part of the banned area.

7. Other Sanctions

Other sanctions may include, but are not limited to, restitution, University service, compensatory service, and educational programs.

K. Noncompliance

Students or organizations that do not fulfill the terms and conditions of sanctions imposed by the Director of Student Conduct Administration (DOSCA)/designee, University Administrative Hearing Committee, or Conduct Officer may be held responsible for noncompliance of sanctions. Students or organizations out of compliance do not have a right to a review.

A student or organization out of compliance may be suspended from the University or may lose their on-campus housing privileges. Other sanctions may also be imposed as deemed appropriate by the DOSCA /designee.

Students or organizations may request, in writing, to the Vice President for Student Affairs to have their non-compliance sanction(s) reviewed, only under the theory that the sanction(s) is/are unreasonable. The Vice President for Student Affairs will render a final decision.

L. Arrest and Prosecution Policy

The policy is to inform and assist the local law enforcement agencies in their investigation and prosecution of a known or suspected crime committed on the campus and to allow the law enforcement authorities to investigate and prosecute the case as they see fit. The University neither presses nor withdraws charges, which, as a matter of law, can be done only by the prosecutor; nor does it attempt to persuade the prosecuting authorities in one direction or the other. The University does, however, maintain the right to file charges against anyone who commits a crime or creates a disruptive situation that is against the good order of the University.

The policy applies to arrests following campus disruptions as well as to arrests for conventional crimes (such as theft) committed on University property.

The University's general policy of noninterference also applies to situations where students are arrested off campus for conventional crimes. Moreover, depending on the nature of the crime, in addition to potential criminal prosecution, the University may move to initiate administrative misconduct proceedings.

M. Other University Policies

1. Traffic Appeals

The Traffic Appeals Board (TAB) and Traffic Appeals Process Team (TAPT) provide an avenue for appealing student parking violations. The TAB and the TAPT consist of members of Public Safety and Student Government Association. There is also an elected student who is the TAB coordinator. This student is selected by a committee consisting of the SGA president, current TAB coordinator and staff members. The coordinator serves as chair for any appeal hearings.

Your Car on Campus is the official rules and regulations guideline for vehicles on campus and can be found online at publicsafety.hartford.edu. All TAB and TAPT rulings are based on these rules and regulations.

a. Procedures for Requesting an Appeal

1) Appeals

All appeals are to be requested, online, within 14 days of issuance of the citation. These online requests can be made 24 hours a day, 7 days a week. The appeals form can be found on the Public Safety website (publicsafety.hartford.edu). The same form is used for all students whether undergraduate or graduate, full or part time.

2) Hearings

You may elect the Traffic Appeals Process Team (TAPT) to review your appeal, which will be based on your statement and your parking record and will not require a hearing, or you may request a hearing with the Traffic Appeals Board (TAB). All rulings of the TAB or the TAPT are final.

No appeals to the TAB will be accepted on handicap parking violations and moving traffic violations. Harassment in any form of any TAB or TAPT members will not be tolerated, and further action may be taken by the Office of Student Conduct.

Appeal hearings are not held during the summer or during school breaks.

b. Revocation of Parking/Driving Privileges

1) Parking Tickets

Warning—Any student who accumulates three parking tickets will be sent a letter of warning via campus e-mail by the Public Safety office informing him/her that further accumulation of parking tickets will jeopardize the student's parking privileges on campus.

Revoked—Once a student has accumulated five parking tickets, none of which has been successfully appealed, the student's parking permit and privileges will be automatically revoked by Public Safety for the remainder of the academic year defined as Sept. 1 through Aug. 31. Revocation means that the student is prohibited from operating or parking a motor vehicle on campus or having other persons operate or park his/her motor vehicle on campus. If the car in violation is found on campus, it will be subject to towing at the owner's expense. Failure to observe the cancellation of parking privileges will result in administrative disciplinary action. Revocation also means that the student loses his/her rights under TAB procedures since the student can no longer drive or park on campus. There is no appeal to this action.

2) Moving Violations

Speeding

Any student who receives two University speeding tickets in a single semester, the first ticket of which has not been dismissed through the appeal process, will have his/her driving and parking privileges at the University revoked upon the issuance of the second speeding ticket. This suspension of driving and parking privileges is automatic at the time the second ticket is issued and is in effect for the remainder of the academic year. The student will have 24 hours to remove his/ her car from campus. A successful appeal of the second ticket will reinstate the student's parking and driving privileges. Students who are speeding and are verified, via radar, at or in excess of 41 miles per hour will be issued a ticket by the Public Safety office, be fined \$75, and will have their driving and parking privileges revoked for the remainder of the academic year. The student will have 24 hours to remove his/ her car from campus. A successful appeal of this ticket will result in the appropriate adjustment to sanctions.

Reckless driving or other moving violations

Any student who receives two tickets for reckless driving or other moving violations in an academic year, the first ticket of which has not been dismissed through the appeal process, will have his/her driving and parking privileges revoked upon the issuance of the second reckless driving ticket. This suspension of parking and driving privileges is automatic at the time the second ticket is issued and is in effect for the remainder of the academic year.

Drunk driving

Any student who is arrested and convicted by state or municipal authorities for driving while intoxicated on University property may have his/her driving and parking privileges permanently revoked for the remainder of studies at the University. The student will be given 24 hours to remove his/her car from campus.

2. Bicycles on Campus

Wherever possible, students should use the bike racks available at various locations on campus to secure their bicycles. Bicycles should not be chained to fences, doors, trees, or other objects, and under no circumstances may bicycles be brought into any University building. The Connecticut State Fire Code dictates that all entrances, exits, corridors, and stairwells must be free and clear at all times. Bicycles found in violation of this code will be removed from the area. To avoid accidents and prevent injuries

- Always maintain full control of your bicycle.
- Adjust speed according to existing conditions on campus, which include weather, traffic flow and congestion, and conditions and changes in road surfaces.
- Always wear protective head gear.
- Always be alert to vehicles exiting or entering parking lots and access roads and to vehicles changing lanes and directions.
- Reduce speed on all downhill grades.
- Always ride as near to the right side of the roadway as is practical.
- Exercise care when passing a standing vehicle or one proceeding in the same direction.
- Never carry passengers.
- Never attach your bicycle or yourself to a moving vehicle.
- Always signal when turning.

When operating on sidewalks

- Maintain a reasonable and safe speed.
- Give pedestrians the right-of-way at all times.
- Before overtaking and passing a pedestrian or another bicycle, always give an audible signal in advance of passing.
- Be alert to changes in sidewalk surfaces and conditions.

Theft prevention

- Always use a high-security lock.
- Always lock the bike to a stationary object (e.g., bike rack).
- Engrave an identification number somewhere on the bike, and register the bike with Public Safety.
- Report any loss or theft of your bicycle immediately to Public Safety.
- Report any suspicious activity around areas where bicycles are stored or secured.

Connecticut general statutes and local ordinances pertaining to bicycle operation and storage are applicable and binding.

3. Painting the Anchor

A long-standing tradition at the University of Hartford is the painting of the anchor. Groups or individuals wishing to paint the anchor must schedule their painting through the office of the Vice President for Student Affairs, GSU 307.

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

- There must be no obstruction of traffic.
- You are/your group is responsible for picking up any trash.
- The contact person is to have this form with them during the painting.
- Painting may not include any profanity or any depictions deemed inappropriate by campus community standards. The appropriateness of the depictions or language will be determined by the Vice President for Student Affairs or designee.
- Any person/group painting the anchor at an unapproved time will lose painting privileges for a period of at least one academic year.

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

4. Chalking Policy

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

a. Procedure and Regulations

Approval for chalking must be given in advance by the vice president for student affairs or his/her designee. Approval forms are located in the Office of the Vice President for Student Affairs, GSU 307, 860.768.4285.

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

Chalking may not be done on any vertical surfaces. Horizontal surfaces uncovered by overhangs

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

Chalking may not include profanity or any depictions deemed inappropriate by campus community standards. The appropriateness of the depictions or language will be determined by the Vice President for Student Affairs or designee during the approval process.

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

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

b. Violations of This Policy

A student or organization found to be in violation of this policy may face judicial referral and if found responsible, may face sanctions ranging from probation through suspension or dismissal from the University.

OTHER IMPORTANT INFORMATION

Emergency Closing Information

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

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

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

Web Alert

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

Telephone

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

Facebook and Twitter

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

Text Message Notification Service

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

Notice About Radio and Television

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

What It All Means

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

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

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

If it is announced that “UHart will close at 2 p.m.”:

- All classes with start times at or after 2 p.m. will not be held.
- All classes in session at 2 p.m. will dismiss
- Depending on day and time, the advisory issued may contain specific information about classes beginning just prior to the time of University closure (such as 1:30 p.m. classes in the current example)

Online Courses

All online courses at the University are taught asynchronously and are not affected by weather-related closings.

Transportation

Campus shuttles will not operate on days that the University is closed due to severe weather. If the University opens late, the off-campus shuttle route will begin at Clemens Place with a special pickup 25 minutes before the announced opening time. On-campus shuttle service will begin at the time the University opens. If the University closes early, a final off-campus route with all stops will leave Millard Circle 15 minutes after the official closing time. On-campus shuttle service will end with the circuit of campus that immediately follows the official closing time. Shuttle information and schedules at hartford.edu/shuttle.

Additional Information

For residential students, the Commons will remain open for dining during its regular hours when the University has closed due to severe weather.

The Sports Center will follow the operating schedule of the University and will be closed to members when the University is closed. The building will be open for residential students only.

The nature of the programs and the age of participants in the Hartt Community Division require that its closings be more closely aligned with those of the local public school systems and may not reflect those of the University.

The University of Hartford Magnet School and the University High School of Science and Engineering follow Hartford Public School closing procedures.

Your Car on Campus

Public Safety has authority to enforce the University motor vehicle and traffic regulations as outlined in the Your Car on Campus pamphlet. Copies can be found online at publicsafety.hartford.edu. Questions may be directed to a member of Public Safety.

Off-Campus Incidents

While the University Code of Student Conduct is intended to apply to incidents that occur on property owned, operated, or leased by the University, or in the course of a University-sponsored event taking place somewhere other than University property, the University reserves the right to take appropriate action under the code when incidents taking place off campus may threaten the safety, and/or welfare of the University community or members of that community. The vice president for student affairs or designee will determine when such action will be taken.

Successful Off-Campus Living

General Guidelines

Please remember that when you live within an off-campus neighborhood, you need to respect the rules of civility within that neighborhood. The property should be kept well maintained and you should understand that late night parties and other late activities are not going to be welcomed by neighbors. Violation of local noise ordinances or other regulations can result in the revocation of the rental permit obtained by the landlord. Loss of the permit would mean you would be required to move from that residence. Respect for your neighbors is always a good rule to follow whether you live on or off campus. In addition, be aware that towns around the University regulate the number of unrelated individuals who may occupy a single-family home. While homeowners may wish to rent their homes to you, your occupancy may require a permit to be filed by the property owner with the local zoning authority. Ask the property owner if that permit has been obtained. If not, he/she may need to obtain one before you move in.

Commercial Enterprises, Solicitations, and Unapproved Activities

The University authorizes use of any University resource—including, without limitation; any University name, address, physical property, or information system—*solely* to any registered student, approved University guest, University conferee, or applicable University personnel. The University prohibits any other use, including any commercial enterprise, unapproved activity, or external agent's solicitation.

Solicitation Policy

1. University buildings and grounds are private property and are for the use of registered students, University guests, and visitors. Uninvited or unapproved enterprises and solicitations by external agents are prohibited.
2. The University name may not be used in any form for personal profit by any member of the University community or by non-University personnel, nor may it be printed, other than for official University business, without prior permission by the vice president for student affairs and by the assistant vice president for finance for faculty, staff, or non-University personnel.
3. Students, faculty, and staff may not make solicitations for personal profit or on behalf of any group or organization (University sponsored or non-University) and may not use University buildings or property for personal profit without preliminary clearance. No solicitors, salespeople, or agents (student or others) are allowed to contact students room to room in the residence halls for commercial purposes (examples include club promotions, magazine or food sellers, etc.).
4. Advertisements by organizations other than University of Hartford clubs, organizations, and committees will be allowed in the student centers and Residential Life areas with prior approval from those departments on a space-available basis. Acceptance of outside advertising in student centers and Residential Life does not imply endorsement or sanction of the program, event, or product.
5. Religious materials brought forth by off-campus organizations must be submitted to the Department of Campus Ministries for approval before hanging in any area of the Gengras Student Union or Residential Life.
6. Off-campus housing and ride-share information/solicitations may only be posted in the areas of the Gengras Student Union specifically designated for such purposes and should not be posted on general-use bulletin boards.

7. Advertising flyers/posters may not be hung on walls, windows, doors, or other areas that are not designated for such purpose on the interior or exterior of any campus facility. Temporary signs and banners are not to be hung on permanent University signs, light poles, building exteriors, or traffic signs. There will be no posting of signs of any type at the main entrance to the University.
8. University departments, clubs, and organizations advertising on-campus programs, and/or University-sponsored events
 - may post flyers on public bulletin boards inside academic buildings and on outdoor bulletin boards in residential areas on display cases, kiosks, or any other public posting areas without prior approval, as long as the content is not lewd and/or pornographic and does not include advertisements encouraging the use of alcohol or drugs
 - must bring six copies of a flyer to GSU 205, to receive approval for advertising in GSU, University Commons, and the Konover Campus Center; once stamped approved, GSU staff will hang advertisements on designated bulletin boards in GSU, UC, and KCC. GSU will also accept larger posters to be mounted on easels for display in the lobby, hallway, or other area according to the availability of easels.
 - may post inside residential facilities with the advance permission of the Residential Life area coordinator of that area
 - may advertise on signs and banners inside the Sports Center with the approval of the Sports Center director; once approved, Sports Center staff will hang signs and banners
 - must submit banners for approval/hanging in the Gengras Student Union (see GSU policies for more detail)
 - must submit to the Residence Hall Association banners for approval/hanging inside the University Commons cafeteria
 - may place temporary free-standing signs outdoors in strategic locations around campus only with prior approval from the director of Public Safety.

FEDERAL GOVERNMENT POLICIES

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

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

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

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

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

Title VI

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

Title IX

University policy, as well as federal (Title IX) and other laws, prohibit institutional discrimination against students on the basis of gender. Students who have reason to believe that their rights under law have been denied in areas such as admission, financial assistance, dormitory assignment, disciplinary actions, or other campus matters, may seek to resolve their concern in the following manner:

1. Address a written statement to the senior advisor to the president within 120 calendar days of the alleged discriminatory incident, setting forth the grievance and the remedy sought.
2. The senior advisor to the president shall forward a copy of the statement to the appropriate individual within five academic days (an academic day is defined as a day when the University is routinely open for business) of receipt of the statement. If a complaint raises an academic question, it will be forwarded to the dean of the appropriate college. If the statement arises from a nonacademic unit, it will be forwarded to the administrative head of that unit.
3. Within 10 working days (see no. 2 above) after receipt of the statement, the appropriate individual shall seek to resolve the grievance to the satisfaction of the parties. He/she may receive both oral or written information and may make individual inquiry. The individual against whom the grievance has been filed shall be presented with a copy of that grievance and any other information presented.
4. In the event that the grievance cannot be resolved to the satisfaction of the parties, the senior advisor to the president shall notify the grievant within 20 working days following receipt of the statement by the appropriate individual (see no. 2 above). The grievant may then request, in writing, within 10 working days of said notification, that the University Title IX compliance officer arrange a hearing on the grievance. This request shall be filed with the senior advisor to the president.
5. This hearing shall be arranged by the Title IX compliance officer within 10 working days of receiving said request; it shall be held before an impartial panel and follow University procedures on Title IX. Said panel shall inform all parties of its decision within 10 working days of the conclusion of its hearing.
6. Either party to the grievance may appeal the decision to said panel, in writing, within 20 working days of the conclusion of the hearing, to the president of the University, who may concur with the panel's decision or instruct that a new panel rehear the case.
7. In all grievances, University policy and procedures shall be controlling and shall be on file with the University's Title IX compliance officer.
8. Pursuant to Title IX and implementing regulations, the University also gives notice that the senior advisor to the president is the individual designated to coordinate efforts by the University to comply with and carry out requirements and responsibilities under Title IX and serves as the University's compliance officer. The senior advisor to the president is located in CC331. The telephone number is 860.768.4011.

Section 504

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

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

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

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

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

Right to Contact U.S. Department of Education

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

Complaints Regarding Administrative Decisions

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

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

- for a housing or disciplinary matter:
Vice President for Student Affairs, GSU 307, 860.768.4285;
- for a financial aid matter or issue with academic records:
Provost, CC 332, 860.768.4505; or
- for general financial or billing matters:
Vice President for Finance and Administration, CC 328, 860.768.5307.

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

Connecticut Office of Higher Education

61 Woodland Street
Hartford, CT 06105-2326
800.842.0229
www.ctohe.org/studentcomplaints.shtml

New England Association of Schools and Colleges

3 Burlington Woods Drive
Suite 100
Burlington, MA 01803-4531
cihe@neasc.org; 781.425.7714
http://cihe.neasc.org/information_for_the_public/comments_amp_complaints/

MISCELLANEOUS INFORMATION

Banking Services on Campus

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

Joseloff Gallery

The Joseloff Gallery provides an expansive yet intimate setting for students and visitors to view notable group exhibitions of contemporary art by internationally known artists, Hartford Art School faculty, and students.

The annual Faculty Exhibition is a chance to see recent work produced by the faculty of the Hartford Art School. All students are encouraged to enter the Alexander A. Goldfarb Juried Student Exhibition, which awards two \$1,000 purchase prizes to the top undergraduate artists. The Georgette and Richard Koopman Distinguished Chair in the Visual Arts Exhibition allows students to study the work of current visiting artist professors. The Kohn Joseloff Guest Curator series brings in fresh perspectives on art and art making, presenting group exhibitions arranged by noted curators. The International Distinguished Artists Symposium and Exhibition is a grand showcase for the work of internationally known artists featuring challenging themes and a week of lectures and discussions leading up to the gala opening of the exhibition.

Opening receptions, lectures, panel discussions, and informal gallery talks accompany many exhibitions. Students are encouraged to join the staff as gallery monitors to gain hands-on experience and insight into the workings of a professional gallery. All Joseloff Gallery exhibitions are free and open to the public. Learn more at www.joseloffgallery.org.

Area Restaurants

The number of area restaurants is just too large to include in this handbook. Please refer to hartford.citysearch.com for a complete listing of area restaurants.

Local Hotels

The University welcomes numerous out-of-town visitors to campus throughout the year for a variety of special events, including academic programs, admission events, Hawktober Weekend, Orientation, and sporting events. We have arranged with multiple hotels in the area to offer special year-round pricing to our guests. A list of these properties, and specific instructions on how to make reservations at the special University of Hartford rate, are available at www.hartford.edu/hotels.

During the University's largest annual public event, Commencement, these special rates do not apply. The University makes available a separate Commencement hotel list each October, containing the names, addresses, phone numbers, and Commencement Weekend rates for approximately two dozen area hotels and inns that set aside a block of rooms for University of Hartford guests. This list is also available at www.hartford.edu/hotels.

Phone Directory

Admission and Student Financial Assistance	860.768.4296
Athletics	860.768.4658
Bank of America	800.841.4000
Bookstore	860.768.4801

Campus Ministries	
Catholic	860.768.4899
Jewish	860.768.7956
Protestant	860.236.1245
Career Services	860.768.4287
Center for Community Service	860.768.4819
Center for Reading and Writing	860.768.4312
Colleges/Schools	
Barney School of Business	860.768.4243
College of Arts and Sciences	860.768.4257
College of Education, Nursing and Health Professions	860.768.4640
College of Engineering, Technology, and Architecture	860.768.4844
Hartford Art School	860.768.4393
Hartt School, The	860.768.4454
Hillyer College	860.768.4709
Conduct Administration Office	860.768.5402
Connections Health Education Wellness Office	860.768.5433
Counseling and Psychological Services	860.768.4482
Disabled Student Services	860.768.4260
Facilities	860.768.7925
Dining Service	
Gengras	860.768.4817
University Commons	860.768.4797
Greek Life	860.768.5128
Hawks Ticket Office	860.768.4295
Health Services	860.768.6601
Informer, The	860.768.5723
International Center	860.768.5100
Learning Plus	860.768.4522
Libraries	
Mortensen Circulation	860.768.4264
Mortensen Reference	860.768.4403
Allen Music Library	860.768.4491
Director, Libraries	860.768.4268
Mail Services	860.768.4219
Mort and Irma Handel Performing Arts Center	860.768.2488
Multicultural Office	860.768.5122
Orientation	860.768.7903
Public Safety	860.768.7985
EMERGENCY	860.768.7777
Radio Stations	
WSAM—University Commons	860.768.4768
WWUH—Gray Center	860.768.4703
Residential Life	860.768.7792
Sports Center	860.768.5070
STN2 News	860.768.5213
Student Activities	860.768.5128
Student Administrative Services Center (SASC)	860.768.4999
Student Centers Administration	860.768.4283
Student Government	860.768.4775
Telecommunications	860.768.7999
University of Hartford Box Office	860.768.4228
Vice President for Student Affairs	860.768.4285
WSAM Radio	860.768.4238

WWUH Radio
Women's Gender Resource Center

860.768.4703
860.768.5433