2026

University of Hartford
Annual Security and Fire Safety Report

2025-2026 Academic Year

Contains Statistics for Calendar Years 2023 | 2024 | 2025

Main Campus | Mort and Irma Handel Performing Arts Center Campus

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ABOUT THE ANNUAL SECURITY REPORT

The University of Hartford, Department of Public Safety's mission is to provide the university community with a safe and secure environment in which to learn, live, work, and grow. The members of University of Hartford Department of Public Safety are pleased to present this year's Annual Security and Fire Safety Report. The Annual Security and Fire Safety Report contains important information for the University of Hartford community and is prepared in compliance with the Clery Act, Section 485(f) of the Higher Education Act of 1965, the Violence Against Women Act (VAWA) as amended, Connecticut General Statutes (C.G.S.) Section 10a-55 and Public Law 101-152 as amended. The current published version of this Annual Security and Fire Safety Report may be found on the UHDPS website.

The Annual Security and Fire Safety Report also includes your annual notice regarding University policies and programs to prevent the use of illicit drugs and alcohol under the Drug-Free Schools and Communities Act.

Paper copies of the Annual Security and Fire Safety Report are available through the Department of Public Safety located on the Main Campus, 200 Bloomfield Avenue, West Hartford, CT in the Operations Building adjacent to Parking Lot E. The hours of operation are; 24 hours a day, 7 days a week, 365 days per year. You may contact the Department on the non-emergency phone line at 860.768.7985.

For emergencies on campus, dial 7777 from any campus landline phone or 860.768.7777 from any other phone to be connected to a UHDPS dispatcher. You may also dial 911 to be connected to a local law enforcement dispatcher.

WHO WAS JEANNE CLERY

Jeanne Clery was a 19-year-old freshman student at Lehigh University in Pennsylvania when she was sexually assaulted and murdered in her campus dormitory. Her parents, Connie and Howard Clery, were unaware of the danger she was in because standards for campus crime reporting did not exist in 1986. Following Jeanne's death, the Clerys put into motion transformative change that created the transparency of crimes occurring on college and university campuses.

THE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (formerly The Campus Security Act, now commonly referred to as The Clery Act) is a federal statute that requires institutions of higher education (public and private) who participate in federal student aid programs (known as Title IV) to publish an Annual Security and Fire Safety Report that accurately discloses campus crime statistics and security information. The report must also contain certain policies and procedures as well as campus fire statistics. These statistics are submitted to the U.S. Department of Education (DOE) annually by October 1. The statistical information submitted to the DOE is available to the public through their website.

Crime and fire statistics that have been compiled by the Clery Compliance Officer are based not only on information reported directly to University of Hartford Department of Public Safety (UHDPS), but also from information provided by Local and National Police Departments and "Campus Security Authorities" (CSAs). For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to Local and National Police departments, all CSAs (as defined by federal law) and may include University Deans, Directors, and Department Heads. CSAs are individuals or organizations that "have significant responsibility for students and campus activities including student housing, student discipline, and campus judicial proceedings," as defined by The Clery Act.

For additional information regarding CSAs please refer to Appendix I or visit the Clery Center website.

ANNUAL DISCLOSURE AND DISTRIBUTION

The Clery Compliance Officer is responsible for preparing and distributing the University of Hartford's Annual Security and Fire Safety Report annually by October 1. Notification of the publication of the Annual Security and Fire Safety Report is sent to students by electronic mail, through a posting on the University of Hartford Department of Public Safety website, and to employees by electronic mail with hyperlinks to the report found on the University's website. The electronic address (URL) to obtain the Clery report.

MESSAGE FROM THE CHIEF OF PUBLIC SAFETY

Thank you for reviewing this year's Annual Security and Fire Safety Report. After reviewing the report, I am proud to share with you that all members of the University of Hartford's community can learn, live and work in a safe environment. It is the vision of the Department of Public Safety to enhance and preserve the quality of life and learning opportunities for each member of our community.

The University of Hartford Department of Public Safety (UHDPS) recognizes that campus safety and the prevention of crime are best achieved by establishing a professional and trusting relationship with the university community. Thus, we provide a variety of services, interactive programs, and live training to assist in building a relationship with our community. We believe safety is the responsibility of all, so we encourage members, visitors and guests of our community to report any suspicious activity and all crimes to DPS.

We hope you enjoy your stay here at the University of Hartford. If you have questions regarding safety and security during your stay, please contact the Department of Public Safety.

Department of Public Safety website
By phone at: 860.768.7985
By E-mail to: pubsafety@hartford.edu

Sincerely,
Michael Kaselouskas Chief of Public Safety

UNIVERSITY OF HARTFORD VALUES STATEMENT

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

UNIVERSITY OF HARTFORD CAMPUSES

The University of Hartford has two separate campuses. All policy statements contained within this report apply to all campuses unless otherwise indicated.

1. Main Campus is located at 200 Bloomfield Avenue in Hartford, CT. This campus is comprised of 350 acres and contains residence halls, as well as educational and administrative facilities.
2. Mort and Irma Handel Performing Arts Center (HPAC) is located at 35 Westbourne Parkway in Hartford, CT. This campus is 1.5 miles southeast of the Main Campus and is comprised of educational and administrative facilities.

Click links below for campus maps.

- Main Campus
- HPAC

SECURITY AND ACCESS TO UNIVERSITY FACILITIES

The University's facilities are open and accessible to the public during normal hours of operation. Assisted access to closed facilities by authorized individuals is granted only with approval from the University of Hartford Department of Public Safety (UHDPS) Administration. Contractors are required to obtain identification badges and will then be placed on the authorization list for access to certain locations after normal hours of operation. The UHDPS conducts routine security patrols of campus buildings to monitor activity and assess buildings for potential security concerns.

ACCESS AND SECURITY IN THE RESIDENTIAL AREAS

Residential buildings are closed to the public and may be entered or occupied only by authorized residents, their guests, and University employees. A resident's key will allow access to their assigned suite and assigned personal living space within the suite. Most exterior resident building doors are controlled by an electronic card access system while others require a key. Residential areas remain open for access by the residents and their guests during the academic year. During winter break: access to the residential areas is limited to individuals who have signed up for and approved for winter break housing and electronic card access systems to unoccupied areas, as well as those not in use, are temporarily disabled. UHDPS maintains routine patrol in these areas throughout semester breaks.

The University provides co-ed campus housing for single undergraduate and graduate students. First-year students are housed primarily in the Complexes/ Neighborhoods and Hawk Hall. Sophomore, junior, seniors and graduate students are generally housed in Regents Park, Park River, the Village Apartments, or D and F Complex/Neighborhoods. Residential Life staff, in addition to UHDPS, conduct security patrols of residence halls to monitor building security.

Residents receive safety training and are encouraged to maintain a safe and secure living environment.

Unaffiliated Guests - Residents are responsible for their unaffiliated guests and their guests' behavior. As such, guests should remain with their hosts and refrain from roaming about campus unattended. If a guest displays inappropriate behavior, the host will be held accountable.

Guests and visitors are required to comply with University rules and regulations. Unaffiliated guests, visitors, and non-resident students are permitted to stay overnight (who are 18 years of age and older) only when consent has been given by the resident student's room/suite/apartment mate. Overnight stays are limited to a maximum of three nights per month. If an agreement between suitemates cannot be reached, then the rights of the suitemate shall supersede those of the guest. Occupants of a suite or apartment may choose to determine visitation hours for their residence if they wish to exercise that option.

Guests- Due to safety and fire-code regulations, there is a limit to the number of guests allowed in campus living quarters. The maximum number of guests is twice the amount of assigned students to the living space. For example, a two-person room (a double) in Hawk Hall can have up to a total of four people in that room. An apartment with six assigned residents can have up to a total of up to 12 people in the apartment at one time.

MAINTENANCE AND SECURITY OF CAMPUS FACILITIES

The University maintains a strong commitment to campus safety and security. UHDPS Officers are required to report hazardous and unsafe conditions during their routine patrols. Parking lots and pathways are illuminated with lighting. UHDPS works closely with Facilities to address burned out lights as well as malfunctioning door locks or other physical conditions that enhance security.

UHDPS encourages our campus community to report inoperative exterior lights, malfunctioning emergency phones, and other hazardous conditions immediately to UHDPS or Facilities, at which time they will be given the highest priority to assure the completion of necessary repairs.

The University is mindful of the security needs during the daily operation of campus facilities and residential areas. When repairs are requested, the use of master keys is logged using a sign-in/out method by authorized maintenance staff members. These authorized staff members are required to display a photo identification badge and must have possession of a work order upon entering secure campus facilities and assigned residential living quarters. Whenever possible, resident students who have requested maintenance service are given the opportunity to be present while repairs are made.

MONITORING AND RECORDING OF CRIMINAL ACTIVITY AT NONCAMPUS LOCATIONS OF RECOGNIZED STUDENT ORGANIZATIONS

The University of Hartford does not have any officially recognized student organizations that own or control housing facilities within or outside of the Main Campus or the HPAC campus. Thus, local Police Department(s) are not used to monitor and record criminal activity since there are no non-campus locations of student organizations.

PUBLIC SAFETY AND LAW ENFORCEMENT

The University of Hartford maintains a full-service Public Safety Department whose primary concern is the safety and security of all members and guests of the campus community. University of Hartford Public Safety Department's (UHDPS) vision is to enhance and preserve the quality of life, learning opportunities, and life experiences of each member of the university community. Public Safety staff members work 24 hours a day, seven days a week, providing security for both the academic and residential buildings. The staff consists of the Chief, Captain, Master Sergeant, Investigator, Sergeants, Corporals, Officers, Dispatchers, and clerical support personnel.

The UHDPS and its administrative office are located on the Main Campus addressed at 200 Bloomfield Avenue, West Hartford, CT. UHDPS is in the operations building adjacent to Parking Lot E. The administrative office is open during normal business hours, Monday through Friday, from 8 A.M. to 4 P.M. The administrative office can be reached at 860.768.7985.

All UHDPS Officers and Investigators are Emergency Medical Response (EMR) Certified and National Incident Management Systems (NIMS) compliant.

UHDPS Officers are not sworn police officers, not authorized to make arrests, and do not have jurisdiction to provide services beyond the boundaries of University of Hartford campus locations. The patrol jurisdiction of UHDPS Officers is limited to any buildings or properties owned or controlled by the University of Hartford. All officers and all Investigators hold an active State of Connecticut Armed Security Guard certification. Armed Officers, Investigators, and the Management Team (Chief, Captain, Master Sgt) receive quarterly firearms qualification training which includes active shooter exercises. Additionally, the UHDPS Management Team has received advanced training on the Incident Command System (ICS) through FEMA.

UHDPS conducts vehicle and foot patrols on campus and are charged with enforcing University polices and regulations, which includes monitoring conformity with federal, state and local laws; deters and investigates crime (in cooperation with local law enforcement); maintains a lost and found; supervises special events; and provides general information to visitors and members of the University of Hartford community. UHDPS views closed-circuit television cameras and monitors emergency alarms.

INTERAGENCY COOPERATION WITH LOCAL, STATE, AND FEDERAL LAW ENFORCEMENT

Public Safety maintains a great working relationship with West Hartford Police Department, Hartford Police Department, Bloomfield Police Department, Connecticut State Police Department and the Federal Bureau of Investigations. Though the UHDPS does not have a written Memorandum of Understanding (MOU) with these departments addressing any issues including the investigation of crimes, they do, however, have a professional understanding of their mutual mission and responsibilities. It is with the support of these departments that UHDPS, along with the University community, collectively provide and maintain the safety and security of students, employees, guests, and visitors.

UHDPS relies on the cooperation of all within the University Community in their efforts to ensure a safe and secure environment. Employees, students, guests, and visitors are required and expected to adhere to university policies and rules of conduct in addition to local, state, and federal laws.

CAMPUS SECURITY AUTHORITY (CSA)

The Clery Act requires institutions of higher education to identify persons within their community as a Campus Security Authority. CSAs are individuals or organizations that "have significant responsibility for students and campus activities including student housing, student discipline, and campus judicial proceedings," as defined by the Clery Act. The Clery Act requires institutions to list each individual or organization that has been identified as CSAs and designated to receive reports of Clery Act crimes.

The University of Hartford considers individuals occupying the following positions to be CSAs (this list is not intended to be an all-inclusive list):

- Department of Public Safety (all managers and officers) 860.768.7985
- Office of Residential Life (all full-time staff, graduate students, resident assistants) 860.768.7792
- Office of Student Conduct (director, associate directors) 860.768.5403
- Office of Student Affairs (directors and associate directors) 860.768.4285
- Title IX Coordinator and deputy coordinators 860.768.4880
- Athletics Department (director, assistant director, and all coaches) 860.768.4145
- Human Resources Development (all full-time staff) 860.768.4666

Note: Faculty members who do not have any responsibility for students or campus activity beyond the classroom, as well as clerical and cafeteria staff, are NOT considered CSAs. Additionally, campus pastoral and professional counselors are obligated to protect the confidentiality of communications with those they counsel and are NOT CSAs when functioning within the role of their pastoral or professional counselor duties.

The University does not have a formal policy requiring pastoral or professional counselors to offer the following, though they are encouraged to provide information about university resources available to those they counsel; and if they deem it appropriate, may inform the person they are counseling on procedures to report crimes voluntarily and confidentially, and that the report may be included in the crime statistics.

For additional information regarding the Clery Act and Annual Security and Fire Safety Report please visit the Clery Center

website.For additional information regarding CSAs and their responsibilities please see Appendix I or visit the Clery Center website as listed above.

STUDENT SAFETY AMBASSADORS (SSA)

The University of Hartford Department of Public Safety implemented the Student Safety Ambassador Program (SSA) in 2020. The program was established to augment public safety officer services available to the University community. The program strives to improve and adapt to the every-growing and evolving campus community and to help bridge the gap between campus safety and the campus community. Student Safety Ambassadors are not sworn police officers, not authorized to make arrests, and do not have jurisdiction to provide services beyond the boundaries of University of Hartford campus locations. Student Safety Ambassadors have the authority to enforce University policies.

Features of the Student Safety Ambassadors Program include:

- Calls for Service *(Assist)*
- Visibility Patrol *(Engagement & Deterrence)*
- Walking Patrol *(Visibility & Accessibility)*
- Directed Patrol *(Building Security)*
- Directed Visibility *(Stationary Post Assignments)*
- Traffic Services *(Disabled Vehicle Assistance)*
- Lost and Found *(Identify Owners & Returns)*
- Special Events *(Assist w/Crowd & Traffic Control)*
- Crowd Control *(Assist w/Emergencies)*
- Traffic Control *(Assist w/Emergencies*
- Escorts *(On Campus-Student, Faculty & Staff)*
- Dispatch *(Non-emergency calls & parking)*

For more information about the Student Safety Ambassador Program Please contact:

- Community Relations Sergeant Chaun Jones at 860.768.4152 or chajones@hartford.edu
- Visit the Public Safety website at https://www.hartford.edu/student-life/public-safety/default.aspx
- Or visit the Public Safety Community Office (near Alumni Plaza)

REPORTING CRIMES AND OTHER EMERGENCIES.

For EMERGENCIES, dial extension 7777 from any campus landline phone or dial 860.768.7777 from any other phone to be connected to UHDPS Dispatch. Dial 911 to be connected to Local Law Enforcement Dispatch.

The UHDPS follows all applicable policies and laws regarding the confidentiality of records and reserves the right to provide law enforcement agencies with any information obtained as a result of a criminal investigation. Members of the University community retain the right to file the complaint of a crime, if they so choose. Complainants, victims, and witnesses are strongly encourages to promptly report crimes to the UHDPS. Additionally, the UHDPS can offer assistance with contacting the appropriate local police department according to the jurisdiction of where the criminal act occurred.

UHDPS encourages all members of its community, visitors, and guests to accurately and promptly report any potential criminal activity, suspicious behavior, and any emergencies on campus, on public property running through or immediately adjacent to the campus, or in other property that is owned or controlled by the University of Hartford. Reports may be made in person at the UHDPS located on the main campus in the operations building adjacent to Parking Lot E. Reports may also be made by calling one of the following numbers:

- **EMERGENCIES: 911 or 860.768.7777 (UHDPS)**
- UHDPS (non-emergency): 860.768.7985
- Hartford Police Department: 860.757.4000
- West Hartford Police Department: 860.523.5203
- CT State Police Troop H (Hartford): 860. 534.1000
- Bloomfield Police Department: 860.242.5501

The University is equipped with Code Blue Emergency Phone Stations and Call Boxes strategically placed throughout both campuses. Code Blue Emergency Phones and Call Boxes provide direct communication with the UHDPS Dispatch Communications Center. Once an emergency call has been activated, the UHDPS Dispatcher is immediately notified and will send the appropriate level of assistance based on the call.

University community members are encouraged to become familiar with the locations of the Code Blue Emergency Phone Stations and Call Boxes. Maps displaying the locations of Code Blue Emergency Phones and Call Boxes are listed under the following interactive online map under 'emergency' 'blue phones.'

When reporting an incident, it is imperative to accurately provide as much information as possible. UHDPS understands that under certain emergency circumstances this may be difficult to do, in this case, UHDPS asks that at a bare minimum a reporting party provides:

1. Incident type (reason for the call)
2. When the incident took place (approximate date and time)
3. Where the incident occurred (or is occurring)
4. Who is involved (description of the suspect; victims' information if other than the caller)
5. The reporting party's contact information (name and phone number)

Dispatchers are available at the respective telephone numbers 24 hours a day to answer calls. In response to a call, UHDPS will take the required action; either an officer will be dispatched to the reported location to meet with the complainant and to investigate the complaint or ask the victim to report to UHDPS to file an incident report. All reported crimes will be investigated by the University. Complainants and witnesses may be asked to provide a signed statement attesting to the facts of the incident. Persons reporting incidents may request to remain anonymous.

Note: If assistance is required from local law enforcement or the local fire department, UHDPS will contact the appropriate agency. If a sexual assault or rape has occurred, staff on scene, for example UHDPS, will start an investigation and refer to the Title IX office. *For information regarding the procedures, policies, and programs referring to Title IX, please see the section of this report located in APPENDIX E. For Violence Against Women Act (VAWA) related policy statements and programming information see APPENDIX F.*

All UHDPS incident reports involving violations of Student Conduct, including alleged hazing policy violations, are forwarded to the Dean of Students Office for review and referral to the Student Conduct & Conflict Resolution for potential action, if deemed appropriate. Violations of University policy may be reported to UHDPS by calling 860.768.7985. Violations may also be reported to any of the following Campus Security Authorities:

- Dean of Students 860.768.4285
- Director, Office of Residential Life 860.768.7792
- Asst. Vice President, Human Resources Development 860.768.4156

Criminal incidents should be reported to the UHDPS as soon as possible for purposes of including such incidents in the annual statistical disclosure and assessing the incidents for issuing a Timely Warning Notification, when deemed necessary. Reports made immediately following a criminal incident will allow the UHDPS adequate time to issue a Timely Warning Notification to the campus community, if and when deemed necessary. Additionally, reporting criminal incidents gives the UHDPS an opportunity to assess crime trends, include an accurate recording of these incidents in the Annual Security and Fire Safety Report, and aids investigators in their effort to solve crimes.

Community members are a vital link to preventing and solving crimes. Thus, community members are asked to mark personal property with a unique identifier and maintain property records such as serial and model numbers. Personal identifiers and property records can assist UHDPS in their efforts of recovering stolen property.

MISSING STUDENT REPORTING

Suspected Missing student reports should be reported immediately by calling UHDPS at 860-768-7985 or at 860-768-7777. If members of the University of Hartford community believe that a student has been missing for 24 hours, it is critical that they report that information to UHDPS by calling (860) 768-7985. Residential students in campus housing will be informed annually that each student has the option to register the name of a confidential contact person to be notified by the University of Hartford no later than 24 hours, if they are later determined to be missing by the designated University officials authorized to make the determination specifically, UHDPS or the local law enforcement agency in which the student went missing. This confidential name will be the first person who will be contacted to confirm the student's whereabouts. This name can be the same or different from the emergency contact person. Only authorized University officials and law enforcement working on a missing person investigation will have access to this information.

According to the Higher Education Opportunity Act (HEOA), colleges and universities are guided to inform the law enforcement agency of the missing student's hometown. Additionally, the HEOA directs institutions to contact the parent or guardian of any student under 18 years of age and not emancipated within 24 hours of determining the student is missing.

The University of Hartford will notify any missing student's confidential contact(s), if provided, within 24 hours of the determination that the student is missing. In the event a student under 18 years of age and not emancipated, University of Hartford must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. For all missing students, the University of Hartford will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

A student is determined to be missing when the UHDPS have verified that reported information is credible and circumstances warrant declaring the person missing. Should the UHDPS investigate and determine that a residential student is missing, contact will then be made to the missing person contact, if contact information has been provided, within twenty-four (24) hours of the determination that the student is missing by the UHDPS and if the student is under 18 years of age and is not emancipated, UHDPS will notify the student's custodial parent or guardian and any other designated contact person within 24 hours regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor. The University of Hartford will inform the Local PD (or the local law enforcement with jurisdiction) that the student is missing within 24 hours.

Note: To view the University of Hartford's missing student procedure, please see APPENDIX H located in the rear of this report. You may also visit the following UHDPS Website.

VOLUNTARY CONFIDENTIAL REPORTING

Members of the University of Hartford community are encouraged to accurately and promptly report crime and emergencies to the UHDPS and appropriate Law Enforcement agencies, including when the victim of a crime elects to or is unable to make such report.

If the victim of a crime does not wish to pursue action within the University or the criminal justice system, the victim may still want to consider making a confidential report. With the victim's permission, a member of the UHDPS or a CSA can file a report on the details of the incident without revealing the victim's identity. The purpose of confidential reporting is to comply with a victim's request to keep the matter confidential while taking steps to enhance the future safety of yourself and others. With such information, the UHDPS can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime with regard to particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner remain confidential and are counted and disclosed in the annual crime statistics for the institution.

THE LIVESAFE APP

LiveSafe is a free mobile safety app for all members of the University community. This app enables community members to communicate directly with UHDPS. By utilizing LiveSafe the University community will help to keep the campus safe by preventing crimes before they occur.

Download the LiveSafe App

- Apple devices via the App Store
- Android devices, via Google play

Features of The Livesafe App

- **Tips:** Users can anonymously contact UHDPS to submit information about suspicious activity, harassment, noise complaints, mental health problems, and any other safety issues. There are options within this app to add photos, audio, or video to messages.
- **SafeWalk:** Utilizing GPS-enabled location technology, SafeWalk allows users to virtually walk family, friends and colleagues home or to another location by monitoring their location on a real-time map. Based from the initial location and intended destination, hands-free smart alerts are sent to both parties if the user does not arrive at the intended destination by the estimated time of arrival. Alerts are also sent when the user is delayed, has arrived, or has summoned for help.
- **SafeRide:** Allows user to request an escort from UHDPS at which time an officer or Student Safety Ambassador will accompany and/or transport user between locations on campus.
- **Talk or Chat Options:** Two-way communication with UHDPS via chat or phone.
- **Instant Emergency Connection:** In the case of an emergency where someone needs immediate assistance, users can

instantly contact UHDPS. Location tracking will begin, allowing UHDPS to respond the user's exact location.

Create A Profile

- Open the app and review the "Get Started" information.
- Use phone, email, or Facebook account to verify identity.
- Once verified, provide name and a password for the app.
- Connect with the University of Hartford
- Choose "University of Hartford" when asked to select a nearby location to connect with. The customized university app will appear.
- Remember to enable Location Services, Push Notifications, and access user contacts for the LiveSafe app.

Please note: The LiveSafe does not replace the University of Hartford's emergency notification system. Visit this website to confirm or add a cell phone number and assure text alerts are ready to be received.

TIMELY WARNINGS, EMERGENCY NOTIFICATION AND EVACUATION

The Clery Act requires every Title IV institution to have and disclose emergency response and evacuation procedures, and when deemed necessary, issue timely warnings, emergency notifications and other efforts designed to protect and inform students and employees about threats to their health and safety.

For detailed information regarding federal disclosure and procedure requirements please refer to the Federal Register: Disclosure of emergency and evacuation procedures, citation 34 CFR 668.46(b)(13); and Emergency response and evacuation procedures statements, citation 34 CFR 668.46(g).

TIMELY WARNINGS

Timely Warning Notifications (TWNs) are issued "campus wide" for any crime defined by the Clery Act that occurs within the University of Hartford Clery Geography that may present a serious or on-going threat to members of the University Community.

The Chief of Public Safety or designee reviews all reports to determine if there is an on-going or serious threat to the community and if the distribution of a TWN is warranted. If it is determined that such an event has occurred, the Chief of Public Safety or designee will determine the initial general content of the notice and a campus wide TWN will be issued. In certain cases, and when necessary, the Office of Marketing and Communication (OMC) may also draft the TWN.

TWNs will be distributed as soon as pertinent information becomes available. However, the name(s) of any complainant(s) or confidential complainant(s) are confidential and will be withheld, as the purpose and intent of a TWN is to aid in the prevention of similar occurrences.

UHDPS works with the Office of Marketing and Communication (OMC) to distribute the timely warning notification to the campus community via University email, which is the primary method of communication. Timely warnings may also be issued using some or all of the following, but are not limited to:

a. the Omnilert system (a text system)
b. University of Hartford website
c. University Email
d. Press Release

Please see the notification flow chart provided below.

TWNs are typically issued for the following Uniform Crime Reporting Program (UCR) and the National Incident Based Reporting System (NIBRS) crime classifications, though UHDPS reserves the right to issue Timely Warning notifications relative to other crime classifications if deemed necessary:

- Murder/Non-Negligent Manslaughter
- Aggravated Assault
  - *Cases involving assaults among known parties, such as two roommates' fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to*

the University of Hartford community.

- Robbery involving force or violence
  - *Cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning notification but will be assessed on a case-by-case basis.*
- A string of Burglaries or Motor Vehicle Thefts that occur in reasonably close proximity to one another.
- Sexual Assault
  - ***Considered on a case-by-case basis depending on the facts of the case;*** *when and where the incident occurred, when it was reported, and the information known by the Chief of Public Safety, or designee. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a "timely" warning notification to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notification.*
- Major incident of Arson
- Other Clery crimes as determined necessary by the Chief of Public Safety or designee in their absence

	Email Blast (Primary)	**Omnilert Text**	**Press Release**	**Website**
Primary Creator	OMC	OMC	OMC	OMC
Backup Creator	N/A	DPS	N/A	N/A
Authority for Messages	DPS / OMC	DPS / OMC	OMC	DPS / OMC
Primary Message Distributor	OMC	DPS	OMC	OMC / DPS
Backup Message Distributor	DPS	OMC	N/A	N/A

DPS= Department of Public Safety
OMC=Office of Marketing and Communication

Timely Warning Notifications, at the sole discretion of the Chief of Public Safety or designee, may also be posted for other crime classifications and locations even though it is not required by the law.

Note: *The institution is not required to issue a Timely Warning Notification with respect to crimes reported to a pastoral or professional counselor.*

Information contained within the TWN may include, but is not limited to, the following: the nature of the crime, date, and location of crime, suspect(s)/involved parties, and any additional details that would benefit members of the community. Timely Warnings may include information about the process to be followed for anyone having additional information regarding the incident and precautions that individuals may take to reduce any further risk of similar crimes being committed.

EMERGENCY NOTIFICATION

The University of Hartford has developed a process to notify the campus community in cases of emergency. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency (immediate) notification after confirmation:

1. An active shooter on campus
2. Hostage/barricade situation
3. Civil unrest (riot)
4. Severe weather events with little or no warning

5. Fire/explosion
6. Suspicious death
7. Structural damage to a University of Hartford owned or controlled facility
8. Biological threat (such as anthrax, etc.)
9. Significant flooding
10. Hazardous materials incidents

Individuals can report emergencies occurring at The University of Hartford by calling 860-768-7777.

In the event of an emergency, the University of Hartford will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the University community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, and visitors.

UHDPS is responsible for responding to reported emergencies and confirming the existence of an emergency, sometimes in conjunction with campus administrators, local first responders, public health agencies, and/or the national weather center.

If UHDPS confirms that there is a significant emergency or dangerous situation involving an immediate or ongoing threat to the health and safety of some or all of the members of the University of Hartford community, UHDPS, and the OMC will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the University of Hartford Community or to the appropriate segment of the community, if the threat is limited to a particular building, or segment of the population. At such time, the University will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing the notification, in the professional judgment of responsible authorities, will compromise efforts to assist a victim or efforts to contain, respond to, or otherwise mitigate the emergency.

METHODS OF EMERGENCY NOTIFICATIONS

The primary method of communication to alert faculty, staff, and student of an emergency is through a mass notification system, Omnilert. This is a web-based system that allows designated University officials to send time-sensitive communication to university students, faculty, and staff via text. All active students, faculty, and staff automatically receive such alerts via their cell phone, as listed in the university information system (Banner). Current active students and all employees are automatically enrolled with their most recent mobile phone number in Banner, if one exists.

The Omnilert mass notification allows an authorized University administrator(s) (Chief of Public Safety, Captain of Public Safety, the Director of Public and Media Relations; and the Vice President of Marketing and Enrollment) to send a message to the University community within minutes. When deployed, Omnilert is able to broadcast messages to the community by several methods:

- Text message
- X (Twitter)
- E-mail
- Facebook

The content of the message will vary depending on the situation. At a minimum, the message will describe the emergency, provide basic instructions to the community and will direct them to where they can receive additional information. Follow-up information will be distributed using some or all of the identified communication systems (except fire alarm).

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents, and other interested parties. The larger community can also access emergency information via the University of Hartford homepage website and/or social media.

All current faculty, staff, and students receive emergency notifications automatically through their University of Hartford email and by text message, if they have an accurate cell phone number recorded in the Self-Service Center.

Information on confirming or adding cell phone information and an FAQ section on emergency notifications.

Note: Individuals who are not active students or employees and who wish to receive text and/or email alerts, such as parents and short-term visitors to campus, may also sign up on the Omnilert notification system.

OTHER METHODS OF NOTIFICATION

The University of Hartford may employ other methods to communicate emergency messages to the community, as warranted.

These methods include the following:

- Public Safety vehicles equipped with Public Address Systems
- University website.
- In person communications
- Local Radio Stations

    - WTIC AM 1080
    - FM 96.5
    - WRCH FM 100.5
    - WWUH FM 91.3

- Local Television Stations

    - Channel 3 WFSB Hartford
    - Channel 8 WTNH New Haven
    - Channel 30 NBC Hartford
    - Channel 6 Fox Hartford

If any these systems fail or the University deems it appropriate, in person communication may be used to communicate an emergency.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the University will follow emergency notification procedures. In such a case the University may not issue a timely warning based on the same circumstances; however, the University will provide adequate follow-up information to the community as needed.

If an emergency occurs on a day and time prior to the start of classes, notification to members of the University community will occur according to normal weather closing policies and procedures. Additional UHDPS personnel will be utilized to maintain order and compliance.

EVACUATIONS

University of Hartford maintains an Emergency Response Plan, assessable via the UHDPS website, that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization, and specific responsibilities of particular units or positions.

University units are responsible for developing emergency response and continuity of operations plans for their areas and staff. Campus emergency management provides resources and guidance for the development of these plans.

In conjunction with other emergency agencies, the University conducts drills and exercises each year, such as tabletop exercises, field exercises, and test of the emergency notification systems on campus and conducts the follow-through activities designed for assessment and evaluation of emergency plans and capabilities. UHDPS coordinates evacuation drills each semester to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. The University will publish a summary of its emergency evacuation procedures in conjunction with at least one test or exercise each calendar year that meets all the requirements of the Higher Education Opportunity Act. These tests and exercises may be announced or unannounced. Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

EMERGENCY EVACUATION PROCEDURES

The emergency evacuation procedures are tested at least twice each year. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The UHDPS does not tell building occupants in advance about the designated location for long-term evacuation because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, UHDPS staff on the scene will communicate information to students and employees regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At the University of Hartford evacuation drills are used to educate and train occupants on fire safety issues specific to their building. During the drill, occupants “practice” drill procedures and familiarize themselves with the location of exits and the

sound of the fire alarm. Instructions to evacuate will be issued by first responders that may include the following agencies or departments but not
limited to:

- UHDPS
- Local Police Department/Officials
- Local Fire Department/Officials
- University of Hartford Officials

Upon instruction, faculty, students and staff are required to immediately evacuate in a calm and orderly fashion to a safe area or area designated by first responders. UHDPS ask that you:

- Remain Calm
- Carefully follow instructions
- Assist handicapped person and others in need of assistance
- Do not turn off lights or equipment
- Do not lock doors
- Do not touch or handle anything you suspect is suspicious; immediately notify a first responder.
- Remain in the safe or designated area until a first responder or another official has deemed it safe to leave

EVACUATION PROCEDURES

Before an Emergency Requiring Evacuation
In advance, locate the nearest exit from your work location and determine the route you will follow to reach that exit in an emergency. Establish an alternate route to be used in the event your route is blocked or unsafe.

During an Evacuation
At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify **UHDPS at 860.768.7777 or Local Police Emergency or dial 911**.

Only if time and conditions permit, secure your workplace and take with you important personal items that are easily accessible such as; car keys, purse, medication, and glasses. Read and understand the following steps:

1. Follow instruction from emergency personnel
2. Check doors for heat before opening and if the door is hot, **do not open it**.
3. Walk; **DO NOT RUN**, push, or crowd.
4. Use handrails in stairwells and stay to the right.
5. Keep noise to a minimum so you can hear emergency instructions.
6. Assist people with disabilities
7. Unless otherwise instructed, move quickly away from the building towards an assembly point.
8. Watch for falling glass and other debris.
9. Keep roadways and walkways clear for emergency vehicles.
10. If you have relocated away from the building, **DO NOT** return until notified that it is safe.

Evacuation of Individuals with Disabilities or Special Needs
You should take into consideration that there might be someone near you who may need help during an evacuation. REMEMBER, the best way to help someone during an evacuation is to first consult with that person regarding how best to assist them.

SHELTER-IN-PLACE PROCEDURES—WHAT IT MEANS TO "SHELTER-IN-PLACE"

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Shelter-in-place events are usually Weather-related emergencies requiring people to stay indoors. Remember that others may also need to shelter in place, thus DO NOT LOCK DOORS behind you.

How Do I Shelter in Place?

1. REMAIN CALM!
2. Immediately seek shelter inside the closest sturdy building.
3. Do not wait until you physically see a tornado or severe weather event to react.
4. Resist the temptation to go outside and check the weather conditions yourself.
5. Once inside, stay away from windows, glass, and unsecured objects that may fall.
6. Seek shelter in interior rooms and corridors.
7. Avoid large free-standing expanses such as auditoriums and gymnasiums.
8. DO NOT use elevators.
9. Await further instruction from the Omnilert mass notification and emergency personnel.
10. DO NOT leave until an "All Clear" is received.
11. During a tornado, seek shelter on the lowest level possible. If warranted, consider crouching near the floor and seeking additional shelter under a sturdy desk or table, or cover your head with your hands.

Remember, always use common sense. There are exceptions to all guidance and prescribed directions.

DAILY CRIME LOG

The UHDPS maintains a daily crime log of all crimes reported to the department. The log lists the nature of the crime; the date and time the incident occurred; the date the incident was reported; general location of the crime and the disposition of the complaint, if known. Entries or updates within two business days may be withheld if the information is protected by statute, there is a danger to the complainant, or a need to keep the investigation confidential. If there is reason to believe that release of information will jeopardize an investigation or result in the perpetrator leaving the area or that evidence could be destroyed, information may be withheld until it is deemed appropriate to release. The daily log for the most recent sixty (60) days is open to public inspection during normal business hours at the UHDPS, located in the operations building adjacent to Parking Lot E. Daily log requests for crimes reported beyond sixty (60) days will be made available within two business days of a request. Normal business hours are Monday through Friday, 8:00 a.m. to 4:00 p.m. All records required by the Clery Act will be retained for a period of three years following the publication of the last annual campus security report.

CAMPUS SAFETY AND SECURITY REPORTING

The Clery Act requires that all postsecondary institutions participating in Higher Education Act's Title IV student financial assistance programs to disclose campus crime statistics and security information. In accordance with Connecticut General Statute Section 10a-55 and Public Law 101-542, as amended, each institution of higher education within the state is required to annually prepare a Uniform Campus Crime Report (UCCR), consistent with the FBI'S Uniform Reporting system (UCR). The report reflects crime statistics within the geographical limits of property owned or under the control of the institution for the preceding year.

CLERY GEOGRAPHY

The Clery Act requires disclosure of crime statistics for reported crimes that occurred within "Clery Geography." There are three general Clery Geography categories:

1) On Campus
2) On public property within or immediately adjacent to the campus, and
3) In or on noncampus buildings or property that the institution owns or controls

Definitions of Clery Act Geography can be found in the Appendix I located in the rear of the ASR. For additional information regarding the Geographic breakdown, please refer to citation 34 CFR 668.46(c)(4) of the Code of Federal Regulations.

CRIME STATISTICS

The Clery Act requires institutions to include four general categories of crime statistics. These crimes, known as "Clery Act Crimes," are defined by the FBI's UCR, NIBS and The Clery Act.

1) Criminal Offenses
   - Criminal Homicide
     - ☑ Murder
     - ☑ Non-Negligent Manslaughter
     - ☑ Manslaughter by negligence

- Aggravated Assault
- Robbery
- Sexual Assault
    - ☑ Rape
    - ☑ Fondling
    - ☑ Incest
    - ☑ Statutory Rape
- Burglary
- Motor Vehicle Theft
- Arson

2) Hate Crimes
- *Must be motivated by Bias:*
    - ☑ Race
    - ☑ Religion
    - ☑ Sexual Orientation
    - ☑ Gender
    - ☑ Gender Identity
    - ☑ Ethnicity
    - ☑ National Origin
    - ☑ Disability
- *Must include any of the above Criminal Offenses or the following;*
    - ☑ Larceny-Theft
    - ☑ Simple Assault
    - ☑ Intimidation
    - ☑ Destruction/Damage/Vandalism of Property

3) VAWA Offenses
- Domestic Violence
- Dating Violence
- Stalking

4) Arrests and Referrals for Disciplinary Action
- Weapons: Carrying, Possessing, etc.
- Drug Abuse Violation
- Liquor Law Violations

5) Hazing Incidents

CRIME STATISTICS REPORTING

The Clery Act requires institutions to disclose statistics for "Clery Act Crimes" as well as "Arrests and referrals" that occur on campus, on public property within or immediately adjacent to the campus, and in or on noncampus buildings or property owned or controlled by the institution.

These statistics are published in the Annual Security and Fire Safety Report and reported to the Department of Education annually by October 1. Notice of availability of the Annual Security and Fire Safety Report is sent via email to all students and employees.
Statistics are tallied using data accumulated from the following sources:

- Information reported to UHDPS and entered into CAD (Computer Aided Dispatch) throughout the year
- Local Law Enforcement according to jurisdiction within "Clery Geography" as defined by the Clery Act
- Out of State Law Enforcement and other Law Enforcement entities with jurisdiction as defined by the Clery Act
- Campus Security Authorities (CSAs), including but not limited to the following list:
    - ☑ Resident Assistants
    - ☑ Residence Life Staff

- ☑ Student Organization Advisors, including faculty advisors to student organizations
- ☑ Coaches
- ☑ Athletic Directors
- ☑ Dean of Students

The following charts contain statistics for the University of Hartford, Clery Act Geography locations, as listed below:

- Main Campus – 200 Bloomfield Avenue, West Hartford, CT
- Performing Arts Center (PAC) – 35 Westbourne Avenue, Hartford, CT

Note: All policy statements in this Annual Security and Fire Safety Report apply to the campuses listed above unless otherwise stated in this report.

Statistics provided in the following charts, for the above named Clery Geography locations, reflect the following three reportable calendar years, as required by the Clery Act:

- 2023
- 2024
- 2025

For additional information regarding the requirements of Clery Act Geography and reportable years, please review The Handbook for Campus Safety and Security Reporting 2016 Edition.

Please take note that The Handbook for Campus Safety and Security Reporting 2016 Edition was rescinded on October 9, 2020, and replaced with The Clery Act Appendix for FSA Handbook. Please keep in mind, The Handbook for Campus Safety and Security Reporting 2016 Edition was used as a reference guide during the preceding years.

For information about Campus Safety and Security and to view these statistics online access the Department of Education.

SEX OFFENDER REGISTRY INFORMATION

The Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386) is a federal law enacted on October 28, 2000, that provides for the tracking of convicted registered sex offenders enrolled as students at institutions of higher education or working or volunteering on campus.

The Act amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act to require sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. It requires that state procedures ensure that this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate state records or data systems. These changes took effect October 28, 2002. These requirements are tied to state eligibility for certain types of federal grant funding and must be implemented through state law.

The Act also amends The Clery Act; to require institutions of higher education to issue a statement, in addition to other disclosures required under the Act, advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. These changes took effect October 28, 2002. Information is available at the following websites:

- To access the State of Connecticut Sex Offender Registry
- To access The United States Department of Justice DRU SJODIN National Sex Offender Public Website

(HEOA) Notification to Victims of Crimes of Violence

The University of Hartford will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

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CRIME STATISTICS CHARTS

Crime Statistics - Main Campus - 200 Bloomfield Ave, West Hartford, CT					
Reportable Crime Categories	**Year**	**On Campus**	**On Campus Student Housing**	**Non-Campus**	**Public Property**
Murder / Non-Negligent Manslaughter	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Manslaughter by Negligence	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Sexual Assaults					
Rape	2025*	37	36	0	0
	2024	5	4	0	0
	2023	9	9	0	0
Fondling	2025	14	13	0	0
	2024	0	0	0	0
	2023	1	1	0	0
Incest	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Statutory Rape	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Robbery	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Aggravated Assault	2025	0	0	0	0
	2024	0	0	0	0
	2023	2	0	0	0
Burglary	2025	0	0	0	0
	2024	2	0	0	0
	2023	5	3	0	0
Motor Vehicle Theft	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Arson	2025	0	0	0	0
	2024	1	1	0	0
	2023	0	0	0	0

UNFOUNDED – There was <u>one</u> unfounded crime on the Main Campus in 2025. There were <u>no</u> unfounded crimes on the Main Campus in 2023, 2024.

**A significant number of these crimes resulted from one incident report. The University took immediate action, including commencing an independent/outside investigation which resulted with insufficient information to proceed further.*

VAWA Offenses – Main Campus - 200 Bloomfield Ave, West Hartford, CT					
VAWA Reportable Offenses	**Year**	**On Campus**	**On Campus Student Housing**	**Non-Campus**	**Public Property**
Domestic Violence	2025	2	1	0	0
	2024	0	0	0	0
	2023	3	2	0	0
Dating Violence	2025	7	5	0	0
	2024	4	3	0	0
	2023	13	11	0	0
Stalking	2025	6	5	0	0
	2024	7	7	0	0
	2023	6	4	0	0

Arrests & Referrals – Main Campus - 200 Bloomfield Ave, West Hartford, CT					
Reportable Crime Categories	**Year**	**On Campus**	**On Campus Student Housing**	**Non-Campus**	**Public Property**
Weapons Law Violation Arrest	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Drug Law Violation Arrest	2025	0	0	0	0
	2024	1	1	0	0
	2023	2	1	0	0
Liquor Law Arrests	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Weapons Law Violation Referrals	2025	0	0	0	0
	2024	1	1	0	0
	2023	0	0	0	0
Drug Law Violation Referrals	2025*	72	71	0	0
	2024	48	45	0	0
	2023	56	55	0	0
Liquor Law Violation Referrals	2025*	101	95	0	0
	2024	24	24	0	0
	2023	17	16	0	0

**Liquor and drug law referral statistics count individuals referred for disciplinary action, rather than separate events. In 2025, some referrals arose from a large number of reports involving multiple students in a shared residential setting. As a result, a single reported event will account for several referrals.*

Hazing Incidents - Main Campus - 200 Bloomfield Ave, West Hartford, CT					
Reportable Crime Category	**Year**	**On Campus**	**On Campus Student Housing**	**Non-Campus**	**Public Property**
Hazing	2025	4	4	0	0
	2024*	n/a	n/a	n/a	n/a
	2023*	n/a	n/a	n/a	n/a

*Hazing Incidents statistics are required starting in calendar year 2025.

HATE CRIMES (Main Campus) - There were no Hate Crimes reported in 2023, 2024, or 2025.

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Crime Statistics – Handel Performing Arts Center Campus– 35 West Bourne Ave, Hartford, CT					
Reportable Crime Categories	**Year**	**On Campus**	**On Campus Student Housing**	**Non-Campus**	**Public Property**
Murder / Non-Negligent Manslaughter	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Manslaughter by Negligence	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Sexual Assaults					
Rape	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Fondling	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Incest	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Statutory Rape	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Robbery	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Aggravated Assault	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Burglary	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Motor Vehicle Theft	2025	0	0	0	0
	2024	0	0	0	1
	2023	0	0	0	0
Arson	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0

UNFOUNDED – There were no unfounded crimes on the Handel Performing Arts Center Campus in 2023, 2024, and 2025.

VAWA Offenses – Handel Performing Arts Center Campus – 35 West Bourne Ave, Hartford, CT					
VAWA Reportable Offenses	Year	On Campus	On Campus Student Housing	Non-Campus	Public Property
Domestic Violence	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Dating Violence	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Stalking	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0

Arrests & Referrals – Handel Performing Arts Center Campus– 35 West Bourne Ave, Hartford, CT					
Reportable Crime Categories	**Year**	**On Campus**	**On Campus Student Housing**	**Non-Campus**	**Public Property**
Weapons Law Violation Arrest	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Drug Law Violation Arrest	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Liquor Law Arrests	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Weapons Violation Referrals	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Drug Violation Referrals	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Liquor Violation Referrals	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0

Hazing Incidents – Handel Performing Arts Center Campus– 35 West Bourne Ave, Hartford, CT					
Reportable Crime Category	**Year**	**On Campus**	**On Campus Student Housing**	**Non-Campus**	**Public Property**
Hazing	2025	0	0	0	0
	2024*	n/a	n/a	n/a	n/a
	2023*	n/a	n/a	n/a	n/a

*Hazing Incidents statistics are required starting in calendar year 2025.

HATE CRIMES – There were no hate crimes reported on the Handel Performing Arts Center Campus in 2023, 2024, and 2025.

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APPENDICES

2026 Annual Security and Fire Safety Report
Information for the 2025-2026 Academic Year

Contains Statistics for Calendar Years 2023 | 2024 | 2025

APPENDIX A

STATE OF CONNECTICUT PUBLIC ACT NO. 21-184

On July 1, 2021, Subsections (a) and (b) of section 10a-55a of the general statutes were repealed and substituted by Public Act No. 21-184, an act requiring the reporting of all accidents that resulted in serious physical injuries or death at institutions of higher education in the state of Connecticut.

The act reads as follows:

> "(a) [On or before October 1, 1991, and annually thereafter, each] Each institution of higher education shall annually prepare [in such a manner as the president of Connecticut State Colleges and Universities shall prescribe] a uniform campus crime and safety incident report concerning crimes committed and accidents occurring in the immediately preceding calendar year within the geographical limits of the property owned or under the control of such institution. [Such} The portion of such report concerning criminal offenses shall be in accordance with the uniform crime reporting system pursuant to section 29-1c, provided such report is limited to those offenses included in part I of the most recently published edition of the Uniform Crime Reports of the United States as authorized by the Federal Bureau of Investigation and the United States Department of Justice, sexual assault under section 52a-70b of the general statutes, revision of 1958, revised to January 1, 2019, or sections 53a-70, 53a-70a, 53a-71, 53a-72a, 53a-72b and 53a-73a, stalking under sections 53a- 181c, 53a-181d and 53a-181e and family violence as designated under section 46b-38h. The state police, local police departments and special police forces established pursuant to section 10a-156b shall cooperate with institutions of higher education in preparing such reports. Institutions with more than one campus shall prepare such reports for each campus.
>
> (b) each annual report prepared pursuant to subsection (a) of this shall include (1) the number of full-time equivalent students, (2) the number of full-time equivalent employees, (3) the number of students and employees residing in campus housing, [and] (4) for any accident that occurred during the immediately preceding calendar year within the geographical limits of the property owned or under the control of an institution of higher education, including, but not limited to, campuses or dormitories in another country owned or under the control of an institution of higher education for the purposes of an international studies or international exchange program, (A) the number of such accidents that resulted in serious physical injury, as defined in section 53a-3, and (B) the number of such accidents that resulted in death, and (5) for each category of criminal offense, the number of incidents reported and the crime rate. The crime rate shall be equal to the number of incidents reported divided by the total number of full-time equivalent students and employees.

To view Public Act No. 21-184 and information relating to such, please visit the Connecticut General Assembly website.

The following charts reflects all accidents that resulted in serious physical injuries or death on the University of Harford campuses and within the geographical limits of the property owned or under the control of the University of Hartford as described herein for the preceding calendar year.

Main Campus – 200 Bloomfield Ave, West Hartford, CT					
Reporting Category	Year	On Campus	On Campus Student Housing	Non-Campus	Public Property
Serious Physical Injury	2025	0	0	0	0
Death	2025	0	0	0	0

Performing Arts Center – 35 West Bourne Ave, Hartford, CT.					
Reporting Category	Year	On Campus	On Campus Student Housing	Non-Campus	Public Property
Serious Physical Injury	2025	0	0	0	0
Death	2025	0	0	0	0

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APPENDIX B

SECURITY AWARENESS PROGRAMS AND CRIME PREVENTION

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

In an ongoing effort to maintain an acceptable level of safety and security on campus, UHDPS staff members routinely present various security awareness and crime prevention programs throughout the year to classrooms, campus clubs and student groups as requested. Topics of these presentations include personal safety awareness and property protection strategies. Contact UHDPS at 860.768.4152 to schedule a Crime Prevention presentation program.

Many of these programs are coordinated with the Office of Residential Life and outside agencies. Many programs are presented to students residing on campus. Additional information regarding the programs listed within this document can be found on the UHDPS website under the Crime Prevention tab. For additional questions regarding crime prevention visit, email or call UHDPS at:

- Public Safety website
- Email to: pubsafety@hartford.edu
- Phone: 860.768.4152

During the academic year, the Department of Public Safety and the Office of Residential Life participates in security awareness programs, along with regularly posted crime and safety tips. During the 2025 calendar year, the University of Hartford offered 16 crime prevention and security awareness programs. Typically, security awareness tips are discussed, including encouraging participants to be responsible for their own security/safety and for the security/safety for others on campus.

New employee orientation includes the distribution of crime prevention and fire safety materials to all new employees.

Representatives from UHDPS address security and safety issues at all orientation sessions with parents and first year students in attendance.

The University also operates shuttle and escort services. For information related to these and all other services call UHDPS at 860.768.4152.

Examples of Security Awareness Programs and Crime Prevention:

Sexual Harassment and Discrimination Prevention in the Workplace: CT-SHPT This program provides participants with an understanding of applicable federal and state sexual harassment and discrimination laws, outline avenues to report allegations as well as the role that each of us play in creating a safer campus by addressing and preventing instances of sexual harassment and/or discrimination in the workplace. This training is mandated to all new employees within six months of start date and is conducted on-going online.

For additional information and inquiries regarding sign-up, please refer to the following:

- Contact: Human Resources Development at hrd@hartford.edu

Threats to Campus (Active Shooter): Threats to Campus is PowerPoint presentation, providing information on what to expect if should find yourself in an "active shooter" situation. The course explains the Run, Hide, Fight tactics suggested by the F.B.I.; It further provides information on what you can expect upon the arrival of law enforcement. Additionally, the PowerPoint presentation provides information pertaining to resources available to you as members of the UHart community. Training time: 1.5 hours.

For additional information and inquiries regarding sign- up, please refer to the following:

- Contact: The Department of Public Safety at 860.768.4152
- Email to: pubsafety@hartford.edu

ALICE: An interactive training program designed to teaches preparedness training to those who have gone through the program. ALICE teaches attendees to respond with confidence, increasing the survivability of an act of violence. ALICE

strategies can reduce anxiety, and build confidence in individuals who have gone through the ALICE program. Training time: 4 hours.

For additional information and inquiries regarding sign- up, please refer to the following:

- Contact: The Department of Public Safety at 860.768.4152
- Email to: pubsafety@hartford.edu

Intervene Bystander Intervention (Presenter): Intervene is bystander in-person, 60-minute workshop in which students view seven short video scenarios and engage in a facilitated conversation to reflect upon the attitudes and behaviors that influence the process of intervening. Intervene was created by Cornell University and is used with permission at the University of Hartford.

If an individual is interested to become trained as a presenter on campus for a student-group or student-organization in which they serve as an advisor, please contact:

- Division of Student Success: 860.768.5403
- Email to: Dr. David Stender, Executive Director of Student Conduct, Conflict Resolution & Compliance at stender@hartford.edu

INTERVENTION, PREVENTION AND RISK REDUCTION

HOW TO BE AN ACTIVE BYSTANDER

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

Bystanders play a critical role in the prevention of sexual and relationship violence as well as other areas in which violence may occur. Bystanders are "individuals who observe violence or witness the conditions that perpetuate violence and other unsafe environments. Bystanders are not directly involved but have the choice to intervene, speak up, or do something about it."

The University promotes a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Further information regarding bystander intervention may be found by contacting:

- The Department of Public Safety at 860.768.4152
- Email to: pubsafety@hartford.edu

If you or someone else is in immediate danger, call DPS at (860) 768-7777 or the local police by dialing 911.

We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Be direct, delegate responsibility, or cause a distraction when you see a person secludes, hits on, tries to make out with, or has sex with people who are incapacitated.
3. Intervene when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on- or off-campus resources listed in this document for support in health, counseling, or with legal assistance.

PERSONAL RESPONSIBILITY

The cooperation, involvement, and personal support of students, faculty, and staff are crucial to the success of a campus safety program. Each person must assume responsibility for their own personal safety and the security of their belongings by taking

simple and common-sense precautions. Awareness of the environment and surroundings are strongly encouraged. All members of the University community should strive to perform the following practices:

- Never prop doors open
- Lock rooms or office door, even if leaving for a short period of time.
- Ask unknown persons to identify themselves before allowing them access to a building, office, or room.
- Always carry personal keys and access cards and never loan them to others. Report lost or stolen keys and access cards immediately.
- Never leave valuables in open view or unattended.
- Use the University shuttle bus system or escort service at night, particularly when traveling alone.
- Park cars in well-lit areas and keep them locked at all times. Valuables should be removed from the vehicle.
- Report suspicious persons or activities to UHDPS immediately.

RISK REDUCTION

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

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you do not know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money and/or an on-demand driver app loaded.
- Do not allow yourself to be isolated with someone you do not trust or someone you do not know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Do not leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Do not accept drinks from people you do not know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, do not drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation, here are some things that you can try:

    - Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
    - Be true to yourself. Do not feel obligated to do anything you do not want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
    - Have a code word with your friends or family so that if you do not feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.

- Lie. If you do not want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are; needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

ANONYMOUS TIP LINE

This crime stopper program has been used in several university and police departments throughout the country. The program allows students, faculty, staff, and visitors to report crimes from on and off campus and remain anonymous. The calls are received via voice mail and are reviewed by Public Safety administration.

To report an anonymous tip, "See Something, Say Something"

- Call: 860.768.7827 twenty four (24) hours a day, seven (7) days a week.

For more information regarding the Tip Line please contact:

- The Department of Public Safety at 860.768.4152
- Email to: pubsafety@hartford.edu
- Anonymous Tip Line online

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APPENDIX C

Drug-free Schools and Communities Act Notification
Drug and Alcohol Abuse Prevention Program (DAAPP)- Fall 2026

INTRODUCTION

The Drug-Free Schools and Communities Act of 1989 (DFSCA) requires the University of Hartford, as a recipient of Federal funds, to certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees both on University premises and as a part of any University activities. The University must annually distribute the following information, in writing, to all students enrolled for academic credit and to all employees:

- Information regarding prevention programs;
- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of applicable health risks associated with the abuse of alcohol or illicit drug use;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to students or employees; and
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions (up to and including expulsion or termination of employment) and referral for prosecution, for violations of the standards of conduct.

To comply with these requirements, the University will distribute this Drug and Alcohol Abuse Prevention Program (DAAPP) as follows:

STUDENTS – for all students enrolled for academic credit, after the completion of University of Hartford census each semester (including fall and spring terms), the Dean of Students Office will distribute the DAAPP.

EMPLOYEES – for all newly hired regular full-time and regular part-time faculty and staff, the Office of Human Resources Development (HRD) provides an overview of the DAAPP during the new hire orientation. Subsequently, these faculty and staff are provided an electronic version of the DAAPP within their first month. For all adjunct and temporary faculty and staff, the DAAPP will be provided to them, electronically, within their first month, via email from HRD. In addition, HRD will distribute the DAAPP electronically to all employees annually. The law further requires that the institution conduct a biennial review of its program with the following objectives:

- Determine the effectiveness of the policy and implement changes to the alcohol and other drug programs if they are needed; and
- To ensure that the sanctions developed are enforced consistently.
- The biennial review must also include a determination as to:
    - The number of drug- and alcohol-related violations and fatalities occurring on the campus or as part of their activities that are reported to campus officials; and
    - The number and types of sanctions institutions of higher education (IHEs) impose on students or employees as a result of such violations or fatalities.

STUDENT STANDARDS OF CONDUCT

1. **Policy Statement**
   The University subscribes to the guidelines recommended by the State of Connecticut's Department of Higher Education for the elimination of drug and alcohol abuse in the educational environment. The University also complies with the requirements of the Federal Drug-Free Workplace Act of 1988 and the Federal Drug-Free Schools and Communities Amendments of 1989.
   Questions about this policy should be directed to Michael Dodge, Dean of Students, Gengras Student Union, Room 307, 860.768.4285 or midodge@hartford.edu.
   This policy applies to both on-campus, off-campus activity, and all University-sponsored student events and meetings.

2. **Prohibitions**
   Student Alcohol Policy

Students should review and are expected to abide by Connecticut state laws and the University of Hartford alcohol policy as published in The Source, or otherwise distributed or published by The University of Hartford. Alcohol consumption or being under the influence of alcohol may not be offered as an excuse/rationale for any misconduct.

Behavior that violates the Alcohol Policy includes, but is not limited to:

A. Possession or use of alcoholic beverages by members of the University community or guests/visitors under the age of 21.
B. Distributing, transporting, serving and/or purchasing alcohol to/for minors.
C. Behavior as a result of consumption of alcohol that is disruptive or endangers the health and/or safety of oneself or others
D. Operating a motor vehicle while under the influence of alcohol
E. Possession of alcohol that exceeds quantity limits. For students who are of legal age, the quantity limit per student is:
    - 15 beers (12 oz containers) OR,
    - 1.5 liters of wine OR
    - 1 pint of hard alcohol (not higher than 80 proof and not stimulant-enhanced),

    Empty containers will be counted towards the quantity limits

    The limit per living unit, regardless of the number of occupants/visitors of legal drinking age is:
    - 60 beers (12 oz. containers) OR
    - 3.0 liters of wine OR
    - 1 liter (2 pints) of hard alcohol

F. Possession of kegs or other large alcohol storage devices/common sources (i.e. trash cans, beer balls etc.).
G. Large gatherings or events where alcohol is present.
H. Possession or use of drinking paraphernalia, devices and/ or games that promote consumption of alcohol (i.e., beer bongs, beer-pong tables, funnels, empty alcohol containers, etc.). Such items may be confiscated and not returned.
I. Use of alcohol packaging or signage for decoration.
J. Possession or consumption of alcoholic beverages in public areas, except where designated, or at university events where alcohol is not served, regardless of age.
K. Selling or manufacturing alcoholic beverages.
L. Violations of other University alcohol policies or federal, state, and local laws pertaining to alcohol.
M. Outside organizations, individuals, or businesses advertising in any way the availability or sale of alcoholic beverages in any area of the campus.

Controlled Substance Policy (Drug Policy):

Students are expected to be aware of and to observe Connecticut and federal law.

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

MEDICAL MARIJUANA

In accordance with federal law, the University does not permit the possession, use or distribution of marijuana. As such, students in possession of medical marijuana prescriptions (issued in Connecticut or any other state) are not permitted to use or possess marijuana on University property or as part of University activities.

Disciplinary Sanctions for Students

The University will impose sanctions on students for violations of the standards of conduct outlined in this DAAPP (consistent with local, state, and federal law), up to and including expulsion. Specific sanctions for students are listed below.

Students who violate the standards of conduct outlined in this DAAPP are subject to institutional sanctions (as outlined in the Standards of Conduct for Students and Standards of Conduct for Employees sections of this policy) as well as criminal sanctions provided under local, state and federal law. Pertinent criminal sanctions for unlawful possession, use, or distribution of illicit drugs and alcohol are outlined below.

Students are cautioned that convictions for drug and alcohol violations may prevent individuals from entering many fields of employment and make them ineligible for federal grants and loans. For example, if a student is convicted of a drug-related

felony or misdemeanor that took place while the student was receiving Federal student aid, the student will become ineligible to receive further aid for a specified period of time upon conviction.

A. Disciplinary Probation

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

B. Loss of Privileges - Restrictions & Bans

Restriction or Revocation of Privileges is a temporary or permanent loss of privileges as an alternative to another sanction, or as a condition of a particular sanction resulting from a particular action found in violation of the Student Conduct Code. Such action includes, but is not limited to: (a) use of a specific University facility; (b) banned from specified areas; (c) residence hall privileges; (d) holding or running for an office in a campus organization; (e) the representation of the University at any sporting event or intercollegiate function; (f) campus motor vehicle parking and operating privileges; (g) No Contact Order in which no contact with specific student(s) directly, by phone, electronically, via third party, or via written communication

C. Residence Hall Restriction

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

D. Suspension or Permanent Removal (Expulsion) from Housing

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

E. Deferred University Suspension

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

F. University Suspension

Suspension is a disciplinary separation from the University involving denial of all student privileges. Suspension shall be effective on the date of notice of the suspension, or later if so stated in the notice; and shall prescribe the date and conditions upon which the student may petition for readmission. No course work will be permitted during the suspension. Upon readmission to the University, the suspended student will be on Disciplinary Probation for the semester immediately following this return. Conditions for readmission may include, but are not limited to: disciplinary probation for a specified length of time, no residence on campus, restricted visitation to specified University facilities, and/or written evaluative statements from an accredited mental health professional, medical doctor, or others to review the capability of the student to function successfully at the University. Students separated from the University by Suspension may not enter University premises, University-related premises, attend University-sponsored activities or be present on campus without securing approval from the Dean of Students, or designee. A student suspended is not entitled to any financial refund for the semester in progress.

G. Expulsion

Expulsion is permanent disciplinary separation from the University involving denial of all student privileges. Expulsion shall be effective on the date stated in the notice. A student separated from the University by Expulsion may not enter

University premises, University- related premises, attend University sponsored activities or be present on campus without securing prior approval from the Dean of Students or designee. A student expelled is not entitled to any financial refund for the semester in progress. The Registrar's Office will insert the phrase, "NON-ACADEMIC EXPULSION," on the transcript original of students who have been expelled from the University in accordance with the Student Code of Conduct.

H. Housing Selection Ineligibility

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

I. Interim Measures

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

1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.
2. During the interim suspension, a student shall be denied access to the residence halls and/ or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Dean of Students, or designee, may determine to be appropriate.
3. The interim suspension does not replace the regular student conduct process.

In certain circumstances, student-employment and/or student-athlete status may be impacted through interim or other measures taken by supervisor/athletics separate from the Student Code of Conduct. Such status will not contradict or undermine University policy, including the Student Code of Conduct.

J. Other Sanctions

Other sanctions may include, but are not limited to, restitution, University service, compensatory service, fines, assessment (psychological or drug/alcohol), and/or educational programs.

Note to Students

Students are cautioned that convictions for drug and alcohol violations may prevent individuals from entering many fields of employment and may make them ineligible for federal grants and loans. For example, if a student is convicted of a drug-related felony or misdemeanor that took place while the student was receiving Federal student aid, the student will become ineligible to receive further aid for a specified period of time upon conviction.
Students who violate the standards of conduct outlined in this DAAPP are subject to institutional sanctions (as outlined in the Student Standards of Conduct in this policy) as well as criminal sanctions provided under local, state and federal law. Pertinent criminal sanctions for unlawful possession, use, or distribution of illicit drugs and alcohol are outlined below.

EMPLOYEE STANDARDS OF CONDUCT

1. Policy Statement

The University subscribes to the guidelines recommended by the State of Connecticut's Department of Higher Education for the elimination of drug and alcohol abuse in the educational environment. The University also subscribes to the requirements of the Federal Drug-Free Workplace Act of 1988 and the Federal Drug-Free Schools and Communities Amendments of 1989. Institutional policy on this commitment is detailed in the Employment Manual, Chapter 6.15 – Drug-free and Alcohol-free Workplace as well as noted in the Faculty Policy Manual and/or any applicable collective bargaining agreement(s). Questions about this policy should be directed to Human Resources Development at 860.768.4666 or hrd@hartford.edu.

2. Prohibitions

The manufacture, distribution, dispensing, possession or use of controlled substances is prohibited on the campus, on properties of the University of Hartford or as part of University of Hartford activities. The unlawful manufacture, distribution, dispensing, possession or use of alcoholic beverages is prohibited on the campus, on properties of the University of Hartford or as part of University of Hartford activities. University employees are expected to comply with all laws and regulations governing alcoholic beverages, including laws prohibiting the furnishing or serving of alcoholic beverages to minors.

Medical Marijuana

In accordance with Federal law, the University does not permit the possession, use or distribution of marijuana. As such, employees in possession of medical marijuana prescriptions (issued in Connecticut or any other state) are not permitted to use or possess marijuana on University property or as part of University activities.

3. Certifications/Notifications
In accordance with the Federal Drug-Free Workplace Act of 1988, it is the University's policy to work actively to ensure a drug-free workplace. Further, this applies to any employee directly engaged in the performance of work pursuant to the provisions of a grant or contract from the federal government and its departments. Any University employee receiving a federal grant and/or contract greater than $25,000 will be required to certify that they will conform to the University of Hartford's Drug-free and Alcohol-free Workplace Policy. Under the Act, any person receiving funds through a federal grant and/or contract totaling $25,000 or more who is convicted of a drug offense in the workplace shall notify the University within five days of conviction. The University is required to notify the funding agency of the conviction within 10 days of receiving such notice from the employee, or of otherwise receiving actual notice of such conviction.

4. Sanctions
The University will not tolerate the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace. Individuals not in compliance with the University's Drug-free and Alcohol-free Workplace Policy are in violation of various controlled substance laws and are subject to criminal prosecution. In cases where an individual is found to be in violation of this policy, the University will take one of the following actions within 30 days of receiving notice:

a. take appropriate disciplinary action, such as a verbal warning, written warning, final written warning, suspension and/or termination and/or criminal prosecution; or
b. require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

Employees who violate the standards of conduct outlined in applicable University policy or in this DAAPP are subject to both institutional sanctions (as outlined in the Employee Standards of Conduct in this policy) as well as criminal sanctions provided under local, state and federal law. Pertinent criminal sanctions for unlawful possession, use, or distribution of illicit drugs and alcohol are outlined below. Employees are cautioned that convictions for drug and alcohol violations may prevent individuals from entering many fields of employment and make them ineligible for federal grants and loans.

REPORTING CONDUCT OF CONCERN

The University of Hartford strongly encourages students, faculty and staff to act as engaged bystanders and report suspected violations of the standards of conduct outlined in this DAAPP, or other concerning behaviors related to alcohol or other drug use and/or abuse involving students or employees. Timely reports can help to promote early identification of situations and issues that may adversely affect student or employee safety, performance or well-being and will permit the University to connect students or employees with resources to promote their success. Early identification also allows for lower-level interventions, when necessary, in accordance with the University's procedures applicable to student and employee discipline.
Students or employees may report such matters to a University representative including, but not limited to a faculty or staff member, a supervisor or any of the following offices/officials:

- Public Safety – 860.768.7985 or 860.768.7777 (emergency)
- Residential Life – 860.768.7792
- Student Conduct and Conflict Resolution Office – 860.768.5403
- Dean of Students – 860.768.4285
- Human Resources Development – 860.768.4666

In addition, the University reminds our students and employees of the other avenues available to provide campus officials with internal and external feedback on campus activity. To this end, the University partners with EthicsPoint (a third-party provider) to offer a **Whistleblower Hotline**. This reporting tool features both a traditional phone-based reporting channel as well as a confidential web-based reporting portal. Whistleblower telephone calls and web submissions are received directly by EthicsPoint, not a University employee. EthicsPoint representatives are specially trained to properly route issues to University administration for appropriate follow-up. The Whistleblower Hotline, available at **www.hartford.ethicspoint.com** or 1.844.256.3946, is intended to supplement and complement, rather than replace, other existing mechanisms and avenues for reporting campus concerns**.** Retaliatory action of any kind taken by an employee of the University of Hartford against any other employee or student of the institution as a result of that person's use of the Whistleblower Hotline is prohibited by University policy, and in certain instances, by law. If an employee or student is concerned that another individual has retaliated in response to the employee or student's use of the Whistleblower Hotline**,** then the reporting party is entitled to file a written complaint under the University's grievance procedure through Human Resources Development.

Students and employees also have the ability to make a report using the LiveSafe app on their mobile device. From sharing information on concerning behavior to reporting safety hazards, the LiveSafe platform delivers two-way, real-time interactions that includes location-tagged text, calls, photos and videos; scalable mass notifications; relevant safety resources and peer-to-peer safety tools. This app can be downloaded for free at **http://www.livesafemobile.com/** and provides a leading mobile safety communications platform which provides the "do something for "see something, say something".

FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL TRAFFICKING OF A CONTROLLED SUBSTANCE

The Controlled Substances Act (1970) places all substances regulated under federal law into one of five schedules based on the substance's medical use, potential for abuse, and safety or dependence liability.

Federal Trafficking Penalties (Source: DEA Federal Trafficking Penalties)

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	**Substance/Quantity**	**Penalty**	**Substance/Quantity**	**Penalty**
II	Cocaine 500-4999 grams mixture	**First Offense:** Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual. **Second Offense:** Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an individual, $50 million if not an individual.	Cocaine 5 kilograms or more mixture	**First Offense:** Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than $10 million if an individual, $50 million if not an individual. **Second Offense:** Not less than 20 yrs, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual. **2 or More Prior Offenses:** Life imprisonment. Fine of not more than $20 million if an individual, $75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
II	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	

Substance/Quantity	**Penalty**
Any Amount Of Other Schedule I & II Substances	**First Offense**: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine $1 million if an individual, $5 million if not an individual. **Second Offense:** Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if not an individual.
Any Drug Product Containing Gamma Hydroxybutyric Acid	

Flunitrazepam (Schedule IV) 1 Gram or less	
Any Amount Of Other Schedule III Drugs	**First Offense**: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than $500,000 if an individual, $2.5 million if not an individual. **Second Offense**: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than $1 million if an individual, $5 million if not an individual.
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	**First Offense**: Not more than 5 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual. **Second Offense:** Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if other than an individual.
Any Amount Of All Schedule V Drugs	**First Offense:** Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual. **Second Offense**: Not more than 4 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual.

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	**First Offense:** Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than $10 million if an individual, $50 million if other than an individual. **Second Offense:** Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $20 million if an individual, $75 million if other than an individual.
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	**First Offense:** Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than $5 million if an individual, $25 million if other than an individual. **Second Offense:** Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $8 million if an individual, $50million if other than an individual.
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	**First Offense:** Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine $1 million if

Hashish More than 10 kilograms	an individual, $5 million if other than an individual. **Second Offense:** Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if other than an individual.
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	**First Offense:** Not more than 5 yrs. Fine not more than $250,000, $1 million if other than an individual. **Second Offense:** Not more than 10 yrs. Fine $500,000 if an individual, $2 million if other than individual.
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

Sentencing Provisions (21 U.S.C. 844(a))

- 1st conviction: Up to 1 year imprisonment and fined at least $1,000 but not more than $100,000, or both.
- After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2,500 but not more than $250,000, or both.
- After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least $5,000 but not more than $250,000, or both.

Forfeitures

- Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. 21 U.S.C. 853 and 881(a)(7)
- Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance. 21 U.S.C. 881(a)(4)

Denial of Federal Benefits

- Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses. 21 U.S.C. 862(b)

Miscellaneous

- Ineligible to receive or purchase a firearm. 18 U.S.C. 922(g).
- Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies. Note: These are only Federal penalties and sanctions.

CONNECTICUT DRUG POSSESSION CRIMES AND OFFENSES

It is illegal for any person to possess or have under his or her control any narcotic, hallucinogenic, or other controlled substance unless otherwise authorized by law (e.g., controlled substances obtained pursuant to a prescription and under some instances marijuana). The penalty for personal drug possession in Connecticut depends on a number of different factors, including the amount and type of drug, where the criminal act takes place, and whether the criminal act was a first or repeat offense.

Table 1 below shows the drug possession offenses, the Connecticut General Statutes citation for each offense, and the authorized penalties.

The law generally prohibits prosecuting a person for possessing drugs solely on discovery of evidence arising from efforts to seek medical assistance for a drug overdose (see CGS § 21a-279(d)).

The possession of marijuana is not a crime under certain instances, including possession by adults over the age of twenty-one (21) up to 1.5 ounces of marijuana on their person, and up to 5 ounces in a locked container in their car (in a locked glove box or trunk) or home. Also, under specified conditions, the law provides protections from prosecution or other penalties related to marijuana for medical marijuana patients, their caregivers, and their doctors (CGS § 21a-408 et seq). For more information on Connecticut's medical marijuana program, including the regulations for the program, see the Department of Consumer Protection's (DCP) website: http://www.ct.gov/dcp/mmp. For information on DCP's Drug Control Division (such as information on controlled substances practitioner registration), see the division's website: www.ct.gov/dcp/drugcontrol.

Table 1: Drug Possession

Offense Descriptions	*Authorized Penalties*
Narcotics (i.e., heroin, cocaine, and crack) Cite: CGS § 21a-279;	First offense: up to 1 year prison term. CGS § 53a-36 Subsequent offenses: up to 3 year prison term. CGS § 53a-40(n).
Possession of illegal drugs within 200 feet of (1) an elementary or secondary school by someone who is not attending the school or (2) a licensed day care center identified as such by a sign posted in a conspicuous place Cite: CGS § 21a-279(b)	Class A misdemeanor and sentenced to a term of imprisonment and a period of probation during which such person shall perform community service as a condition of such probation, in a manner ordered by the court. Judge can depart from this sentence under certain circumstances (see below)*

* Judges can impose less than the mandatory minimum sentence when no one was hurt during the crime and the defendant (1) did not use or attempt or threaten to use physical force; (2) was unarmed; and (3) did not threaten to use or suggest that he or she had a firearm, other deadly weapon (e.g., a switchblade knife), or other instrument that could cause death or serious injury. Defendants must show good cause and can invoke these provisions only once. Judges must state at sentencing hearings their reasons for (1) imposing the sentence and (2) departing from the mandatory minimum (CGS § 21a-283a).

Penalties for Possession of Marijuana

Age of Offender	Penalties
Individuals Under Age 18.	Possession of under five ounces of cannabis plant material, an equivalent amount of cannabis products, or an equivalent combined amount of plant material and products: 1. first offense: a written warning and possible referral to a youth services bureau or other appropriate services; 2. second offense: mandatory referral to a youth services bureau or other appropriate services; and 3. subsequent offense: adjudicated as delinquent in juvenile court. Possession of five ounces or more of cannabis plant material (or an equivalent product amount or combined amount), requires a delinquency adjudication in juvenile court, for a first or subsequent offense.

Individuals Age 18 to 20	Possession of under five ounces of cannabis plant material or equivalent product amounts or combined amounts: 1. first offense: $50 fine, and 2. subsequent offense: $150 fine. For possession of five ounces or more of plant material the following penalties: 1. First offense: $500 fine, and 2. Subsequent offense: class D misdemeanor, punishable by up to 30 days in prison, a fine of up to $250, or both. In addition, for any quantity of cannabis, whether it is a first or subsequent offense, these individuals must view and sign a statement acknowledging the health effects of cannabis on young people.

Individuals Age 21 or Older	For possession of more than the legal limit, but less than (1) five ounces of cannabis plant material and eight ounces in a locked container in the person's residence or locked glove box or trunk in the person's vehicle; or (2) an equivalent amount of cannabis products or combined amount of cannabis and cannabis products shall be fined: 1. First offense: $100 fine; and 2. Subsequent offense: $250 fine Possession of larger amounts of cannabis (e.g., at least five ounces of plant material or eight ounces in a locked container at home): 1. First offense: $500 fine 2. Subsequent offense: class C misdemeanor, punishable by up to three months in prison, a fine of up to $500, or both. In addition, the court must evaluate such person and if to determine if that person is drug dependent. If the court finds that such person is drug-dependent it may suspend prosecution and order the person to undergo a treatment program. Any person who, at separate times, has either twice entered a no contest plea or has been found guilty after trial of possessing larger amounts, shall be referred to a drug education program at their own expense upon a subsequent plea of no contest or guilty finding after trial.

CONNECTICUT DRUG SALE CRIMES

It is illegal for anyone to manufacture, distribute, sell, prescribe, dispense, compound, transport with intent to sell or dispense, possess with intent to sell or dispense, offer, give, or administer to another any controlled substance, except as otherwise authorized by law. As with possession, the penalty for these actions depends on a number of different factors. These include the amount and type of drug, where the criminal act takes place, whether the offender is addicted to drugs, the offender's age, the buyer's age, and whether the criminal act was a first or repeat offense.

There are mandatory minimum prison terms for several crimes involving drug sales or related actions, although a judge can depart from the mandatory minimum for certain crimes under certain circumstances. The penalties are generally enhanced when the crimes occur within 1,500 feet of a school, licensed day care center, or public housing project.

Table 2 shows the drug sale crimes, the Connecticut General Statutes citation for each offense, and the authorized penalties.

Table 2: Drug Sales/Distribution

Offense Descriptions	*Authorized Penalties*
Sale by a nonaddicted person of at least 1 oz. of heroin or methadone; ½ oz. of cocaine or crack; or 5 mg. of LSD Cite: CGS § 21a-278(a)	Mandatory minimum 5- to 20-year term with a possible maximum term of life imprisonment Judge can suspend the mandatory minimum if, at the time of the offense, the person (1) was under age 18 or (2) had significantly impaired mental capacity Judge can depart from the mandatory sentence under certain other circumstances (see below)*
Sale by a nonaddicted person of at least 1 kg. of marijuana or any amount of narcotics, amphetamines, or other hallucinogens Cite: CGS § 21a-278(b)	First offense: mandatory minimum 5- to 20-year prison term Subsequent offenses: mandatory minimum 10- to 25- year prison term Judge can suspend the mandatory minimum if, at the time of the offense, the person (1) was under age 18 or (2) had significantly impaired mental capacity Judge can depart from the mandatory sentence under certain other circumstances (see below)*
Sale by nonaddicted adult of drugs to a minor at least two years younger Cite: CGS § 21a-278a(a)	Mandatory 2-year prison term running consecutively to prison term imposed for the underlying drug sale crime
Sale of illegal drugs within 1,500 feet of (1) an elementary or secondary school, (2) a licensed day care center identified as such by a sign posted in a conspicuous place, or (3) a public housing project Cite: CGS § 21a-278a(b)	Mandatory 3-year prison term running consecutively to prison term imposed for the underlying drug sale crime Judge can depart from this sentence under certain circumstances (see below)*
Hiring or persuading a minor to sell illegal drugs in violation of the laws prohibiting illegal drug sales Cite: CGS § 21a-278a(c)	Mandatory 3-year prison term running consecutively to prison term imposed for the underlying drug sale crime

Sale of any narcotics or hallucinogens other than marijuana Cite: CGS § 21a-277(a)	First offense: up to 15-year prison term, up to a $50,000 fine, or both Second offense: up to 30-year prison term, up to a $100,000 fine, or both Subsequent offenses: up to 30-year prison term, up to a $250,000 fine, or both Alternative sentence: up to 3-year indeterminate prison term with conditional release by correction commissioner (CGS § 21a-277(d))
Sale of any other illegal drug other than (1) narcotics or (2) non-marijuana hallucinogens Cite: CGS § 21a-277(b)	First offense: up to 7-year prison term, up to a $25,000 fine, or both Subsequent offenses: up to 15-year prison term, up to a $100,000 fine, or both Alternative sentence: up to 3-year indeterminate prison term with conditional release by correction commissioner (CGS § 21a-277(d))

* Judges can impose less than the mandatory minimum sentence under the same circumstances as described above for certain drug possession offenses (see the footnote under Table 1).

CONNECTICUT DRUG PARAPHERNALIA CRIMES AND OFFENSES

It is illegal for anyone to use or possess with intent to use drug paraphernalia for various drug-related purposes (e.g., growing, preparing, ingesting, or inhaling controlled substances). It is also illegal to deliver, possess with intent to deliver, or manufacture with intent to deliver drug paraphernalia knowing, or under circumstances where one reasonably should know, that it will be used for the same purposes. These actions are generally subject to criminal misdemeanor penalties. If the actions are done in connection with less than ½ ounce of marijuana, they are punishable as infractions, not crimes.

Penalties for the drug paraphernalia crimes described above are generally enhanced when they occur within 200 feet of a school by someone who is not a student there.

As with drug possession, the law generally prohibits prosecuting a person for possessing drug paraphernalia solely on discovery of evidence arising from efforts to seek medical assistance for a drug overdose (see CGS § 21a-267(d)).

The law also prohibits the knowing possession of drug paraphernalia in a drug factory situation for the unlawful mixing, compounding, or otherwise preparing of any amount of a controlled substance for

purposes of violating drug laws. This is a felony, and there is a mandatory minimum prison term if a minor is hired or otherwise used to commit the offense.

The law's definition of "drug paraphernalia" lists several specific examples (see CGS § 21a-240(20)(A)). The law also sets out factors courts or other authorities must consider when determining whether an object or material is drug paraphernalia (see CGS § 21a-270).

Table 3 shows the drug paraphernalia crimes and offenses, the authorized penalties, and the related Connecticut General Statutes Citations.

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Table 3: Drug Paraphernalia Crime and Offenses

Offense Descriptions	*Authorized Penalties*
Use or possess with intent to use in connection with any controlled substance other than marijuana Cite: CGS § 21a-267(a)	Class C misdemeanor, punishable by up to three months in prison, up to a $500 fine, or both
Deliver, possess with intent to deliver, or manufacture with intent to deliver in connection with any controlled substance other than marijuana. Cite: CGS § 21a-267(b)	Class A misdemeanor, punishable by up to 1-year prison term, up to a $2,000 fine, or both
Commit the above acts in connection any controlled substance other than marijuana, within 200 feet of an elementary or secondary school by someone who is not attending the school Cite: CGS § 21a-267(c)	Mandatory 1-year prison term running consecutively to prison term imposed for the underlying crime Judge can depart from this sentence under certain circumstances (see below)*
Knowing possession of drug paraphernalia in drug factory situation Cite: CGS § 21a-277(c) (see CGS § 21a-255(b))	First offense: up to 2-year prison term, up to a $3,500 fine, or both Subsequent offense: Class C felony, punishable up to 10-year prison term, up to a $10,000 fine, or both
Hiring or persuading a minor to possess drug paraphernalia in drug factory situation Cite: CGS § 21a-278a(c).	Mandatory 3-year prison term running consecutively to prison term imposed for underlying crime.

* Judges can impose less than the mandatory minimum sentence under the same circumstances as described above for certain drug sale offenses (see the footnote under Table 2).

CONNECTICUT ALCOHOL POSSESSION LAWS & PENALTIES

It is a crime for a person under 21 years old (minor) to procure, possess, or transport alcohol. Penalties for procuring, possessing, or transporting alcohol are an infraction for a first offense and between $200 to $500 for a second offense. It is a crime to sell or furnish alcohol to a minor. Penalties for selling or furnishing alcohol to a minor include a fine up to $3,500 and/or imprisonment up to eighteen months. It is a crime to misrepresent one's age, possess a false identification card, use someone else's identification card, forge or alter an identification card, or loan an identification card to another for the purpose of obtaining alcohol. For more information, please see Connecticut General Statute §30.

City of Hartford, Town of West Hartford Public Drinking

The City of Hartford ordinance § 4-3 and West Hartford Town Ordinance § 45-2 share the following language regulating the public consumption, and possession of open containers, with the exception of penalties as noted below.

Definitions; For the purposes of this section:

Alcoholic Liquor; has the same meaning as set forth in section 30-1 of the general statutes.

Open Container; means any open bottle; any bottle which was sealed by a liquor tax stamp, which seal has been broken, whether or not stopped; any can which has been opened in any way; any keg or dispensing device which is set up to dispense; or any glass, cup, jar, or other vessel. “Open container” does not mean any partially consumed bottle of wine that has been sealed and removed from a restaurant pursuant to C.G.S. § 30-22.

Parked Vehicle; has the same meaning as set forth in C.G.S. § 14-1.

Parking Area; means lots, areas or other accommodations for the parking of motor vehicles off the street or highway and open to public use, with or without charge.

Public Area; means any park, plaza, mall, arena, stadium, cemetery, or other public owned place which is open to the public.

***Public Highway*;** means a highway, road, street, avenue, boulevard or other way within and under the control of the city and open to public use, including the sidewalks of any such highway. "Highway" does not include any outdoor dining area that has been approved pursuant to the Town's zoning ordinances.

Prohibited Acts*;* Except as permitted in exceptions below, no person shall consume any alcoholic liquor, or possess any open container of alcoholic liquor, upon or within the limits of any public highway, public area, or parking area within the city. For the purposes of this section, without limiting the generality of this subsection, the consumption of alcoholic liquor or the possession of an open container of alcoholic liquor in parked vehicles within or upon parking areas or a public highway or sidewalk is a violation of this section.

Exception; Consumption of alcoholic liquor and possession of an open container of alcoholic liquor is permitted during any function, festival, event or celebration conducted on or within a public highway, public area, or parking area pursuant to any law, statute, ordinance, resolution or permit authorizing sale and consumption of liquor in or upon such public highway, public area or parking area. In West Hartford, exceptions also include within a highway by a person within 100 yards of his or her residence; and on the public sidewalk within the property lines of a residence hosting a social event.

Penalty Hartford; A person who violates any provision of this chapter shall be summoned or brought to community court pursuant to P.A. 97-199. A person who is summoned or brought before the community court cannot invoke any of the appeal rights provided by section 1-5 of the Hartford Municipal Code. The superior court judge assigned to the community court may impose a penalty of community service, a fine up to ninety dollars ($90.00) or a jail sentence up to twenty-five (25) days to any person who is convicted of violating any provision of this chapter.

Penalty West Hartford; The penalty for violation of the provisions of § 45-3 of this article shall be in accordance with § 1-8 of the West Hartford Code of Ordinances.

§ 1-8 Whenever in this Code or any other ordinance of the Town or rule or regulation promulgated by any officer thereof under authority vested in him by law or ordinance any act is prohibited or is declared to be unlawful or any offense or the doing of any act is declared to be unlawful, where no specific penalty is provided, the violation of such ordinance, rule or regulation shall be punished by a fine of $65. Each calendar day that any such violation shall continue shall constitute a separate offense.

Town of Bloomfield Ordinance, Possession of Alcohol by Minor or Delivery Alcohol to Minor

Sec. 4-31. - Purpose.

The purpose of this article is to prohibit the possession of alcoholic beverages by minors within the Town of Bloomfield.

(Ord. No. 2004-3, § I, 7-12-04)

Sec. 4-32. - Definitions.

- Alcoholic beverage shall have the same meaning as defined in Section 30-1 of the Connecticut General Statues.
- Guardian shall have the same meaning as defined in Section 45a-604 of the Connecticut General Statutes.
- Host shall mean to organize a gathering of two (2) or more persons, or to allow the premises under one's control to be used with one's knowledge, for a gathering of two (2) or more persons for personal, social or business interaction.
- Intent to consume shall mean having in one's possession or control an alcoholic beverage in an open container so as to permit consumption.
- Minor shall have the same meaning as defined in Section 30-1 of the Connecticut General Statues.
- Parent shall have the same meaning as defined in Section 45a-604 of the Connecticut General Statutes.
- Person shall have the same meaning as defined in Section 30-1 of the Connecticut General Statues.

(Ord. No. 2004-3, § II, 7-12-04)

Sec. 4-33. - Exceptions.

Provisions of this section shall not apply to:

(a) A person who is an employee of a permit holder under Section 30-90a of the Connecticut General Statutes and who possesses an alcoholic beverage in the regular course of employment.

(b) A person who possesses an alcoholic beverage on the order of a practicing physician.

(c) A person who possesses an alcoholic beverage while accompanied by a parent, guardian, or spouse who has attained the age of twenty-one (21).
(d) A sale or delivery made in good faith to a minor who practices any deceit in the procurement of an identity card, or exhibits an identity card belonging to any other person, or who uses or exhibits an identity card that has been altered or tampered with in any way.

(Ord. No. 2004-3, § III, 7-12-04)

Sec. 4-34. - Sale or delivery of an alcoholic beverage to a minor.

Except as provided in section 4-33 above, no person shall sell or deliver an alcoholic beverage to any person under the age of twenty-one (21) within the Town of Bloomfield.

(Ord. No. 2004-3, § IV, 7-12-04)

Sec. 4-35. - Hosting events.

No person shall host an event gathering at which the host knowingly allows alcoholic beverages to be consumed or intended for consumption by minor or dispensed to any minor unless said minor is accompanied by or is in the presence of his or her parent, guardian or spouse who has attained the age of twenty-one (21). This prohibition shall apply to events on both public and private property.

(Ord. No. 2004-3, § V, 7-12-04)

Sec. 4-36. - Penalties.

Any person violating any provision of this article shall be subject to a fine of one hundred dollars ($100.00).

(Ord. No. 2004-3, § VI, 7-12-04)

Sec. 4-37. - Glossary of terms.

Alcoholic beverages. C.G.S. § 30-1, includes the four (4) varieties of liquor (defined as alcohol, beer, spirits, and wine) and every liquid or solid, patented or not, containing alcohol, spirits, wine or beer, and capable of being consumed by a human being for beverage purposes. Any liquid or solid containing more than one (1) of the four (4) varieties so defined is considered as belonging to that variety which has the higher percentage of alcohol, according to the following order: alcohol, spirits, wine and beer, except that any alcoholic beverage obtained by the fermentation of the natural sugar contents of fruits, such as grapes or apples or other agricultural products, containing sugar, including fortified wines such as port, sherry and champagne. This definition shall not apply to any liquid or solid containing less than one-half (½) of one (1) percent of alcohol by volume.

Guardian. C.G.S. § 54a-604, one who has the authority and obligations of guardianship of the person of a minor and is defined as: a) the obligation of care and control, and b) the authority to make major decisions affecting the minor's welfare, including but not limited to, consent determinations, regarding marriage, enlisted in the armed forces and major medical, psychiatric, or surgical treatment.

Minor. C.G.S. § 30-1, means any person under the age of twenty-one (21) years of age.

Parent. C.G.S. § 45a-604, means a mother, defined as: a) a woman who can show proof of means of a birth certificate or other sufficient evidence of having given birth to a child, or b) an adoptive mother as shown by decree of a court of competent jurisdiction or otherwise; or a father defined as: a) a man who is a father under the law of this state and b) a man determined to be a father under C.G.S. Chapter 815y, § 46b-160.

Person. C.G.S. § 30-1, means a natural person including partners but shall not include corporations, limited liability companies, joint stock companies or other associations of natural persons.

HEALTH RISKS ASSOCIATED WITH ILLICIT DRUG USE

The ***Controlled Substances Act*** (CSA) places all substances which were in some manner regulated under existing federal law into one of five schedules. This placement is based upon the substance's medical use, potential for abuse, and safety or dependence liability. A description of each schedule is included below:

Schedule I

- The drug or other substance has a high potential for abuse.
- The drug or other substance has no currently accepted medical use in treatment in the United States.
- There is a lack of accepted safety for use of the drug or other substance under medical supervision.
- Examples of Schedule I substances include heroin, gamma hydroxybutyric acid (GHB), lysergic acid diethylamide (LSD), marijuana, and methaqualone.

Schedule II

- The drug or other substance has a high potential for abuse.
- The drug or other substance has a currently accepted medical use in treatment in the United States or a currently accepted medical use with severe restrictions.
- Abuse of the drug or other substance may lead to severe psychological or physical dependence.
- Examples of Schedule II substances include morphine, phencyclidine (PCP), cocaine, methadone, hydrocodone, fentanyl, and methamphetamine.

Schedule III

- The drug or other substance has less potential for abuse than the drugs or other substances in Schedules I and II.
- The drug or other substance has a currently accepted medical use in treatment in the United States.
- Abuse of the drug or other substance may lead to moderate or low physical dependence or high psychological dependence.
- Anabolic steroids, codeine and hydrocodone products with aspirin or Tylenol®, and some barbiturates are examples of Schedule III substances.

Schedule IV

- The drug or other substance has a low potential for abuse relative to the drugs or other substances in Schedule III.
- The drug or other substance has a currently accepted medical use in treatment in the United States.
- Abuse of the drug or other substance may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in Schedule III.
- Examples of drugs included in Schedule IV are alprazolam, clonazepam, and diazepam.

Schedule V

- The drug or other substance has a low potential for abuse relative to the drugs or other substances in Schedule IV.
- The drug or other substance has a currently accepted medical use in treatment in the United States.
- Abuse of the drug or other substances may lead to limited physical dependence or psychological dependence relative to the drugs or other substances in Schedule IV.
- Cough medicines with codeine are examples of Schedule V drugs.

The Controlled Substances Act (CSA) regulates five classes of drugs:

- Narcotics,
- Depressants,
- Stimulants,
- Hallucinogens and
- Anabolic steroids.

Each class has distinguishing properties, and drugs within each class often produce similar effects. However, all controlled substances, regardless of class, share a number of common features.

All controlled substances have abuse potential or are immediate precursors to substances with abuse potential. With the exception of anabolic steroids, controlled substances are abused to alter mood, thought, and feeling through their actions on the central nervous system (brain and spinal cord). Some of these drugs alleviate pain, anxiety, or depression. Some induce sleep and others energize.

Though some controlled substances are therapeutically useful, the "feel good" effects of these drugs contribute to their abuse. The extent to which a substance is reliably capable of producing intensely pleasurable feelings (euphoria) increases the likelihood of that substance being abused.

The following chart summarizes each class's legal status, effects on the mind, effects on the body and effects of overdose:

Class of Substance	Legal Status in the United States	Effects on the Mind	Effects on the Body	The Effects of Overdose
Narcotics Also known as "opioids," the term "narcotic" comes from the Greek word for "stupor" and originally referred to a variety of substances that dulled the senses and relieved pain. Though some people still refer to all drugs as "narcotics," today "narcotic" refers to opium, opium derivatives, and their semi-synthetic substitutes. A more current term for these drugs, with less uncertainty regarding its meaning, is "opioid." Examples include the illicit drug heroin and pharmaceutical drugs like OxyContin®, Vicodin®, codeine, morphine, methadone, and fentanyl.	Narcotics/opioids are controlled substances that vary from Schedule I to Schedule V, depending on their medical usefulness, abuse potential, safety, and drug dependence profile. Schedule I narcotics, like heroin, have no medical use in the U.S. and are illegal to distribute, purchase, or use outside of medical research.	Besides their medical use, narcotics/opioids produce a general sense of well-being by reducing tension, anxiety, and aggression. These effects are helpful in a therapeutic setting but contribute to the drugs' abuse. Narcotic/opioid use comes with a variety of unwanted effects, including drowsiness, inability to concentrate, and apathy. Use can create psychological dependence. Long after the physical need for the drug has passed, the addict may continue to think and talk about using drugs and feel overwhelmed coping with daily activities. Relapse is common if there are not changes to the physical environment or the behavioral motivators that prompted the abuse in the first place.	Narcotics/opioids are prescribed by doctors to treat pain, suppress cough, cure diarrhea, and put people to sleep. Effects depend heavily on the dose, how it's taken, and previous exposure to the drug. Negative effects include: Slowed physical activity, constriction of the pupils, flushing of the face and neck, constipation, nausea, vomiting, and slowed breathing As the dose is increased, both the pain relief and the harmful effects become more pronounced. Some of these preparations are so potent that a single dose can be lethal to an inexperienced user. However, except in cases of extreme intoxication, there is no loss of motor coordination or slurred speech. Physical dependence is a consequence of chronic opioid use, and withdrawal takes place when drug use is discontinued. The intensity and character of the physical symptoms experienced during withdrawal are directly related to the particular drug used, the total daily dose, the interval between doses, the duration of use and the health and personality of the user.	Overdoses of narcotics are not uncommon and can be fatal. Physical signs of narcotics/opioid overdose include: Constricted (pinpoint) pupils, cold clammy skin, confusion, convulsions, extreme drowsiness, and slowed breathing
Stimulants Stimulants speed up the body's systems. this class of drugs includes: Prescription drugs such as amphetamines [Adderall® and dexedrine®], methylphenidate [Concerta® and Ritalin®], diet aids [such as didrex®, Bontril®, Preludin®, Fastin®, Adipex P®, ionomin®, and Meridia®] and illicitly produced drugs such as methamphetamine, cocaine, and methcathinone.	A number of stimulants have no medical use in the United States but have a high potential for abuse. These stimulants are controlled in Schedule I. Some prescription stimulants are not controlled, and some stimulants like tobacco and caffeine don't require a prescription — though society's recognition of their adverse effects has resulted in a proliferation of caffeine-free products and efforts to discourage cigarette smoking. Stimulant chemicals in over-the-counter products, such as ephedrine and pseudo-ephedrine can be found in allergy and cold medicine. As required by The Combat	When used as drugs of abuse and not under a doctor's supervision, stimulants are frequently taken to: Produce a sense of exhilaration, enhance self-esteem, improve mental and physical performance, increase activity, reduce appetite, extend wakefulness for pro longed period, and "get high". Chronic, high-dose use is frequently associated with agitation, hostility, panic, aggression, and suicidal or homicidal tendencies. Paranoia, sometimes accompanied by both auditory and visual hallucinations, may also occur. Tolerance, in which more and more drug is needed to produce the usual effects, can develop	Stimulants are sometimes referred to as uppers and reverse the effects of fatigue on both mental and physical tasks. Therapeutic levels of stimulants can produce exhilaration, extended wakefulness, and loss of appetite. These effects are greatly intensified when large doses of stimulants are taken. Taking too large a dose at one time or taking large doses over an extended period of time may cause such physical side effects as: Dizziness, tremors, headache, flushed skin, chest pain with palpitations, excessive sweating, vomiting, and abdominal cramps.	In overdose, unless there is medical intervention, high fever, convulsions, and cardiovascular collapse may precede death. Because accidental death is partially due to the effects of stimulants on the body's cardiovascular and temperature-regulating systems, physical exertion increases the hazards of stimulant use.

Class of Substance	Legal Status in the United States	Effects on the Mind	Effects on the Body	The Effects of Overdose
	Methamphetamine Epidemic Act of 2005, a retail outlet must store these products out of reach of customers, either behind the counter or in a locked cabinet. Regulated sellers are required to maintain a written or electronic form of a logbook to record sales of these products. In order to purchase these products, customers must now show a photo identification issued by a state or federal government. They are also required to write or enter into the logbook: their name, signature, address, date, and time of sale. In addition to the above, there are daily and monthly sales limits set for customers.	rapidly, and psychological dependence occurs. In fact, the strongest psychological dependence observed occurs with the more potent stimulants, such as amphetamine, methylphenidate, methamphetamine, cocaine and methcathinone. Abrupt cessation is commonly followed by depression, anxiety, drug craving, and extreme fatigue, known as a "crash."		
Depressants Depressants will put you to sleep, relieve anxiety and muscle spasms, and prevent seizures. Barbiturates are older drugs and include butalbital (Fiorina®), phenobarbital, Pentothal®, Seconal® and Nembutal®. You can rapidly develop dependence on and tolerance to barbiturates, meaning you need more and more of them to feel and function normally. This makes them unsafe, increasing the likelihood of coma or death. Benzodiazepines were developed to replace barbiturates, though they still share many of the undesirable side effects. Some examples are Valium®, Xanax®, Halcion®, Ativan®, Klonopin® and Restoril®. Rohypnol® is a benzodiazepine that is not manufactured or legally marketed in the United States, but it is used illegally. Ambien® and Sonata® are sedative-hypnotic medications approved for the short-term treatment of insomnia that share many of the properties of benzodiazepines. Other CNS depressants include meprobamate, methaqualone	Most depressants are controlled substances that range from Schedule I to Schedule IV under the Controlled Substances Act, depending on their risk for abuse and whether they currently have an accepted medical use. Many of the depressants have FDA-approved medical uses. Rohypnol® is not manufactured or legally marketed in the United States.	Depressants used therapeutically do what they are prescribed for: to put you to sleep, relieve anxiety and muscle spasms, and prevent seizures They also: Cause amnesia, leaving no memory of events that occur while under the influence, reduce your reaction time, impair mental functioning and judgment, and cause confusion. Long-term use of depressants produces psychological dependence and tolerance.	Some depressants can relax the muscles. Unwanted physical effects include: Slurred speech, loss of motor coordination, weakness, headache, lightheadedness, blurred vision, dizziness, nausea, vomiting, low blood pressure, and slowed breathing Prolonged use of depressants can lead to physical dependence even at doses recommended for medical treatment. Unlike barbiturates, large doses of benzodiazepines are rarely fatal unless combined with other drugs or alcohol. But unlike the withdrawal syndrome seen with most other drugs of abuse, withdrawal from depressants can be life threatening.	High doses of depressants or use of them with alcohol or other drugs can slow heart rate and breathing enough to cause death.

Class of Substance	Legal Status in the United States	Effects on the Mind	Effects on the Body	The Effects of Overdose
(Quaalude®), and the illicit drug GHB.				
Hallucinogens Hallucinogens are found in plants and fungi or are synthetically produced and are among the oldest known group of drugs used for their ability to alter human perception and mood. Hallucinogens include: • Ecstasy/MDMA • K2 /Spice • Ketamine • LSD • Peyote & Mescaline • Psilocybin • Marijuana/Cannabis (addressed as its own class in this table)	Many hallucinogens are Schedule I under the Controlled Substances Act, meaning that they have a high potential for abuse, no currently accepted medical use in treatment in the United States, and a lack of accepted safety for use under medical supervision.	Sensory effects include perceptual distortions that vary with dose, setting, and mood. Psychic effects include distortions of thought associated with time and space. Time may appear to stand still, and forms and colors seem to change and take on new significance. Weeks or even months after some hallucinogens have been taken, the user may experience flashbacks — fragmentary recurrences of certain aspects of the drug experience in the absence of actually taking the drug. The occurrence of a flashback is unpredictable, but is more likely to occur during times of stress and seems to occur more frequently in younger individuals. With time, these episodes diminish and become less intense.	Physiological effects include elevated heart rate, increased blood pressure, and dilated pupils.	Deaths exclusively from acute overdose of LSD, magic mushrooms, and mescaline are extremely rare. Deaths generally occur due to suicide, accidents, and dangerous behavior, or due to the person inadvertently eating poisonous plant material. A severe overdose of PCP and ketamine can result in: respiratory depression, coma, convulsions, seizures, and death due to respiratory arrest
Marijuana/Cannabis Marijuana is classified in the Controlled Substances Act as a hallucinogen. Marijuana is a mind-altering (psychoactive) drug, produced by the Cannabis sativa plant. Marijuana contains over 480 constituents. THC (delta-9-tetrahydrocannabinol) is believed to be the main ingredient that produces the psychoactive effect**.**	Marijuana is a Schedule I substance under the Controlled Substances Act, meaning that it has a high potential for abuse, no currently accepted medical use in treatment in the United States, and a lack of accepted safety for use under medical supervision. Marinol, a synthetic version of THC, the active ingredient found in the marijuana plant, can be prescribed for the control of nausea and vomiting caused by chemotherapeutic agents used in the treatment of cancer and to stimulate appetite in AIDS patients. Marinol is a Schedule III substance under the Controlled Substances Act.	When marijuana is smoked, the THC passes from the lungs and into the bloodstream, which carries the chemical to the organs throughout the body, including the brain. In the brain, the THC connects to specific sites called cannabinoid receptors on nerve cells and influences the activity of those cell Many of these receptors are found in the parts of the brain that influence: Pleasure, memory, thought, concentration, sensory and time perception, and coordinated movement. The short-term effects of marijuana include: Problems with memory and learning, distorted perception, difficulty in thinking and problem-solving, and loss of coordination. The effect of marijuana on perception and coordination are responsible for serious impairments in learning, associative processes, and psychomotor behavior (driving abilities). Long term, regular use can lead	Short-term physical effects from marijuana use may include: Sedation, blood shot eyes, increased heart rate, coughing from lung irritation, increased appetite, and decreased blood pressure Like tobacco smokers, marijuana smokers experience serious health problems such as bronchitis, emphysema, and bronchial asthma. Extended use may cause suppression of the immune system. Because marijuana contains toxins and carcinogens, marijuana smokers increase their risk of cancer of the head, neck, lungs, and respiratory tract. Withdrawal from chronic use of high doses of marijuana causes physical signs including headache, shakiness, sweating, and stomach pains and nausea. Withdrawal symptoms also include behavioral signs such as: Restlessness, irritability, sleep difficulties, and decreased appetite	No death from overdose of marijuana has been reported.

Class of Substance	Legal Status in the United States	Effects on the Mind	Effects on the Body	The Effects of Overdose
		to physical dependence and withdrawal following discontinuation, as well as psychic addiction or dependence. Clinical studies show that the physiological, psychological, and behavioral effects of marijuana vary among individuals and present a list of common responses to cannabinoids, as described in the scientific literature: • Dizziness, nausea, tachycardia, facial flushing, dry mouth and tremor initially • Merriment, happiness, and even exhilaration at high doses • Disinhibition, relaxation, increased sociability, and talkativeness • Enhanced sensory perception, giving rise to increased appreciation of music, art, and touch • Heightened imagination leading to a subjective sense of increased creativity • Time distortions • Illusions, delusions, and hallucinations are rare except at high doses • Impaired judgment, reduced coordination, and ataxia, which can impede driving ability or lead to an increase in risk-taking behavior • Emotional lability, incongruity of affect, dysphoria, disorganized thinking, inability to converse logically, agitation, paranoia, confusion, restlessness, anxiety, drowsiness, and panic attacks may occur, especially in inexperienced users or in those who have taken a large dose • Increased appetite and short-term memory impairment are common Researchers have also found an association		

Class of Substance	Legal Status in the United States	Effects on the Mind	Effects on the Body	The Effects of Overdose
		between marijuana use and an increased risk of depression, an increased risk and earlier onset of schizophrenia, and other psychotic disorders, especially for teens that have a genetic predisposition.		
Steroids Anabolic steroids are synthetically produced variants of the naturally occurring male hormone testosterone that are abused in an attempt to promote muscle growth, enhance athletic or other physical performance, and improve physical appearance. Testosterone, nandrolone, stanozolol,methandienone, and boldenone are some of the most frequently abused anabolic steroids.	Anabolic steroids are Schedule III substances under the Controlled Substances Act. Only a small number of anabolic steroids are approved for either human or veterinary use. Steroids may be prescribed by a licensed physician for the treatment of testosterone deficiency, delayed puberty, low red blood cell count, breast cancer, and tissue wasting resulting from AIDS.	Case studies and scientific research indicate that high doses of anabolic steroids may cause mood and behavioral effects. In some individuals, steroid use can cause dramatic mood swings, increased feelings of hostility, impaired judgment, and increased levels of aggression (often referred to as "roid rage") When users stop taking steroids, they may experience depression that may be severe enough to lead one to commit suicide. Anabolic steroid use may also cause psychological dependence and addiction.	A wide range of adverse effects is associated with the use or abuse of anabolic steroids. These effects depend on several factors including: Age, sex, the anabolic steroid used, amount used, and duration of use. In adolescents, anabolic steroid use can stunt the ultimate height that an individual achieves. In boys, steroid use can cause early sexual development, acne, and stunted growth. In adolescent girls and women, anabolic steroid use can induce permanent physical changes, such as deepening of the voice, increased facial and body hair growth, menstrual irregularities, male pattern baldness, and lengthening of the clitoris. In men, anabolic steroid use can cause shrinkage of the testicles, reduced sperm count, enlargement of the male breast tissue, sterility, and an increased risk of prostate cancer. In both men and women, anabolic steroid use can cause high cholesterol levels, which may increase the risk of coronary artery disease, strokes, and heart attacks. Anabolic steroid use can also cause acne and fluid retention. Oral preparations of anabolic steroids, in particular, can damage the liver. Abusers who inject steroids run the risk of contracting various infections due to non-sterile injection techniques, sharing of contaminated needles, and the use of steroid preparations manufactured in non-sterile environments. All	Anabolic steroids are not associated with overdoses. The adverse effects a user would experience develop from the use of steroids over time.

Class of Substance	Legal Status in the United States	Effects on the Mind	Effects on the Body	The Effects of Overdose
			these factors put users at risk for contracting viral infections such as HIV/AIDS or hepatitis B or C, and bacterial infections at the sight of injection. Abusers may also develop endocarditis, a bacterial infection that causes a potentially fatal inflammation of the heart lining.	

Health Risks Associated with Alcohol Abuse

The consequences associated with alcohol abuse among college students are far reaching. According to the National Institute on Alcohol Abuse and Alcoholism, "Students who engage in risky drinking may experience blackouts (i.e., memory loss during periods of heavy drinking); fatal and nonfatal injuries, including falls, drowning, and automobile crashes; illnesses; missed classes; unprotected sex that could lead to a sexually transmitted disease or an unwanted pregnancy; falling grades and academic failure; an arrest record; accidental death; and death by suicide. In addition, college students who drink to excess may miss opportunities to participate in the social, athletic, and cultural activities that are part of college life."

The risks are not just limited to students. The Centers for Disease Control and Prevention identifies the following short-term and long-term health risks related to alcohol use and abuse.

Short-Term Health Risks

Excessive alcohol use has immediate effects that increase the risk of many harmful health conditions. These are most often the result of binge drinking and include the following:

- Injuries, such as motor vehicle crashes, falls, drowning, and burns.
- Violence, including homicide, suicide, sexual assault, and intimate partner violence.
- Alcohol poisoning, a medical emergency that results from high blood alcohol levels.
- Risky sexual behaviors, including unprotected sex or sex with multiple partners. These behaviors can result in unintended pregnancy or sexually transmitted diseases, including HIV. Miscarriage and stillbirth or fetal alcohol spectrum disorders (FASDs) among pregnant women.

Long-Term Health Risks

Over time, excessive alcohol use can lead to the development of chronic diseases and other serious problems including:

- High blood pressure, heart disease, stroke, liver disease, and digestive problems.
- Cancer of the breast, mouth, throat, esophagus, liver, and colon.
- Learning and memory problems, including dementia and poor school performance.
- Mental health problems, including depression and anxiety.
- Social problems, including lost productivity, family problems, and unemployment.
- Alcohol dependence or alcoholism.

Educational Consequences of Alcohol and Other Drug Abuse

There are numerous educational consequences associated with alcohol and other drug abuse. About 25 percent of college students report academic consequences of their drinking, including missing class, falling behind, doing poorly on exams or papers, and receiving lower grades.[1] A post-college study found binge drinking in college to be associated with academic attrition, early departure from college, and lower earnings in post-college employment.[2] Additionally, a study found that college students who used marijuana were more likely to put themselves in physical danger when under the influence, experience concentration problems, and miss class.[3]

[1] National Institutes of Health, National Institute on Alcohol Abuse and Alcoholism. (2010). *A snapshot of annual high-risk college drinking consequences.* Retrieved from http://www.collegedrinkingprevention.gov/StatsSummaries/snapshot.aspx.

[2] Jennison, K. M. (2004). The short-term effects and unintended long consequences of binge drinking in college: A 10-year follow-up study. *The American Journal of Drug and Alcohol Abuse, 30*(3), 659-684.

[3] Sullivan, M., & Risler, E. (2002). Understanding college alcohol abuse and academic performance: Selecting appropriate intervention strategies. Journal of College Counseling, 5 (2), 114-124.

SUPPORT SYSTEMS AND RESOURCES FOR STUDENTS

Students with alcohol or drug-related problems are encouraged to seek the help of Counseling and Psychological Services and/or the Health Education and Wellness Center. Counseling and Wellness staff are experienced in working with issues of substance use and abuse and can provide direct assistance, as well as provide information about off-campus assessments, treatment facilities, and area support groups.

While the University will hold students accountable for violations of the AOD Policies within our student code of conduct, it is also committed to supporting any student who makes the responsible decision to address his or her substance use. Students should feel confident in knowing that University staff and faculty will support any student who is struggling to address his or her substance use. This support may include referrals to Health Services, educational programming or intervention plans off campus to assist a student's goals.

The University of Hartford offers the following alcohol and other drugs services for students:

- *Alcohol and Other Drugs* (via Vector Solutions)
- *Under the Influence*; *Marijuana101* (via 3rd Millennium courses)
- One-on-one brief motivational interviewing meetings with trained staff and graduate students

STUDENT PROGRAMS AND INFORMATION

There are a variety of programs, including required training for new first-year and transfer students, sanctions assigned due to student code of conduct alcohol/drug violations, and policies in place to increase student notification to the university of a student in distress due to alcohol/drugs.

Prevention and Education Programs and their Goals
Descriptions:

Intervene: The University of Hartford's bystander intervention education program. Originally developed by Cornell University, the 60-minute training examines how students can act as a bystander in seven different scenarios.

Alcohol and Other Drugs: is an online course assigned to all incoming new students. This is a reality-driven online course designed to educate students on the risks of the abuse of alcohol and other drugs, and to teach successful strategies for handling dangerous situations related to these substances. The course features four modules: Your GPA, Your Brain, Your Peers and Your Life. Each section provides extensive, research-backed evidence of the detrimental effects alcohol and other drugs can have, and how social skills and interactions can help reduce harm associated with these substances. (Featuring Not Anymore content)

Under The Influence & Marijuana 101: online programs that are frequently utilized by students who are mandated to complete alcohol or drug education or diversion programs.

Staff Training-Resident Assistant, Resident Director: As part of their required training, all Resident Assistants (RAs) attend workshops where an overview is given of the alcohol and drug policy, as well as proper protocol for documentation is discussed. Within their roles, Resident Assistants are expected to document situations that potentially involve alcohol and/or drugs. This training seeks to educate RAs about our drug and alcohol policy, and to increase the confidence of the Resident Assistants who may have to confront and document behavior.

Similar to Resident Assistants, Residence Directors (RDs) have training around proper response and documentation protocols involving alcohol and/or drugs. In addition, all Residence Directors attend Hearing Officer training is held by the Director for Student Conduct and Conflict Resolution. This training gives an overview of the alcohol and drug policy and prepares these staff members to be hearing officers for student conduct cases that occur in their residential buildings. Similar to the RA training, this training seeks to educate RDs about our drug and alcohol policy, and to increase the confidence of the RDs who may have to play a more active role in the confrontation of such behaviors.

Educational Programming (Residential Halls, community, etc.): As part of their duties, Resident Assistants and Residence Directors design and implement social and educational programming within their buildings. Often times, this programming has focused on education around alcohol and other drugs, risk reduction strategies, bystander intervention and other pertaining topics. This education also occurs through passive programming in the form of themed bulletin boards in residence halls, which may highlight safety tips and campus resources. Whether it is active or passive in nature, the goal is to provide direct education on a topic so that students are better equipped to make healthy decisions.

Alcohol and Drug Prevention Information (University of Hartford Website)

THE SOURCE (The Student Handbook)

Good Samaritan and Amnesty Policy

I.Philosophy

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

Students are strongly encouraged to call 860-768-7777 (Public Safety Emergency Phone Line) to request medical assistance when they or others may be

i. dangerously intoxicated/ under the influence of alcohol/drugs; or,

ii. experiencing any medical emergency.

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

II.Policy

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

Under this policy:

a. When students contact Public Safety or another appropriate University staff member (e.g. Resident Assistant on Duty, etc.) seeking medical attention neither the reporting student nor the student for whom medical assistance was sought will be subject to a Student Conduct complaint for possession, consumption or intoxication under the University's alcohol or drug policies.

b. In order to qualify for medical amnesty under this policy, students who seek assistance for another person must remain with that individual (assuming the student is present at the scene) until Public Safety or other designated first/emergency responder (e.g., ambulance, Fire Department) arrives on scene. It is expected that individuals involved in this process cooperate fully with first/emergency responders.

c. This policy does not apply to individuals requiring medical assistance for alcohol- or drug- related issues who do not seek assistance, for whom no assistance was sought, or who have already been brought to the attention of University staff or first/emergency responders. For example, this policy would not apply to an intoxicated individual whom Public Safety discovers creating a disturbance on campus.

d. This policy applies to University alcohol and drug policy violations related to possession, consumption, and intoxication. It does not prevent a complaint being filed against a student for other violations of the Student Code of Conduct (e.g., assault, distribution of illegal substances, etc.), nor does it prevent police/criminal action.

e. When it is the opinion of the Dean of Students or designee that the continued presence of a student constitutes a danger to the student, or to others, the imposition of interim suspension or other temporary restrictions deemed necessary shall not be precluded under this policy.

f. In order to qualify for medical amnesty under this policy the student(s) will be required to:

i. attend a meeting scheduled by the Executive Director of Student Conduct and Conflict Resolution or designee;

ii. attend an educational-based meeting with a trained staff/ graduate student as required by the Executive Director of Student Conduct and Conflict Resolution or designee; and,

iii. Act in accordance with all student expectations outlined in this policy.

g. This policy is in place to provide proactive help and support in good faith for the health of University of Hartford students in isolated situations. It does not excuse or protect those who repeatedly violate University policy. In most cases, this Policy will be applied once - either to the intoxicated student, those that have served alcohol, or those attending social gatherings. Repeat offenders may have their cases referred to the Office of Student Conduct and Conflict Resolution for a student conduct complaint.

Students that help others in incidents of a medical emergency are not limited to one use of this policy as they should always feel empowered to help those in need. Serious or repeated incidents, however, will prompt a higher degree of medical concern and formal response from the University which may include an intervention and/or student conduct action.

a. This policy is applied after an incident has been reviewed in the Office of Student Conduct and Conflict Resolution. University personnel responding to an incident will follow all protocols on the scene, including documentation of the incident and of those involved.
b. This University policy does not prevent action by local, state, and/or federal authorities.

SUPPORT SYSTEMS AND RESOURCES FOR EMPLOYEES

The University of Hartford strives for a working climate in which each person can and will speak up for their own needs and any obstacles hindering their best performance. Employees with alcohol or drug-related problems are encouraged to seek help. Those in leadership roles are charged with building and maintaining effective working relationships with their employees in an effort to encourage open and honest exchanges of information and preservation of dignity in cases where support and/or resources are requested and/or needed. HRD is also available to provide information, support and/or resources to employees in need.

In addition, the University recognizes that, at times, an individual may feel unable to cope with personal problems and that such problems can interfere with the ability to perform satisfactorily on the job. The University offers an Employee Assistance Program (EAP) through ENI/Bree Health to meet the needs of the regular full-time and regular part-time employee needing confidential counseling offered under the program.

The EAP combines managerial elements of training, education, promotion and crisis intervention with a full range of EAP clinical services. This model delivers an integrated program for identifying and successfully combating employee problems in their early stages, including alcohol and drug abuse, before they adversely impact the workplace.
The successful management of problematic behavior on the job depends upon the awareness of supervisors and their ability to act in a constructive, remedial way. The training of managers and supervisors to handle these complex situations is an integral part of the University's EAP methodology. In addition to on-line training, case managers are available through ENI/Bree Health around-the-clock to consult with the University leadership on individual cases as they occur. Additionally, on-site EAP employee awareness sessions and EAP leadership training are conducted periodically throughout the year.
The University of Hartford's EAP provider, ENI/Bree Health, provides barrier-free access to personalized mental health solutions by providing employees with a fully-integrated, total well-being program, and prides itself in meeting employees where they are in their journey towards holistic wellness. Online materials are available to remind employees and their families of the availability of the program and its services.

Employees are reminded annually about the EAP via a campus-wide email. In addition, more information about the EAP can be found online.

REHABILITATION AND RE-ENTRY PROGRAMS FOR STUDENTS

While the University of Hartford does not have formal rehabilitation or re-entry programs for students, conditional re-entry criteria to return to the classroom or the campus may include, but are not limited to, entering and providing documentation of the successful completion of a substance abuse treatment program.

REHABILITATION AND RE-ENTRY PROGRAMS FOR EMPLOYEES

While the University of Hartford does not have formal rehabilitation or re-entry programs for employees, conditional re-entry criteria to return to work may include, but are not limited to, entering and providing documentation of the successful completion of a substance abuse treatment program.

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APPENDIX D

STOP CAMPUS HAZING ACT

UNIVERSITY OF HARTFORD HAZING POLICY

I. Policy Statement

The University of Hartford is committed to ensuring the safety and well-being of all members of its community. Hazing—regardless of intent—undermines the values of respect, inclusion, integrity, and community that define the University's culture and mission. It is the responsibility of all student organizations to model an atmosphere of learning, social responsibility, and respect for human dignity and to provide positive influences and constructive development for members and aspiring members.

II. Scope

This policy applies to all members of the University of Hartford community including but not limited to students, staff, faculty, members of student groups, athletic teams, volunteers, and affiliates.
The University of Hartford prohibits students, employees, officers, contractors, and volunteers from engaging, or attempting to engage in Hazing. The University defines Hazing as:

III. Definitions

A. "Hazing" is defined as any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons), against another person or persons regardless of the willingness of such other person or persons to participate, that:
(i.) is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
(ii.) violates local, federal, or state criminal law or causes or creates a risk, above the reasonable risk encountered in the course of participation at the University of Hartford activities or the Student Organization's activities, of physical or psychological injury as defined below.

B. "Student organization" means a fraternity, sorority, or other organization organized or operating at the University of Hartford. (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the University.

IV. Policy

Hazing by individuals and Student Organizations is prohibited in any form both on campus and off campus. Any activity may be considered hazing regardless of consent or willingness to participate in the activity. Prohibited acts of hazing include, but not limited to:

A. whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
B. causing, coercing, or otherwise inducing sleep or food deprivation, exposure to the elements, violations of privacy, extreme calisthenics, or other similar activity;
C. confinement of a person to unreasonably small, unventilated, unsanitary or unlighted areas;
D. causing coercing, or otherwise inducing another person to perform sexual acts;
E. requiring indecent exposure of the body or degrading dress codes;
F. causing, coercing or otherwise inducing another person to consume food, liquid, beverage, alcohol, liquor, drugs, or other substances;
G. any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
H. any activity against another person that includes a criminal violation of local, State, Tribal or Federal law;
I. any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law; and
J. any activity which is likely to adversely affect the physical health or safety of a person, or which subjects a person to mental distress.

V. Reporting Requirements

If you believe that you have been hazed or have witnessed hazing, please report the incident to:

A. Public Safety
860-768-7777 (emergency)
860-768-7985 (non-emergency)

B. **Anonymous reporting via** LifeSafe App

C. Office of Student Engagement and Inclusion (OSEI)
Civic Engagement and Fraternity and Sorority Life
Gengras Student Union, Room 207; 860.768.5409

D. Student Conduct Referral Form

E. Dean of Students Office
Gengras Student Union, Room 307; 860.768.4285

VI. Policy Violations

Individual students and/or student organizations found responsible for hazing will be sanctioned. In addition to action taken by the University, individuals and/or student organizations may be subject to criminal or civil action (Conn. Gen. Stat. § 53-23a).

VII. Information Regarding Applicable Local, State, and Tribal Laws on Hazing

In addition to the University's Hazing policy, members of the campus community should be aware of applicable jurisdictional laws pertaining to Hazing.

Connecticut Hazing Laws and Regulations

In Connecticut, hazing is a criminal offense. Connecticut General Statutes § 53-23a(a)(1) defines hazing as "any action which recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a student organization." The statute includes examples of hazing, such as requiring indecent exposure, sleep deprivation, extended isolation, confinement, assault, or requiring ingestion that could adversely affect the health or safety of the individual. The statute expressly notes that a victim's consent, implied or express, cannot serve as a defense to a hazing charge.

Student organizations found to be in violation of this statute face a fine of not more than $1,500 and forfeiture of all the rights and privileges of being an organization at the institution for at least one year. Students found to be in violation of this statute face a fine of not more than $1,000. Additionally, this statute does not limit prosecution for any underlying crimes. In other words, those found to be in violation of this statute may also be liable for other criminal or civil violations.

See below for a full recitation of the statutory language:

Title 53. Crimes

Chapter 939. Offenses Against the Person

Sec. 53-23a. Hazing.

(a) For purposes of this section:

(1) "Hazing" means any action which recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a student organization. The term shall include, but not be limited to:

(A) Requiring indecent exposure of the body;

(B) Requiring any activity that would subject the person to extreme mental stress, such as sleep deprivation or extended isolation from social contact;

(C) Confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas;

(D) Any assault upon the person; or

(E) Requiring the ingestion of any substance or any other physical activity which could adversely affect the health or safety of the individual. The term shall not include an action sponsored by an institution of higher education which requires any athletic practice, conditioning, or competition or curricular activity.

(2) "Student organization" means a fraternity, sorority or any other organization organized or operating at an institution of higher education.

(b) No student organization or member of a student organization shall engage in hazing any member or person pledged to be a member of the organization. The implied or express consent of the victim shall not be a defense in any action brought under this section.

(c) A student organization which violates subsection (b) of this section (1) shall be subject to a fine of not more than one thousand five hundred dollars and (2) shall forfeit for a period of not less than one year all of the rights and privileges of being an organization organized or operating at an institution of higher education.

(d) A member of a student organization who violates subsection (b) of this section shall be subject to a fine of not more than one thousand dollars.

(e) This section shall not in any manner limit or exclude prosecution or punishment for any crime or any civil remedy.

(P.A. 88-328, S. 1-5.)

There are no applicable local laws or Tribal laws relating to hazing in the University's jurisdiction.

Campus Hazing Transparency Report

As required by the Stop Campus Hazing Act, the University publishes a Campus Hazing Transparency Report that summaries findings concerning student organizations established or recognized by the University that have been found responsible for violating the University's Hazing policy. The Transparency Report will be updated to include new findings of organizational responsibility no less than twice annually following a final determination that a student organization has violated the University's Hazing policy. The first Transparency Report will be published by December 23, 2025, unless no organizations have been found responsible for Hazing at that time, as the University of Hartford is not required to publish a Transparency Report until a student organization has been found responsible for violating the University's Hazing policy on or after July 1, 2025.

Each entry published to the Transparency Report will include, at a minimum, the following information:

- the student organization;
- a general description of the violation that resulted in a finding of responsibility;
- whether the violation involved the abuse or illegal use of alcohol or drugs;
- the findings of the institution (i.e., the rationale for finding the organization responsible for Hazing);
- any sanctions placed on the student organization; and
- the dates on which—
    - the incident was alleged to have occurred,
    - the investigation into the incident was initiated,
    - the investigation ended with a finding that a Hazing violation occurred, and
    - the student organization was provided notice that the incident resulted in a Hazing violation.

The Transparency Report can be found on the Department of Public Safety website. On this page, the University also publishes additional information, including:

- A statement notifying the public of the availability of Hazing statistics that are published in the Annual Security and Fire Safety Report;
- Information about the institution's policies relating to Hazing; and
- Information on applicable state laws regarding Hazing.

Investigation Process Policy Statement

After a report is received, University of Hartford will quickly review the submission and determine the next appropriate actions. If a report is criminal in nature, University Public Safety and/or local law enforcement will be contacted. The University of Hartford will also conduct its own investigation to prevent a recurrence of the alleged hazing and to determine if there are potential violations of the Student Code of Conduct.

Upon receipt of a report alleging Hazing, the Dean of Students, or designee, will review the report and determine if the alleged behavior, as described in the report, would constitute Hazing as defined by the University. The Dean of Students, or designee, will also determine which University official(s) or office(s) have jurisdiction over the respondent(s). As it relates to the University's Hazing policy, the term "respondent" refers to a student, a recognized or registered student organization, or an employee who is alleged to have engaged in Hazing.

The Dean of Students, or designee, is empowered to take reasonable steps to obtain additional information that may be necessary to determine if a policy violation has been alleged or to determine if an investigation is warranted. The Dean of Students, or designee, may consult with applicable University officials when determining which individual(s) or office(s) have jurisdiction over the respondent(s). When determining jurisdiction, the Dean of Students, or designee, will consider:

- the nature of the alleged conduct,
- the circumstances of the report, and
- whether the respondent is a person or student organization subject to the University's conduct standards.

These factors will also inform whether the procedures outlined in the Student Code of Conduct will be utilized to resolve the alleged misconduct. Allegations of Hazing involving a student or a student organization that is officially recognized by, or registered with, the University will be resolved using the procedures outlined in the Student Code of Conduct. Allegations involving other respondents will be resolved using the policies and procedures applicable to the respondent's status.

Interim Action

In response to the report, the Dean of Students, or designee, may impose an interim administrative action on a respondent prior to the resolution when a threat of imminent harm to persons or property exists, and/or there is potential for significant disruption to the community that exists during the course of investigation. If the respondent is an employee, the applicable University official(s) may impose interim administrative action consistent with the policies and procedures applicable to the employee.

Interim action is not a sanction. It is taken in an effort to protect the safety and well-being of individuals and the University community. Interim administrative action is preliminary in nature; it is in effect only until there is a resolution of the matter.

Investigation

If an investigation is warranted, the Dean of Students, or designee, shall appoint one or more investigators to conduct a prompt, thorough, and impartial investigation. External investigators may be appointed at the discretion of the Dean of Students, or designee. Reports of alleged Hazing that also allege violations of the University's EQUAL OPPORTUNITY, HARASSMENT, AND NONDISCRIMINATION POLICY FOR ALL FACULTY, STUDENTS, EMPLOYEES, AND THIRD PARTIES will be coordinated between the Assistant Vice President of Equity & Opportunity/ Title IX Compliance, and the Dean of Students, or designee, to determine the appropriate investigation and/or resolution procedures.

The respondent (typically the president for a registered/recognized student organization, or its equivalent for an established organization) will be sent a written notice of the allegations by way of their University-supplied e-mail account. If the student organization has a national or oversight entity, that entity may be apprised of the University's investigation at the discretion of the Dean of Students, or designee. The national or oversight entity cannot speak on behalf of or represent the student organization.

Reasonable efforts will be made to complete the investigation in a timely manner. Typically, the University will aim to complete an investigation into allegations of Hazing within 45 business days of providing written notice of the investigation to the respondent, though investigations may extend beyond 45 business days as circumstances require.

During the investigation, the respondent will be provided with an opportunity to: provide information through an in-person or virtual interview, submit a written account, provide the names of incident witnesses for possible interviews with the investigator(s), provide witness statements, and provide any documentation that may be relevant to the facts of the allegations. However, the investigator(s) may consider information from any sources the investigator(s) deem relevant and credible. The investigator(s) will make reasonable efforts to obtain relevant supporting documentation related to the allegations from other University official(s) or available resources.

Upon completion of the investigation, the investigator(s) will prepare an investigation report. The investigation report will summarize the information gathered and include detailed findings-of-fact regarding the behaviors in question.

The investigator(s) will submit an investigation report to the appropriate University official(s) with jurisdiction over the respondent(s). The applicable official(s) will determine whether the respondent(s) violated the University's Hazing policy using the resolution procedures applicable to the respondent(s). If the respondent(s) are found to have violated the University's Hazing policy, the applicable official(s) will impose appropriate sanctions.

All respondents will be informed, in writing, of the University's findings and any sanctions imposed. Any opportunity for the respondent to appeal will follow the relevant policies and procedures applicable to the respondent.

Respondents who violate the University's Hazing policy will be subject to conduct sanctions, which may include probation, loss of privileges, loss of recognized/registered status, mandatory training or education, suspension, expulsion, administrative leave, revocation of tenure, or termination. Respondents can also face sanctions under other University policies as well as criminal or civil penalties imposed under applicable law.

Hazing Prevention and Awareness Programs Policy Statement

The University provides Hazing prevention and awareness programs that are informed by research, campus-wide in scope, and designed to reach all students, staff, and faculty. Programs address various topics, including:

- the University's definition of Hazing, including a clear statement that the University prohibits Hazing;
- the definition of Student Organization, as it applies to the University's Hazing policy;
- how to report Hazing;
- the process the University will use to investigate reports of Hazing;
- information on applicable state laws regarding Hazing; and

- primary prevention and ongoing strategies intended to stop Hazing before it occurs (including Intervene bystander intervention, and online training via Vector solutions

These programs are part of the University's comprehensive strategy to prevent incidents of Hazing before they occur. These programs also raise awareness about the University's Campus Hazing Transparency Report that summarizes findings concerning student organizations established or recognized by the University that have been found responsible for violating the University's Hazing policy.

Specifically, the University provides Hazing prevention and awareness programs to students by: Healthy Hawks Online training, which includes a training module entitled: *Hazing Awareness and Prevention for Students- Updated* and *Hazing Awareness and Prevention for Graduate Students***.** This training gives students a better understanding about hazing so that they can identify when it is happening and possibly prevent incidents in the future. Wellness Ambassadors (student leaders) provide weekly tabling in the student center and at least once a year, the weekly tabling theme includes hazing prevention and policy resources.

Additionally, the University provides Hazing Awareness and Prevention for all new and current employees with an online training via Vector Solutions (*Hazing Awareness and Prevention (Faculty & Staff) – Updated*). The goals of the online training are to help employees understand what hazing is, explain why hazing occurs and educate best ways to identify and address hazing incidents. The training also includes the definition of hazing, health, legal risks, and employee responsibility.

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APPENDIX E

Equal Opportunity, Harassment, and Non-Discrimination Policy for All Faculty, Students, Employees, and Third Parties

(Hereinafter, "the Policy")
Effective as of August 1, 2024

PURPOSE

The University of Hartford is committed to providing an educational and employment environment that is free from discrimination based on protected characteristics, harassment, and retaliation for engaging in protected activity.

The University of Hartford values and upholds the equal dignity of all members of its community and strives to balance the rights of the Parties in the resolution process during what is often a difficult time for all involved.

To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the education program or activity, the University of Hartford has developed policies and procedures that provide for prompt, fair, and impartial resolution of allegations of protected characteristic discrimination, harassment or allegations of retaliation.

STATEMENT OF NON-DISCRIMINATION

The University of Hartford (the "University") prohibits discrimination and harassment in admissions, educational programs and activities, and employment on the basis of legally protected characteristics (*i.e.*, race, color, ethnicity, religious creed, age, sex, marital status, status as a victim of domestic violence, national origin, ancestry, sexual orientation, genetic information, gender identity or expression, pregnancy or pregnancy-related condition, physical or mental disability [including learning disabilities, intellectual disabilities, and past or present history of mental illness], veteran's status, prior conviction of a crime, and/or membership in any other protected class as set forth in state and/or federal law) ("Prohibited Conduct").

STATEMENT OF POLICY

The University is committed to fostering a living, learning, and working environment free of discrimination and harassment.

The University adopts this Policy in furtherance of i) preventing, eliminating, or addressing the effects of Prohibited Conduct; ii) fostering a climate where all individuals are well-informed and supported in preventing or reporting Prohibited Conduct; and iii) providing clear standards and a fair and impartial process for all parties by which violations of this Policy will be addressed and disciplinary action imposed. The University will take prompt and effective action to eliminate Prohibited Conduct, prevent its reoccurrence, and remedy its effects.

NOTICE OF NONDISCRIMINATION

The University of Hartford seeks to comply with all federal, state, and local laws, regulations, and ordinances prohibiting discrimination in private post-secondary education institutions.

The University of Hartford does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of actual or perceived:

- Age
- Ancestry
- Color
- Creed
- Disability (physical or mental)
- Gender
- Genetic information (including family medical history)
- National origin (including ancestry)
- Parental or family status
- Pregnancy or related conditions (including pregnancy, maternity leave status, childbirth, false pregnancy, termination of pregnancy or recovery from any of these conditions)
- Religion

- Sex
- Sexual orientation
- Veteran or military status (including disabled veteran, recently separated veteran, active-duty, wartime, or campaign badge veteran, and Armed Forces Service Medal veteran)
- or any other protected characteristic under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process within the institution, with the Equal Employment Opportunity Commission, and/or other human/civil rights agency.

This Policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the University of Hartford community whose acts deny, deprive, unreasonably interfere with or limit the education or employment, residential and/or social access, benefits, and/or opportunities of any member of the University of Hartford community, guest, or visitor on the basis of that person's actual or perceived protected characteristic(s), is in violation of this Policy.

The University of Hartford will promptly and effectively address any such discrimination of which it has Knowledge/Notice using the resolution process in the Equal Opportunity, Harassment, and Nondiscrimination Procedures.

CONTACTS

The University of Hartford has appointed the Executive Director for Equal Opportunity and Title IX Compliance to coordinate the University of Hartford's compliance with federal, state, and local civil rights laws and ordinances:

For discrimination and harassment allegations and sex discrimination and sex-based harassment allegation and disability-based allegations:
Kenna Grant
Assistant Vice President for Equal Opportunity and Title IX Compliance; Title IX Coordinator
Division of Student Success
Harry Jack Grey Library room 307
200 Bloomfield Avenue, West Hartford, CT 06117
860-768--4880
mckenna@hartford.edu or title9@hartford.edu
https://www.hartford.edu/about/policies/title-ix/

This individual is responsible for providing comprehensive nondiscrimination education and training; coordinating the University of Hartford's timely, thorough, and fair response, investigation, and resolution of all alleged prohibited conduct under this Policy; and monitoring the effectiveness of this Policy and related procedures to ensure an education and employment environment free from discrimination, harassment, and retaliation.

The University of Hartford recognizes that allegations under this Policy may include multiple forms of discrimination and harassment as well as violations of other University of Hartford policies; may involve various combinations of students, employees, and other members of the University of Hartford community; and may require the simultaneous attention of multiple University of Hartford departments. Accordingly, all University of Hartford departments will share information, combine efforts, and otherwise collaborate, to the maximum extent permitted by law and consistent with other applicable University of Hartford policies, to provide uniform, consistent, efficient, and effective responses to alleged discrimination, harassment, or retaliation.

EXTERNAL CONTACT INFORMATION

Concerns about the University of Hartford's application of this Policy and compliance with certain federal civil rights laws may also be addressed to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: https://ocrcas.ed.gov/contact-ocr

Equal Employment Opportunity Commission (EEOC)
John F. Kennedy Federal Building
15 New Sudbury Street, Room 475
Boston, MA 02203-0506
Phone: (800) 669-4000
Fax: (617) 565-3196
TTY: (800) 669-6820
Web: https:/www.eeoc.gov/

U.S. Department of Labor, Wage and Hour Division
Hartford District Office
135 High Street, Room 210
Hartford, CT 06103-1111
PHONE: (860) 240-4160; 1-866-4-USWAGE (1-866-487-9243)
TTY: 1-877-889-5627
EMAIL: https://webapps.dol.gov/contactwhd/Default.aspx
https://www.dol.gov/agencies/whd/contact/complaints

Connecticut Commission on Human Rights and Opportunities (CHRO)
450 Columbus Boulevard, Suite 2
Hartford, CT 06103-1835
Phone Number: 860-541-3400
Connecticut Toll Free: 1-800-477-5737
Email: CHRO.Capitol@ct.gov

For Complaints involving employee-on-employee conduct: Equal Employment Opportunity Commission (EEOC)

MANDATED REPORTING AND CONFIDENTIAL EMPLOYEES

All University of Hartford employees (including faculty and student-employees), other than those deemed Confidential Employees, are Mandated Reporters and are expected to promptly report all known details of actual or suspected discrimination, harassment, and/or retaliation to appropriate officials immediately, although there are some limited exceptions. Supportive measures may be offered as the result of such disclosures without formal University of Hartford action.

Complainants may want to carefully consider whether they share personally identifiable details with Mandated Reporters, as those details must be shared with the AVP Equity & Opportunity/Title IX Compliance.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report alleged crimes and/or Policy violations, and these employees will immediately pass Notice to the AVP Equity & Opportunity/Title IX Compliance (and/or police, if desired by the Complainant or required by law), who will act when an incident is reported to them.

The following sections describe the University of Hartford's reporting options for a Complainant or third party (including parents/guardians when appropriate):

CONFIDENTIAL EMPLOYEES

To enable Complainants to access support and resources without filing a Complaint, the University of Hartford has designated specific employees as Confidential Resources. Those designated by the University of Hartford as Confidential Resources are not required to report actual or suspected discrimination, harassment, or retaliation in a way that identifies the Parties. They will, however, provide the Complainant with the Title IX Coordinator's contact information and offer options and resources without any obligation to inform an outside agency or the University of Hartford official unless a Complainant has requested the information be shared.

There are three categories of Confidential Employees: 1) Those with confidentiality bestowed by law or professional ethics, such as lawyers, medical professionals, clergy, and counselors; 2) Those whom the University of Hartford has specifically designated as confidential for purposes of providing support and resources to the Complainant; and 3) Those conducting human subjects research as part of a study approved by the University of Hartford's Institutional Review Board (IRB) in which the study is designed to gather information about discrimination, harassment or retaliation. For those in category 1), above, to be able to respect confidentiality, they must be in a confidential relationship with the person reporting, such that they are within the scope of their licensure, professional ethics, or confidential role at the time of receiving the Notice. These individuals will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor, elder, or individual with a disability, or when required to disclose by law or court order. For those in category 3), the employee's confidential status only applies with respect to information received while conducting the study.

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with the following Confidential Employees:

Confidential Employees

- Counseling and Psychological Services (CAPS)
- On-campus health service providers and staff: Health Services
- On-campus members of the clergy/chaplains working within the scope of their licensure or ordination

The Employee Assistance Program is available to help free of charge and may be consulted on an emergency basis during normal business hours, as well as local community advocates, free of charge.

ENI/Bree Health
Phone number: 1.800.327.2255

login.breehealth.com
Mobile App – Bree Health
Company ID - 10976

The University offers an Employee Assistance Program (EAP) to meet the needs of the regular full-time and regular part-time employee, spouse, dependent children and/or any family member that resides with the employee.

Employees who have confidentiality as described above, and who receive Notice within the scope of their confidential roles will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, patient, or parishioner.

Failure of a Mandated Reporter, as described above in this section, to report an incident of discrimination, harassment, or retaliation of which they become aware is a violation of this Policy and can be subject to disciplinary action for failure to comply/failure to report. This also includes situations when a harasser is a Mandated Reporter. Such individuals are obligated to report their own misconduct, and failure to do so is a chargeable offense under this Policy.

A Mandated Reporter who is themselves a target of harassment or other misconduct under this Policy is not required to report their own experience, though they are, of course, encouraged to do so.

In addition, Complainants may speak with individuals unaffiliated with the University of Hartford without concern that Policy will require them to disclose information to the University without permission:

- Licensed professional counselors and other medical providers
- Local rape crisis counselors
- Domestic violence resources
- Local or state assistance agencies
- Clergy/Chaplains
- Attorneys

DISABILITY-BASED GRIEVANCES AND COMPLAINTS

Grievances related to disability status and/or provision of accommodations are addressed using the procedures in Equal Opportunity, Harassment and Nondiscrimination Policy. However, allegations of discrimination on the basis of an actual or perceived disability, including instances in which the provision of reasonable accommodations has a discriminatory effect, will be resolved under the procedures.

Students have the right to appeal a decision about their eligibility for a disability accommodation or service. All efforts to resolve any conflicts/concerns about an accommodation will be made with the student and disability support provider. It is important to note that during the time that the disability-related decision is under appeal, the student will not have access to the disputed accommodation or service.
Appeal Process—Accessibility Services - University of Hartford

SCOPE

This Policy is only applicable to alleged incidents that occur after August 1, 2024. For alleged incidents of sexual harassment occurring prior to August 1, 2024, the policy and procedures in place at the time of the alleged incident apply. Applicable versions of those policies and procedures are available from the AVP Equity & Opportunity/Title IX Compliance and at this link: https://www.hartford.edu/about/policies/title-ix/

This Policy applies to all faculty, employees, students, and other individuals participating in or attempting to participate in the University of Hartford's program or activities, including education and employment.

This Policy prohibits all forms of discrimination on the basis of the protected characteristic(s) listed in the Notice of Nondiscrimination. The Equal Opportunity, Harassment, and Nondiscrimination Procedures may be applied to incidents, to patterns, and/or to the institutional culture/climate, all of which may be addressed in accordance with this Policy.

Accountability, Investigation and Resolution
In determining whether alleged conduct constitutes discriminatory harassment or sexual misconduct, the University looks at the totality of circumstances including the nature of the conduct and the context in which the alleged incident(s) occurred.

The determination that the conduct violates University policy will be made on a case-by-case basis using the "preponderance of evidence" standard. Violations of the policy may lead to disciplinary action up to and including dismissal or termination of employment. The University will take immediate and appropriate corrective action based on the findings in each case as outlined in the respective handbooks/online resources:

- Student Handbook, Code of Conduct *The Source*
- Employee Manual/HRD
- Faculty Policy Manual (FPM)

JURISDICTION

The University will exercise jurisdiction to the extent practical and possible over all cases alleging violations of this Code of Conduct, including on University premises, in connection with University sponsored activities (whether on-campus or off-campus), and any conduct that occurs off-campus if the incident poses a threat to the safety or well-being of any member of the University community, the conduct is likely to have a substantial effect on a University-community member's campus life or activities; or the conduct affects a compelling interest of the University.

This Policy applies to the University of Hartford's education programs and activities (defined as including locations, events, or circumstances in which the University exercises substantial control over both the Respondent and the context in which the conduct occurred), circumstances where the University of Hartford has disciplinary authority, and to misconduct occurring within any building owned or controlled by a University of Hartford recognized student organization. A Complainant does not have to be a member of the University community to file a Complaint, at the discretion of Administrator.

This Policy may also apply to the effects of off-campus misconduct that limit or deny a person's access to the University of Hartford's education program or activities.

A substantial University of Hartford interest includes:

1) Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law.
2) Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student, employee, or other individual.
3) Any situation that significantly impinges upon the rights, property, or achievements of others, significantly breaches the peace, and/or causes social disorder.
4) Any situation that substantially interferes with the University's educational interests or mission

For disciplinary action to be issued under this Policy, the Respondent must be a University faculty member, student, or employee at the time of the alleged incident. If the Respondent is unknown or is not a member of the University community, the AVP Equity & Opportunity/Title IX Compliance will offer to assist the Complainant in identifying appropriate institutional and local resources and support options and will implement appropriate supportive measures and/or remedial actions (e.g., trespassing a person from campus). The University can also assist in contacting local or institutional law enforcement if the individual would like to file a police report about criminal conduct.

All vendors serving the University of Hartford through third-party contracts are subject to the policies and procedures of their employers and/or to this Policy and procedures to which their employer has agreed to be bound by their contracts.

When the Respondent is enrolled in or employed by another institution, the AVP Equity & Opportunity/Title IX Compliance can assist the Complainant in contacting the appropriate individual at that institution, as it may be possible to pursue action under that institution's policies.

Similarly, the AVP Equity & Opportunity/Title IX Compliance may be able to assist and support a student or employee Complainant who experiences discrimination in an externship, study abroad program, or other environment external to the University where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give the Complainant recourse. If there are effects of that external conduct that impact a student or employee's work or educational environment, those effects can often be addressed remedially by the AVP Equity & Opportunity/Title IX Compliance if brought to their attention.

SUPPORTIVE MEASURES

The University will offer and implement appropriate and reasonable supportive measures to the Parties upon Notice of alleged discrimination, harassment, and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available. They are offered, without fee or charge to the Parties, to restore or preserve access to the University's education program or activity, including measures designed to protect the safety of all Parties and/or the University's educational environment and/or to deter discrimination, harassment, and/or retaliation.

The AVP Equity & Opportunity/Title IX Compliance promptly makes supportive measures available to the Parties upon receiving Notice/Knowledge or a Complaint. At the time that supportive measures are offered, if a Complaint has not been filed, the University will inform the Complainant, in writing, that they may file a Complaint with the University either at that time or in the future. The AVP Equity & Opportunity/Title IX Compliance or designee will work with a party to ensure that their wishes are considered with respect to any planned and implemented supportive measures.

The University will maintain the confidentiality of the supportive measures, provided that confidentiality does not impair the University's ability to provide those supportive measures. The University will act to ensure as minimal an academic/occupational impact on the Parties as possible. The University will implement measures in a way that does not unreasonably burden any party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Student financial aid counseling
- Education to the institutional community or community subgroup(s)

- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation assistance
- Implementing contact limitations (no contact orders) between the Parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator/Deputy or designee

Violations of no contact orders/agreements or other restrictions may be referred to appropriate student or employee conduct processes for enforcement or added as collateral misconduct allegations to an ongoing Complaint under this Policy.

The Parties will be provided with a timely opportunity to seek modification or reversal of the University's decision to provide, deny, modify, or terminate supportive measures applicable to them. A request to do so should be made in writing to the AVP Equity & Opportunity/Title IX Compliance. An impartial employee other than the employee who implemented the supportive measures, who has authority to modify or reverse the decision, will determine whether to provide, deny, modify, or terminate the supportive measures if they are inconsistent with the definition of supportive measures in § 106.2 of the federal Title IX Regulations. The University will also provide the Parties with the opportunity to seek additional modification or termination of supportive measures applicable to them if circumstances change materially. The University renders decisions on supportive measures within receiving a request and provides a written determination to the impacted party(ies) and the AVP Equity & Opportunity/Title IX Compliance.

ONLINE HARASSMENT AND MISCONDUCT

University policies are written and interpreted broadly to include online manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on the University's education program and activities, or when they involve the use of University's networks, technology, or equipment.

Although the University may not control websites, social media, and other venues through which harassing communications are made, when such communications are reported to university, it will engage in a variety of means to address and mitigate the effects. These means may include use of the Resolution Process to address off-campus conduct whose effects contribute to limiting or denying a person access to the University's education program or activity.

INCLUSION RELATED TO GENDER IDENTITY/EXPRESSION

The University strives to ensure that all individuals are safe, included, and respected in their working and learning environments, regardless of their gender identity or expression, including intersex, nonbinary, transgender, agender, two-spirit, and gender-diverse students and employees.

Discrimination and harassment on the basis of gender identity or expression are not tolerated by the University of Hartford. If a member of the University community believes they have been subjected to discrimination under this Policy, they should follow the appropriate reporting process described herein.

In upholding the principles of equity and inclusion, the University supports the full integration and healthy development of those who are transgender, transitioning, nonbinary, or gender-diverse, and seeks to eliminate any stigma related to gender identity and expression.

The University of Hartford is committed to fostering a climate where all identities are valued, contributing to a more vibrant and diverse community. The purpose of this Policy is to have the University administratively address issues that some students and employees, including those identifying as intersex, transgender, agender, nonbinary, and gender-diverse, may confront as they navigate systems originally designed around the assumption that gender is binary. As our society's understanding of gender evolves, so do the University's processes and policies.

Concepts like misgendering and deadnaming may not be familiar to all but understanding them is essential to University's goal of being as welcoming and inclusive a community as possible.

Misgendering or mis-pronouning is the intentional or unintentional use of pronouns or identifiers that are different from those used by an individual. Unintentional misgendering is usually resolved with a simple apology if someone clarifies their pronouns for you. Intentional misgendering is inconsistent with the type of community we hold ourselves out to be and may constitute a Policy violation if the effect is greater than *de minimis* harm. We each have a right to determine our own gender identity and expression, but we do not get to choose or negate someone else's.

Deadnaming, along with misgendering, can be very traumatic to a person who is transgender, transitioning, nonbinary, or gender diverse. Deadnaming means using someone's birth-assigned (cisgender) name, rather than the name they have chosen.

To a person who is transgender, transitioning, nonbinary, or gender-diverse, their cisgender identity may be something that is in their past -- dead, buried, and behind them. To then revive their deadname could trigger issues, traumas, and experiences of the past that the individual has moved past, or is moving past, and can interfere with their health and well-being.

Again, unintentional deadnaming can be addressed by a simple apology and an effort to use the person's chosen name. Intentional deadnaming could be a form of bullying, outing, or otherwise harassing an individual, and thus should be avoided.

This Policy should be interpreted consistent with the goals of maximizing the inclusion of intersex, transgender, transitioning, agender, nonbinary, and gender-diverse students and employees, including:

- Maintaining the privacy of all individuals consistent with law
- Ensuring all students have equal access to educational programming, activities, and facilities, including restrooms and locker rooms
- Ensuring all employees have equal access to employment opportunities and work, service, or health-related facilities
- Providing professional development for employees and education for students on topics related to gender inclusion
- All students and employees must respect the pronoun usage and identities of all members of the University community.

The University of Hartford uses a number of interventions to address concerns that are raised related to gender-based harassment or discrimination, including problem-solving, intervention, confrontation, investigation, and Policy enforcement. When conflicts arise between the right of members of the community to be free from gender-identity discrimination and those exercising their right to religious freedom, the University will try to balance rights and interests to find mutually agreeable outcomes or compromises. When that is not possible, University will offer remedial solutions or enforce its Policies while also respecting the rights of all members of its community.

PROHIBITED CONDUCT

Students, staff, administrators, and faculty are entitled to an employment and educational environment that is free of discrimination, harassment, and retaliation. This Policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom.

The sections below describe the specific forms of legally prohibited discrimination, harassment, and retaliation that are also prohibited under University of Hartford Policy.

All offense definitions below encompass actual and/or attempted offenses.

Any of the following offenses can be charged as or combined as pattern offenses, in which case the Notice of Investigation and Allegation (NOIA) will clearly indicate that both individual incidents and a pattern of conduct are being investigated. A pattern may exist and be charged when there is a potential substantial similarity to incidents where the proof of one could make it more likely that the other(s) occurred, and vice-versa. Patterns may exist based on target selection, similarity of offense, or other factors. Where a pattern is found, it can be the basis to enhance sanctions, accordingly.

Violation of any other University policies may constitute discrimination or harassment when motivated by actual or perceived protected characteristic(s), and the result is a limitation or denial of employment or educational access, benefits, or opportunities.

DISCRIMINATION

Discrimination is different treatment with respect to an individual's employment or participation in an education program or activity based, in whole or in part, upon the individual's actual or perceived protected characteristic. Discrimination also includes allegations of a failure to provide reasonable accommodations as required by law or policy, such as for disability, religion, or creed.

Discrimination can take two primary forms:

1) **Disparate Treatment Discrimination:**
   - Any intentional differential treatment of a person or persons that is based on an individual's actual or perceived protected characteristic and that:
     - Excludes an individual from participation in.
     - Denies the individual benefits of; or
     - Otherwise adversely affects a term or condition of an individual's participation in a University program or activity.

2) **Disparate Impact Discrimination:**
   - Disparate impact occurs when policies or practices that appear to be neutral unintentionally result in a disproportionate impact on a protected group or person that:
     - Excludes an individual from participation in.
     - Denies the individual benefits of; or
     - Otherwise adversely affects a term or condition of an individual's participation in a University program or activity.

DISCRIMINATORY HARASSMENT

- Unwelcome conduct on the basis of actual or perceived protected characteristic(s), that
- based on the totality of the circumstances,
- is subjectively and objectively offensive, and
- is so severe or pervasive,
- that it limits or denies a person's ability to participate in or benefit from the University's education program or activity.

SEX-BASED HARASSMENT (APPLICABLE UNDER TITLE IX, TITLE VII, AND THE FAIR HOUSING ACT)

Sex-based Harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex,[4] including sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, sexual assault, dating violence, domestic violence, and stalking.

1) **Quid pro quo:**
   - an employee, agent, or other person authorized by the University,
   - to provide an aid, benefit, or service under the University's education program or activity,
   - explicitly or impliedly conditioning the provision of such aid, benefit, or service,
   - on a person's participation in unwelcome sexual conduct.

2) **Hostile Environment Harassment:**
   - unwelcome sex-based conduct, that
   - based on the totality of the circumstances,
   - is subjectively and objectively offensive, and
   - is so severe or pervasive,
   - that it limits or denies a person's ability to participate in or benefit from the University's education program or activity

The University of Hartford reserves the right to address offensive conduct and/or harassment that (1) does not rise to the level of creating a hostile environment, or (2) that is of a generic nature and not based on a protected characteristic. Addressing such conduct will not result in the imposition of discipline under University Policy, but may be addressed through respectful conversation, remedial actions, education, effective Alternative Resolution, and/or other Informal Resolution mechanisms.

For assistance with Alternative Resolution and other Informal Resolution techniques and approaches, contact the AVP Equity & Opportunity/Title IX Compliance/Deputy or designee.

3) **Sexual Assault:**
   Any sexual act, including Rape, Sodomy, Sexual Assault with an Object, or Fondling directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent; also, unlawful sexual intercourse.

   a. **Rape:**
      - Penetration,
      - without the consent of the Complainant,
      - including instances where the Complainant is incapable of giving consent
        - because of their age or
        - because of their temporary or permanent mental or physical incapacity.

   b. Sodomy
      - Oral or anal penetration
      - of the Complainant by the Respondent
      - without the consent of the Complainant,
      - including instances where the Complainant is incapable of giving consent
        - because of their age or
        - because of their temporary or permanent mental or physical incapacity

   c. Sexual Assault with an Object
      - Respondent's use of an object or instrument
      - to unlawfully penetrate, however slightly, the genital or anal opening
      - of the body of the Complainant,
      - without the consent of the Complainant,
      - including instances where the Complainant is incapable of giving consent
        - because of their age or
        - because of their temporary or permanent mental or physical incapacity.

[4] Throughout this Policy, "on the basis of sex" means conduct that is sexual in nature, or that is directed to the Complainant because of his/her/their actual or perceived sex or gender identity.

d. **Fondling:**
- The touching of the private body parts (breasts, buttocks, groin) of the Complainant by the Respondent
- or causing the Complainant to touch the Respondent's private body parts
- intentionally for a sexual purpose
- without the consent of the Complainant, including instances where the Complainant is incapable of giving consent
  - because of their age or
  - because of their temporary or permanent mental incapacity or physical incapacity.

e. **Incest**:
- Nonforcible sexual intercourse between persons who are related to each other
- within the degrees wherein marriage is prohibited by Connecticut state law.

f. **Statutory Rape**:
- Nonforcible sexual intercourse with a person who is under the statutory age of consent of the state of Connecticut.

4) **Dating Violence:**
- Violence[5] committed by a Respondent,
- who is in or has been in a social relationship of a romantic or intimate nature with the Complainant; **and**
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - length of the relationship
  - type of relationship
  - frequency of the interaction between the Parties involved in the relationship.

5) Domestic Violence:
- Felony or misdemeanor crimes committed by a person who:
  - is a current or former spouse or intimate partner of the Complainant under the family or domestic violence laws of the state of Connecticut or a person similarly situated to a spouse of the Complainant.
  - is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner.
  - shares a child in common with the Complainant; **or**
  - commits acts against a youth or adult Complainant who is protected from those acts under the family or domestic violence laws of the state of Connecticut.

6) Stalking:
- engaging in a course of conduct[6] on the basis of sex, that is,
- directed at a specific person that would cause a reasonable person[7] to:
  - fear for the person's safety, or
  - the safety of others; or
  - suffer substantial emotional distress.[8]

Sanction Ranges

- The range of sanctions for sex discrimination is a warning through expulsion or termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Quid Pro Quo harassment is warning through expulsion/termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Hostile Environment harassment is warning through expulsion/termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Rape is suspension through expulsion/termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Sexual Assault with an Object is suspension through expulsion/termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Sodomy is suspension through expulsion/termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.

[5] For purposes of this Policy, violence is defined as intentionally or recklessly causing the Complainant physical, emotional, or psychological harm. Legitimate use of violence for self-defense is not chargeable under this Policy because the purpose is safety, not harm. Consensual use of violence, such as in kink relationships, would also not meet this definition, in most circumstances.

[6] For purposes of this definition, "A 'course of conduct' requires that there be more than one incident and the conduct must be directed at a specific person. Stalking can occur in person or using technology, and the duration, frequency, and intensity of the conduct should be considered. Stalking tactics can include, but are not limited to watching, following, using tracking devices, monitoring online activity, unwanted contact, property invasion or damage, hacking accounts, threats, violence, sabotage, and attacks. Merely annoying conduct, even if repeated, is a nuisance, but is not typically chargeable as stalking.

[7] Reasonable person is an objective standard meaning a person in the Complainant's shoes (having similar characteristics/demographics to the Complainant).

[8] In the context of stalking, a Complainant is not required to obtain medical or other professional treatment and counseling is not required to show substantial emotional distress.

- The range of sanctions for Fondling is warning through suspension (termination for employees). Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Incest is warning through probation. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Statutory Rape is warning through suspension (termination for employees). Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Stalking is probation through expulsion/termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Dating/Domestic Violence is probation through expulsion/termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Sexual Exploitation is warning through expulsion/termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.
- The range of sanctions for Retaliation is warning through expulsion/termination. Sanctions can be assigned outside this range based on aggravating or mitigating circumstances, or the cumulative conduct record of the Respondent.

University Employees: Terminations are broadly classified into four categories: dismissals, involuntary terminations, voluntary terminations and expiration of a contractual appointment. Every non-contractual employee has the right to terminate his/her employment at will, i.e., voluntarily. Conversely, the University reserves the discretionary right to terminate an employee's service at its will, i.e., involuntarily

Dismissal

a. Dismissal is defined as involuntary termination associated with an employee's conduct, job performance, fitness for the work or ability. It is differentiated from an involuntary termination for reasons which are not employee associated, such as reductions in staff, expiration of contractual appointment, organizational consolidation or the exercising of employment at will. Dismissal implies failure or inability on the part of the employee to correctly respond to the requirements of the job or the needs or policies of the University. This failure may be willful or it may be through no fault of the employee.

b. Ordinarily there are no instant dismissals. This is for the University's protection as well as the employee's. An employee may be immediately removed from the premises when the situation dictates, or when it is impossible to continue the employee in his/her normal duties. An employee may be suspended from duty (with or without pay) to allow orderly review and consideration of the dismissal. The final act of termination generally follows the completion of this review process. Some examples that would warrant immediate suspension and/or dismissal are gross insubordination, moral turpitude, theft, possession of illegal drugs, threats against the enterprise, physical violence or the threat of physical violence and fraud including, but not limited to, padding claims and expense accounts. This list of offenses is not all inclusive. Management retains the right to decide the level of discipline which is appropriate based upon relevant facts and circumstances.

c. HRD, the Internal Auditor, Public Safety and/or internal or external resources may be requested to assist in the investigation of any serious case of employee misconduct.

d. All dismissals must be approved by the Executive Director of HRD or designee.

e. Under Connecticut State Law, an employee dismissed from his/her employment is entitled to all pay due before the end of one business day following dismissal. (See also **4.02, 7. Pay Procedures**)

University Faculty: refer to Faculty Policy Manual: 9. Termination of Appointment/9.1 Termination of Non-tenure Appointments & 9.2 Termination of Tenure Appointments.

9. **TERMINATION** OF APPOINTMENT

9.1 Termination of Non-tenure Appointments

All appointments for faculty members not on tenure, Extended Temporary, or Clinical Applied Contracts shall be for a one-year period, unless otherwise noted in the appointment contract, and shall be automatically terminated at their expiration date, according to Section 4.6, unless renewed in writing by the University.

For ETC holders who have not been through the tenure-like review (Section 5), notification is included in the language of the contract offered the faculty member. It is not necessary to provide any further written confirmation of termination beyond the signed contract (see also Section 4.5.3).

9.2 Termination of Tenure Appointments

Tenure appointments may be terminated in any of the following ways:

1) by the faculty member through voluntary resignation, to take effect at the end of any year of service, or at such time as may be mutually agreed upon;
2) through retirement, as outlined in Section 11.0;
3) by the Board of Regents under extraordinary circumstances because of financial exigencies (in such cases seniority will be considered);
4) by mutual agreement in cases not covered in 1), 2), or 3) above;
5) by dismissal for adequate cause;
6) through long-term disability, after a two-year period that starts on July1 subsequent to the date of the processing by the University's office of Human Resources Development, of the Personnel Action Form (PAF) changing the faculty member's status to "leave of absence due to disability." The faculty member will be notified by the dean's office of the date of the processing of the PAF.

Sexual Misconduct

7) **Sexual Exploitation:**
   - an individual taking non-consensual or abusive sexual advantage of another, that does not constitute Sex-based Harassment as defined above.

- for their own benefit or for the benefit of anyone other than the person being exploited.

Examples of Sexual Exploitation include, but are not limited to:

- Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
- Invasion of sexual privacy (e.g., doxxing)
- Knowingly making an unwelcome disclosure of (or threatening to disclose) an individual's sexual orientation, gender identity, or gender expression
- Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity; or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent), including the making or posting of non-consensual pornography
- Prostituting another person
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually transmitted disease (STD) or infection (STI), without informing the other person of the virus, disease, or infection
- Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
- Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections (e.g., spoofing)
- Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
- Knowingly soliciting a minor for sexual activity
- Engaging in sex trafficking
- Knowingly creating, possessing, or disseminating child sexual abuse images or recordings
- Creating or disseminating synthetic media, including images, videos, or audio representations of individuals doing or saying sexually related things that never happened, or placing identifiable real people in fictitious pornographic or nude situations without their consent (i.e., Deepfakes)
- Creating or disseminating images or videos of child sexual abuse material

OTHER PROHIBITED CONDUCT:

1) **Bullying:**
   - repeated and/or severe aggressive behavior
   - that is likely to intimidate or intentionally hurt, control, or physically or mentally diminish the Complainant.

2) **Endangerment:**
   - threatening or causing physical harm;
   - extreme verbal, emotional, or psychological abuse; or
   - other conduct which threatens or endangers the health or safety of any person or damages their property.

3) **Hazing:**
   - any act or action,
   - which does or is likely to endanger the mental or physical health or safety of any individual,
   - as it relates to an individual's initiation, admission into, or affiliation with any University group or organization.

   For the purposes of this definition:
   - It is not necessary that a person's initiation or continued membership is contingent upon participation in the activity, or that the activity was sanctioned or approved by the Student Group or Student Organization, for an allegation of hazing to be upheld.
   - It shall not constitute an excuse or defense to a hazing allegation that the participants took part voluntarily, gave consent to the conduct, voluntarily assumed the risks or hardship of the activity, or that no injury was suffered or sustained.
   - The actions of alumni, active, new, and/or prospective members of a Student Group or Student Organization may be considered hazing.
   - Hazing is not confined to the Student Group or Student Organization with which the individual subjected to the hazing is associated.

4) **Retaliation:**
   - Adverse action, including intimidation, threats, coercion, or discrimination,
   - against any person,
   - by the University, a student, employee, or a person authorized by the University to provide aid, benefit, or service under the University's education program or activity,
   - for the purpose of interfering with any right or privilege secured by law or Policy, or
   - because the person has engaged in protected activity, including reporting information, making a Complaint, testifying, assisting, or participating or refusing to participate in any manner in an investigation or Resolution Process under the Equal Opportunity,

Harassment, and Nondiscrimination Procedures, including an Informal Resolution process, or in any other appropriate steps taken by the University to promptly and effectively end any sex discrimination in its education program or activity, prevent its recurrence, and remedy its effects.

The exercise of rights protected under the First Amendment does not constitute retaliation. It is also not retaliation for the University to pursue Policy violations against those who make materially false statements in bad faith in the course of a resolution under the Equal Opportunity, Harassment, and Nondiscrimination Policy. However, the determination of responsibility, by itself, is not sufficient to conclude that any party has made a materially false statement in bad faith.

5) **Unauthorized Disclosure:**[9]
   - Distributing or otherwise publicizing materials created or produced during an investigation or Resolution Process except as required by law or as expressly permitted by the University or
   - publicly disclosing a party's personally identifiable information without authorization or consent.

6) **Failure to Comply/Process Interference**
   - Intentional failure to comply with the reasonable directives of the AVP Equity & Opportunity/Title IX Compliance/Deputy/or designee in the performance of their official duties, including with the terms of a no contact order
   - Intentional failure to comply with emergency removal or interim suspension terms
   - Intentional failure to comply with sanctions
   - Intentional failure to adhere to the terms of an agreement achieved through informal resolution
   - Intentional failure to comply with mandated reporting duties as defined in this Policy
   - Intentional interference with the Title IX resolution process, including but not limited to:
     - Destruction of or concealing of evidence
     - Actual or attempted solicitation of knowingly false testimony or providing false testimony or evidence
     - Intimidating or bribing a witness or party

Sanctions for the above-listed Civil Rights Offenses range from warning through expulsion/termination.

CONSENT, FORCE, AND INCAPACITATION

As used in this Policy, the following definitions and understandings apply:

1) Consent

Consent is defined as:

- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.[10]

Individuals may perceive and experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Consent is evaluated from the perspective of what a reasonable person would conclude are mutually understandable words or actions. Reasonable reciprocation can establish consent. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to be kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, sexual activity should cease within a reasonably immediate time.

Silence or the absence of resistance alone should not be interpreted as consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Consent to some sexual contact (such as kissing or fondling) cannot be assumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent. If an individual expresses conditions on

[9] Nothing in this section restricts the ability of the Parties to: obtain and present evidence, including by speaking to witnesses (as long as it does not constitute retaliation under this Policy), consult with their family members, confidential resources, or Advisors; or otherwise prepare for or participate in the Resolution Process.

[10] The state definition of consent is active, clear and voluntary agreement by a person to engage in sexual activity with another person, which is applicable to criminal prosecutions for sex offenses in Connecticut but may differ from the definition used by the University to address Policy violations.

their willingness to consent (e.g., use of a condom) or limitations on the scope of their consent, those conditions and limitations must be respected. If a sexual partner shares the clear expectation for the use of a condom, or to avoid internal ejaculation, and those expectations are not honored, the failure to use a condom, removing a condom, or internal ejaculation can be considered acts of sexual assault.

Proof of consent or non-consent is not a burden placed on either party involved in a Complaint. Instead, the burden remains on the University to determine whether its Policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged misconduct occurred and any similar and previous patterns that may be evidenced.

Going beyond the boundaries of consent is prohibited. Thus, unless a sexual partner has consented to slapping, hitting, hair pulling, strangulation, or other physical roughness during otherwise consensual sex, those acts may constitute dating violence or sexual assault.[11]

2) **Force**
Force is the use of physical violence and/or physical imposition to gain sexual access. Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Force is conduct that, if sufficiently severe, can negate consent.

Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., "Have sex with me or I'll hit you," which elicits the response, "Okay, don't hit me. I'll do what you want.").

Coercion is unreasonable pressure for sexual activity. Coercive conduct, if sufficiently severe, can render a person's consent ineffective, because it is not voluntary. When someone makes clear that they do not want to engage in sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. Coercion is evaluated based on the frequency, intensity, isolation, and duration of the pressure involved.

3) **Incapacitation**
Incapacitation is a state where a person is incapable of giving consent. An incapacitated person cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the "who, what, when, where, why, and how" of their sexual interaction). A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including because of alcohol or other drug consumption.

This Policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating substances.

Incapacitation is determined through consideration of all relevant indicators of a person's state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

If the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated, the Respondent is not in violation of this Policy. "Should have known" is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment.

STANDARD OF PROOF

The University of Hartford uses the **preponderance of the evidence standard** of proof when determining whether a Policy violation occurred. This means that the University will decide whether it is more likely than not, based upon the available information at the time of the decision, that the Respondent is in violation of the alleged Policy violation(s).

REPORTS/COMPLAINTS OF DISCRIMINATION, HARASSMENT, AND/OR RETALIATION

A Report provides notice to the University of an allegation or concern about discrimination, harassment, or retaliation and provides an opportunity for the AVP Equity & Opportunity/Title IX Compliance to provide information, resources, and supportive measures. A Complaint provides notice to the University that the Complainant would like to initiate an investigation or other appropriate resolution procedures. A Complainant or individual may initially make a report and may decide at a later time to make a Complaint. Reports or Complaints of discrimination, harassment, and/or retaliation may be made using any of the following options:

1) File a Complaint with, or give verbal Notice directly to, the AVP Equity & Opportunity/Title IX Compliance/Deputy or designee. Such a Complaint may be made at any time (including during non-business hours) by using the telephone number, email address, or by mail to the office of the AVP Equity & Opportunity/Title IX Compliance/deputy/or designee listed in this Policy.

[11] Consent in relationships must also be considered in context. When Parties consent to BDSM (bondage, discipline, sadism, masochism) or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying "no" may be part of the kink and thus consensual.

2) Submit online Notice at: https://cm.maxient.com/reportingform.php?UnivofHartford&layout_id=4
Anonymous Notice is accepted, but the Notice may give rise to a need to try to determine the Parties' identities. Anonymous Notice typically limits the University's ability to investigate, respond, and provide remedies, depending on what information is shared. Measures intended to protect the community or redress or mitigate harm may be enacted. It also may not be possible to provide supportive measures to Complainants who are the subject of anonymous Notice.

Reporting carries no obligation to initiate a Complaint, and in most situations, the University is able to respect a Complainant's request to not initiate a resolution process. However, there may be circumstances, such as pattern behavior, allegations of severe misconduct, or a compelling threat to health and/or safety, where the University may need to initiate a resolution process. If a Complainant does not wish to file a Complaint, the University will maintain the privacy of information to the extent possible. The Complainant should not fear a loss of confidentiality by giving Notice that allows the University to discuss and/or provide supportive measures, in most circumstances.

3) Other ways to report on campus: Whistle Blower Hotline: 844-256-3946 or www.hartford.ethicspoint.com

TIME LIMITS ON REPORTING

There is no time limitation on providing Notice/Complaints to the AVP Equity & Opportunity/Title IX Compliance/deputy/or designee. However, if the Respondent is no longer subject to the University's jurisdiction and/or significant time has passed, the ability to investigate, respond, and/or provide remedies may be more limited or impossible.

Acting on Notice/Complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of Policy) is at the AVP Equity & Opportunity/Title IX Compliance or their designee's discretion; they may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

FALSE ALLEGATIONS AND EVIDENCE

Deliberately false and/or malicious accusations under this Policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a determination of a Policy violation.

Additionally, witnesses and Parties who knowingly provide false evidence, tamper with or destroy evidence, or deliberately mislead an official conducting an investigation or resolution process can be subject to discipline under appropriate University policies.

CONFIDENTIALITY/PRIVACY

The University of Hartford makes every effort to preserve the Parties' privacy.

Unauthorized Disclosure of Information

Parties and Advisors are prohibited from unauthorized disclosure of information obtained by the University through the Resolution Process, to the extent that information is the work product of the University (meaning it has been produced, compiled, or written by the University for purposes of its investigation and resolution of a Complaint). It is also a violation of the University Policy to publicly disclose work product or a party's personally identifiable information without authorization or consent. Violation of this Policy is subject to significant sanctions.

EMERGENCY REMOVAL/INTERIM ACTIONS/LEAVES

Students:
The University can act to remove a student Respondent accused of Sex Discrimination or Sex-based Harassment from its education program or activities, partially or entirely, on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator and may be done in conjunction with the Threat Assessment Management Team (TAMT) using its standard objective violence risk assessment procedures. Employees are subject to existing procedures for interim actions and leaves.

Employees:
Ordinarily there are no instant dismissals. This is for the University's protection as well as the employee's. An employee may be immediately removed from the premises when the situation dictates, or when it is impossible to continue the employee in his/her normal duties. An employee may be suspended from duty (with or without pay) to allow orderly review and consideration of the dismissal. The final act of termination generally follows the completion of this review process. Management retains the right to decide the level of discipline which is appropriate based upon relevant facts and circumstances.

Faculty:
When reason arises to question the fitness of a faculty member who has tenure or whose term appointment has not expired, the appropriate administrative officers should ordinarily discuss the matter with the individual in a personal conference. The matter may be terminated by mutual consent at this point, but if an adjustment does not result, the committee on promotion, tenure, reappointment, and academic freedom of the member's school or college shall informally inquire into the situation, shall affect an adjustment if possible, and, if none is affected, shall determine whether in its view formal proceedings to consider dismissal should be instituted

FEDERAL TIMELY WARNING OBLIGATIONS

The University must issue timely warnings for reported incidents that pose a serious or continuing threat of bodily harm or danger to members of the University community.

The University will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

AMNESTY

The University of Hartford community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to give Notice to University officials or participate in resolution processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the University community that Complainants choose to give Notice of misconduct to university officials, that witnesses come forward to share what they know, and that all Parties be forthcoming during the process.

To encourage reporting and participation in the process, the University maintains a Policy of offering Parties and witnesses amnesty from minor policy violations, such as underage alcohol consumption or the use of illicit drugs, related to the incident. Granting amnesty is a discretionary decision made by the University, and amnesty does not apply to more serious allegations, such as physical abuse of another or illicit drug distribution.

STUDENTS

The University of Hartford maintains an amnesty policy for students who offer help to others in need. Student Handbook

EMPLOYEES

Sometimes, employees are hesitant to report discrimination, harassment, or retaliation they have experienced for fear of getting in trouble themselves. The University may, at its discretion, offer employee Complainants amnesty from such policy violations (typically more minor policy violations) related to the incident. Amnesty may also be granted to Respondents and witnesses on a case-by-case basis.

PRESERVATION OF EVIDENCE

The preservation of evidence is critical to potential criminal prosecution and to obtaining restraining/protective orders, and it is particularly time sensitive. The University will inform the Complainant of the importance of preserving evidence by taking actions such as the following:

Sexual Assault

- Seek forensic medical assistance at the nearest hospital, ideally within 120 hours of the incident (sooner is better).
- Avoid urinating, showering, bathing, washing hands or face, or douching, if possible, but evidence may still be collected even if you do.
- If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing teeth.
- If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence) or a secure evidence container (if provided one by law enforcement).
  Seeking medical treatment can be essential, even if it is not for the purposes of collecting forensic evidence.

Stalking/Dating Violence/Domestic Violence/Sex-Based Harassment

- Evidence in the form of text and voice messages will be lost in most cases if the Complainant changes their phone number.
  - Make a secondary recording of any voice messages and/or save the audio files to a cloud server.
  - Take screenshots and/or a video recording of any text messages or other electronic messages (e.g., Instagram, Snapchat, Facebook).
- Save copies of email and social media correspondence, including notifications related to account access alerts.
- Take timestamped photographs of any physical evidence, including notes, gifts, etc., in place when possible.
- Save copies of any messages, including those showing any request for no further contact.
- Obtain copies of call logs showing the specific phone number being used rather than a saved contact name if possible.

During the initial meeting between the Complainant and the AVP Equity & Opportunity/Title IX Compliance/deputy/or designee, the importance of taking these actions will be discussed, if timely.

FEDERAL STATISTICAL REPORTING OBLIGATIONS

Certain institutional officials (those deemed Campus Security Authorities) have a duty to report the following for federal statistical reporting purposes (Clery Act):

1) All "primary crimes," which include criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson
2) Hate crimes, which include any bias-motivated primary crime as well as any bias-motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property
3) Violence Against Women Act (VAWA-based crimes), which include sexual assault, domestic violence, dating violence, and stalking[12]
4) Arrests and referrals for disciplinary action for weapons law violations, liquor law violations, and drug law violations

All personally identifiable information is kept private, but statistical information regarding the type of incident and its general location (on- or off-campus or in the surrounding area, but no addresses are given) must be shared with Clery Coordinator for publication in the Annual Security Report and daily campus crime log. Campus Security Authorities include student affairs/student conduct staff, campus law enforcement/public safety/security, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

INDEPENDENCE AND CONFLICTS OF INTEREST

The AVP Equity & Opportunity/Title IX Compliance manages any deputies or designees of the policy and acts with independence and authority, free from bias and conflicts of interest. The AVP Equity & Opportunity/Title IX Compliance oversees all resolutions under this Policy and these procedures.

The members of the Resolution Pool are vetted and trained to ensure they are not biased for or against any party in a specific Complaint, or for or against Complainants and/or Respondents, generally.

REVISION OF THIS POLICY

This Policy succeeds previous policies addressing discrimination, harassment, sexual misconduct, and/or retaliation, though previous policies and procedures remain in force for incidents occurring before August 1, 2024. The AVP Equity & Opportunity/Title IX Compliance reviews and updates these policies and procedures regularly. **The University reserves the right to make changes to this policy as necessary, and once those changes are posted online, they are in effect.**

If government laws or regulations change or court decisions alter the requirements in a way that impacts this document, this document will be construed to comply with the most recent government laws, regulations, or court holdings.

This document does not create legally enforceable protections beyond the protections of the background state and federal laws that frame such policies and codes, generally.

This Policy is effective August 1, 2024.

RESOLUTION PROCESS FOR ALLEGED VIOLATIONS OF POLICY ON EQUAL OPPORTUNITY, HARASSMENT, AND NONDISCRIMINATION

(Hereinafter the "Resolution Process")

OVERVIEW

The University will act on any Notice, Complaint, or Knowledge of a potential violation of the Equal Opportunity, Harassment, and Nondiscrimination Policy ("the Policy") that is received by the AVP Equity & Opportunity/Title IX Compliance or any other Mandated Reporter by applying the Resolution Process below.

The procedures below apply to all allegations of discrimination on the basis of an actual or perceived protected characteristic, harassment, retaliation, or Other Prohibited Conduct as involving students, staff, administrators, faculty members, or third parties. Unionized/other categorized employees are subject to the terms of their agreements/employees' rights to the extent those agreements do not conflict with federal or state compliance obligations.

[12] VAWA is the Violence Against Women Act, enacted in 1994 and codified in part at 42 U.S.C. sections 13701 through 14040.

NOTICE/COMPLAINT

Upon receipt of Notice, a Complaint, or Knowledge of an alleged Policy violation, the AVP Equity & Opportunity/Title IX Compliance will initiate a prompt initial evaluation to determine the University's next steps. The AVP Equity & Opportunity/Title IX Compliance or their designee will contact the Complainant/source of the Notice to offer supportive measures, provide information regarding resolution options, and determine how they wish to proceed.

COLLATERAL MISCONDUCT

Collateral misconduct is defined to include potential violations of other University policies not incorporated into the Policy on Equal Opportunity, Harassment, and Nondiscrimination that occur in conjunction with alleged violations of the Policy, or that arise through the course of the investigation, for which it makes sense to provide one resolution for all charges. Thus, the collateral allegations may be charged along with potential violations of the Policy, to be resolved jointly under these Procedures. In such circumstances, the AVP Equity & Opportunity/Title IX Compliance may consult with University officials who typically oversee such conduct (e.g., human resources, student conduct, academic affairs) to solicit their input as needed on what charges should be filed, but the exercise of collateral charges under these procedures is within the discretion of AVP Equity & Opportunity/Title IX Compliance. All other allegations of misconduct unrelated to incidents covered by the Policy will typically be addressed separately through procedures described in the student, faculty, and staff handbooks.

INITIAL EVALUATION

The AVP Equity & Opportunity/Title IX Compliance conducts an initial evaluation typically within seven (7) business days of receiving Notice/Complaint/Knowledge of alleged misconduct.[13] The initial evaluation typically includes:

- Assessing whether the reported conduct may reasonably constitute a violation of the Policy.
    - If the conduct may not reasonably constitute a violation of the Policy, the matter is typically dismissed from this process, consistent with the dismissal provision in these procedures. It may then be referred to another process, if applicable.
- Determining whether the University has jurisdiction over the reported conduct, as defined in the Policy.
    - If the conduct is not within university jurisdiction, the matter is typically dismissed from this process, consistent with the dismissal provision in these procedures. If applicable, the conduct will be referred to the appropriate University office for resolution.
- Offering and coordinating supportive measures for the Complainant.
- Offering and coordinating supportive measures for the Respondent, as applicable.
- Notifying the Complainant, or the person who reported the allegation(s), of the resolution processes, including a supportive and remedial response, an Informal Resolution option, or the Resolution Process described below.
- Determining whether the Complainant wishes to make a Complaint.
- Notifying the Respondent of the resolution processes, including a supportive and remedial response, an Informal Resolution option, or the Resolution Process described below, if a Complaint is made.

Helping a Complainant to Understand Options

If the Complainant indicates they wish to initiate a Complaint (in a manner that can reasonably be construed as reflecting intent to make a Complaint), the AVP Equity & Opportunity/Title IX Compliance/deputy/or designee will help to facilitate the Complaint, which will include:

- Working with the Complainant to determine whether the Complainant wishes to pursue one of three resolution options:
    - a supportive and remedial response, and/or
    - Informal Resolution, or
    - the Resolution Process described below.

The AVP Equity & Opportunity/Title IX Compliance/deputy/or designee will seek to abide by the wishes of the Complainant but may have to take an alternative approach depending on their analysis of the situation.

If the Complainant elects for the Resolution Process below, and the AVP Equity & Opportunity/Title IX Compliance or their designee has determined the Policy applies and that the University has jurisdiction, they will route the matter to the appropriate Resolution Process, will provide the Parties with a Notice of Investigation and Allegation(s), and will initiate an investigation consistent with these Procedures.

If any Party indicates (either verbally or in writing) that they want to pursue an Informal Resolution option, the AVP Equity & Opportunity/Title IX Compliance or their designee will assess whether the matter is suitable for Informal Resolution and refer the matter, accordingly.

If the Complainant indicates (either verbally or in writing) that they do not want any action taken, no Resolution Process will be initiated (unless deemed necessary by the AVP Equity & Opportunity/Title IX Compliance or their0020designee), though the Complainant can elect to initiate one later, if desired.

Administrator Authority to Initiate a Complaint

[13] If circumstances require, the President will designate another person to oversee the Resolution Process should an allegation be made about the AVP Equity & Opportunity/Title IX Compliance or the AVP Equity & Opportunity/Title IX Compliance be otherwise unavailable, unable to fulfill their duties, or have a conflict of interest.

If the Complainant does not wish to file a Complaint, the AVP Equity & Opportunity/Title IX Compliance who has ultimate discretion as to whether a Complaint is initiated, will offer supportive measures and determine whether to initiate a Complaint themselves. To make this determination, the AVP Equity & Opportunity/Title IX Compliance will evaluate that request to determine if there is a serious and imminent threat to someone's safety or if the University cannot ensure equal access without initiating a Complaint. The AVP Equity & Opportunity/Title IX Compliance will consider the following non-exhaustive factors to determine whether to file a Complaint:

- The Complainant's request not to proceed with initiation of a Complaint.
- The Complainant's reasonable safety concerns regarding initiation of a Complaint.
- The risk that additional acts of discrimination would occur if a Complaint is not initiated.
- The severity of the alleged discrimination, including whether the discrimination, if established, would require the removal of a Respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence.
- The age and relationship of the Parties, including whether the Respondent is a University employee.
- The scope of the alleged discrimination, including information suggesting a pattern, ongoing discrimination, or discrimination alleged to have impacted multiple individuals.
- The availability of evidence to assist a Decision-maker in determining whether discrimination occurred.
- Whether the University could end the alleged discrimination and prevent its recurrence without initiating its resolution process.

If deemed necessary, the AVP Equity & Opportunity/Title IX Compliance may consult with appropriate University employees, and/or conduct a violence risk assessment to aid their determination whether to initiate a Complaint.

When the AVP Equity & Opportunity/Title IX Compliance initiates a Complaint, they do not become the Complainant. The Complainant is the person who experienced the alleged conduct that could constitute a violation of this Policy.

DISMISSAL

The University **may** dismiss a Complaint if, at any time during the investigation or Resolution Process, one or more of the following grounds are met:

1) The University is unable to identify the Respondent after taking reasonable steps to do so.
2) The University no longer enrolls or employs the Respondent.
3) A Complainant voluntarily withdraws any or all of the allegations in the Complaint, and the AVP Equity & Opportunity/Title IX Compliance declines to initiate a Complaint.
4) The University determines the conduct alleged in the Complaint would not constitute a Policy violation, if proven.

A Decision-maker can recommend dismissal to the AVP Equity & Opportunity/Title IX Compliance, if they believe the grounds are met. A Complainant who decides to withdraw a Complaint may later request to reinstate or refile it.

Upon any dismissal, the University will promptly send the Complainant written notification of the dismissal and the rationale for doing so. If the dismissal occurs after the Respondent has been made aware of the allegations, the University will also notify the Respondent of the dismissal.

This dismissal decision is appealable by any party.

APPEAL OF DISMISSAL

The Complainant may appeal a dismissal of their Complaint. The Respondent may also appeal the dismissal of the Complaint if dismissal occurs after the Respondent has been made aware of the allegations. All dismissal appeal requests must be filed within three (3) business days of the notification of the dismissal.

The AVP Equity & Opportunity/Title IX Compliance will notify the Parties of any appeal of the dismissal. If, however, the Complainant appeals, but the Respondent was not notified of the Complaint, the AVP Equity & Opportunity/Title IX Compliance must then provide the Respondent with a NOIA and will notify the Respondent of the Complainant's appeal with an opportunity to respond.

Throughout the dismissal appeal process, the University will:

- Implement dismissal appeal procedures equally for the Parties,
- Assign a trained Dismissal Appeal Officer who did not take part in an investigation of the allegations or dismissal of the Complaint,
- Provide the Parties a reasonable and equal opportunity to make a statement in support of, or challenging, the dismissal; and
- Notify the Parties of the result of the appeal and the rationale for the result.

The grounds for dismissal appeals are limited to:

1) Procedural irregularity that would change the outcome;
2) New evidence that would change the outcome and that was not reasonably available when the dismissal was decided; or
3) The AVP Equity & Opportunity/Title IX Compliance, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that would change the outcome.

Upon receipt of a dismissal appeal in writing from one or more Parties, the AVP Equity & Opportunity/Title IX Compliance will share the petition with the other party and provide three (3) business days for other Parties to respond to the request. The appeal should specify at least one of the grounds above and provide any reasons or supporting evidence for why the ground is met. This appeal will be provided in writing to the other Parties, and the AVP Equity & Opportunity/Title IX Compliance, who will be invited to respond in writing. At the conclusion of the response period, the AVP Equity & Opportunity/Title IX Compliance will forward the appeal, as well as any response provided by the other Parties to the Dismissal Appeal Officer for consideration.

If the Request for Appeal does not provide information that meets the grounds in this Policy, the request will be denied by the Dismissal Appeal Officer, and the Parties, their Advisors, and the AVP Equity & Opportunity/Title IX Compliance will be notified in writing of the denial and the rationale.

If any of the asserted grounds in the appeal satisfy the grounds described in this Policy, then the Dismissal Appeal Officer will notify all Parties and their Advisors, and the AVP Equity & Opportunity/Title IX Compliance, of their decision and rationale in writing. The effect will be to reinstate the Complaint.

In most cases, appeals are confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The Dismissal Appeal Officer has seven (7) business days to review and decide on the appeal, though extensions can be granted at the discretion of the AVP Equity & Opportunity/Title IX Compliance, and the Parties will be notified of any extension.

Appeal decisions are deferential to the original determination, making changes only if there is a compelling justification to do so.

The Dismissal Appeal Officer may consult with the AVP Equity & Opportunity/Title IX Compliance and/or legal counsel on questions of procedure or rationale for clarification, if needed. The AVP Equity & Opportunity/Title IX Compliance will maintain documentation of all such consultation.

EMERGENCY REMOVAL/INTERIM SUSPENSION OF A STUDENT

The University may emergency remove a student accused of Sex Discrimination or Sex-based Harassment upon receipt of Notice/Knowledge, a Complaint, or at any time during the resolution process. Prior to an emergency removal, University will conduct an individualized risk assessment and may remove the student if that assessment determines that an imminent and serious threat to the health or safety of a Complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies such action. Students accused of other forms of discrimination (not sex) are subject to interim suspension, which can be imposed for safety reasons.

If at any point following the receipt of a report of Prohibited Conduct, the University determines that the Respondent (this may include a student or employee) poses an immediate threat to the physical health or safety of the Complainant or any other person(s), including the Respondent, the University may temporarily remove the Respondent from any or all its programs or activities. The imposition of an Emergency Removal does not suggest a finding of responsibility for any Prohibited Conduct.

Before imposing an Emergency Removal, the Threat Assessment Management Team may undertake an individualized safety and risk analysis concerning Respondent at the request of the AVP Equity & Opportunity/Title IX Compliance or their designee. The Threat Assessment Management Team is a multi-disciplinary team of faculty and staff dedicated to proactive, coordinated and planned identification, prevention, assessment, management, and reduction of interpersonal and behavioral threats to the safety of students and the campus community.

An Emergency Removal will be imposed only if the Threat Assessment Management Team concludes that there is a threat to physical health or safety arising from the allegations of Prohibited Conduct that warrants the removal.

PLACING AN EMPLOYEE ON LEAVE

When the Respondent is an employee, or a student employee accused of misconduct in the course of their employment, existing provisions for interim action are typically applicable instead of the above emergency removal process. Please refer to the Employee Manual.

COUNTER-COMPLAINTS

The University is obligated to ensure that the resolution process is not abused for retaliatory purposes. Although the University permits the filing of Counter-Complaints, the AVP Equity & Opportunity/Title IX Compliance or their designee will use an initial evaluation, described above, to assess whether the allegations in the Counter-Complaint are made in good faith. When Counter-Complaints are not made in good faith, they will not be permitted. They will be considered potentially retaliatory and may constitute a violation of the Policy.

Counter-Complaints determined to have been reported in good faith will be processed using the Resolution Process below. At the AVP Equity & Opportunity/Title IX Compliance or designee discretion, investigation of such claims may take place concurrently or after resolution of the underlying initial Complaint.

ADVISORS IN THE RESOLUTION PROCESS

WHO CAN SERVE AS AN ADVISOR?

The Parties may each have an Advisor (friend, mentor, family member, attorney, or any other individual a party chooses) present with them for all

meetings, interviews, and hearings (if applicable) within the Resolution Process, including intake. The Parties may select whomever they wish to serve as their Advisor as long as the Advisor is eligible and available.[14]

The AVP Equity & Opportunity/Title IX Compliance will offer to assign a trained Advisor to any party if the party chooses. If the Parties choose an Advisor from the pool available from the University, the University will have trained the Advisor and familiarized them with the University's Resolution Process.

The University cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not, or cannot afford an attorney, the University is not obligated to provide an attorney to advise that party.

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. Parties are expected to provide the AVP Equity & Opportunity/Title IX Compliance with timely notification if they change Advisors. If a party changes Advisors, consent to share information with the previous Advisor is assumed to be terminated.

The University may permit Parties to have more than one Advisor, or an Advisor and a support person, upon special request to the AVP Equity & Opportunity/Title IX Compliance. The decision to grant this request is at the AVP Equity & Opportunity/Title IX Compliance sole discretion and will be granted equitably to all Parties.

Advisors appointed by the institution cannot be Confidential Employees, and although they will not be asked to disclose details of their interactions with their advisees to institutional officials or Decision-Makers absent an emergency, they are still reminded of their Mandated Reporter responsibilities.

ADVISOR'S ROLE IN THE RESOLUTION PROCESS

Advisors should help the Parties to prepare for each meeting and are expected to advise ethically, with integrity, and in good faith. Advisors may not provide testimony or speak on behalf of their advisee unless given specific permission to do so.

The Parties are expected to ask and respond to questions on their own behalf throughout the Resolution Process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any Resolution Process meeting or interview. For longer or more involved discussions, the Parties and their Advisors should ask for breaks to allow for private consultation.

RECORDS SHARED WITH ADVISORS

Advisors are entitled to the same opportunity as their advisee to access relevant evidence, and/or the same written investigation report that accurately summarizes this evidence.

Advisors are expected to maintain the confidentiality of the records the University shares with them, Section 14 of the Policy addressing Confidentiality. Advisors may not disclose any University work product or evidence the University obtained solely through the Resolution Process for any purpose not explicitly authorized by University.

The University may restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the University's confidentiality expectations.

ADVISOR EXPECTATIONS

The University generally expects an Advisor to adjust their schedule to allow them to attend University meetings/interviews/hearings when planned, but the University may change scheduled meetings/interviews/hearings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay.

The University may also make reasonable provisions to allow an Advisor who cannot be present in person to attend a meeting/interview, hearing by telephone, video conferencing, or other similar technologies.

All Advisors are subject to the same University policies and procedures, whether they are attorneys or not, and whether they are selected by a party or appointed by the University. Advisors are expected to advise their advisees without disrupting proceedings.

ADVISOR POLICY VIOLATIONS

Any Advisor who oversteps their role as defined by the Policy, who shares information or evidence in a manner inconsistent with the Policy, or who refuses to comply with the University's established rules of decorum, will be warned. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting/interview/hearing may be ended, or other appropriate measures implemented, including the University requiring the party to use a different Advisor or providing a different University-appointed Advisor. Subsequently, the AVP Equity & Opportunity/Title IX Compliance will determine how to address the Advisor's non-compliance and future role.

[14] "Available" means the party cannot insist on an Advisor who does not have inclination, time, or availability. Also, the Advisor cannot have institutionally conflicting roles, such as being an administrator who has an active role in the matter, or a supervisor who must monitor and implement sanctions. Additionally, choosing an Advisor who is or may be also a witness in the process creates potential for bias and conflicts of interest. A party who chooses an Advisor who is also a witness or may be a witness can anticipate that issues of potential bias will be explored by the Decision-maker(s).

RESOLUTION OPTION OVERVIEW

This Resolution Process, consisting of Informal Resolution or Administrative Resolution or Hearing Resolution, is the University's chosen approach to addressing all forms of discrimination on the basis of protected characteristics, harassment, and retaliation. The process considers the Parties' preferences but is ultimately determined at the AVP Equity & Opportunity/Title IX Compliance discretion.

Resolution proceedings are confidential. All individuals present at any time during the Resolution Process are expected to maintain the confidentiality of the proceedings in accordance with University Policy.

INFORMAL RESOLUTION

To initiate Informal Resolution, a Complainant or Respondent may make such a request to the AVP Equity & Opportunity/Title IX Compliance at any time prior to a final determination, or the AVP Equity & Opportunity/Title IX Compliance may offer the option to the Parties, in writing. The University will obtain voluntary, written confirmation that all Parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the Parties to participate in Informal Resolution.

Before initiation of an Informal Resolution process, University will provide the Parties with a NOIA that explains:

- The allegations
- The requirements of the Informal Resolution process;
- That, prior to agreeing to a resolution, any party has the right to withdraw from the Informal Resolution process and to initiate or resume the University's Resolution Process;
- That the Parties' agreement to a resolution at the conclusion of the Informal Resolution process will preclude the Parties from initiating or resuming the resolution process arising from the same allegations;
- The potential terms that may be requested or offered in an Informal Resolution agreement, including notification that an Informal Resolution agreement is binding only on the Parties; and
- What information the University will maintain, and whether and how it could disclose such information for use in its Resolution Process.

The University offers four categories of Informal Resolution:

1) **Supportive Resolution**. When the AVP Equity & Opportunity/Title IX Compliance can resolve the matter informally by providing supportive measures (only) designed to remedy the situation.

2) **Educational Conversation**. When the AVP Equity & Opportunity/Title IX Compliance can resolve the matter informally by having a conversation with the Respondent to discuss the Complainant's concerns and institutional expectations or can accompany the Complainant in their desire to confront the conduct.

3) **Accepted Responsibility**. When the Respondent is willing to accept responsibility for violating Policy and is willing to agree to actions that will be enforced similarly to sanctions, and the Complainant(s) and University are agreeable to the resolution terms.

4) **Alternative Resolution**. When the Parties agree to resolve the matter through an alternative resolution mechanism (which could include, but is not limited to, mediation, shuttle negotiation, restorative practices, facilitated dialogue, etc.), as described below.

The individual facilitating an Informal Resolution must be trained and cannot be the Investigator, Decision-maker, or Appeal Decision-maker.

It is not necessary to pursue Informal Resolution first in order to pursue an Administrative **OR** Hearing Resolution Process. Any party participating in Informal Resolution can withdraw from the Informal Resolution Process at any time and initiate or resume the Administrative **OR** Hearing Resolution Process.

The Parties may agree, as a condition of engaging in Informal Resolution, on what statements made or evidence shared during the Informal Resolution process will not be considered in the Administrative Resolution **OR** Hearing Process, should Informal Resolution not be successful, unless agreed to by all Parties.

If an investigation is already underway, the AVP Equity & Opportunity/Title IX Compliance has discretion to determine if an investigation will be paused, if it will be limited, or if it will continue during the Informal Resolution process.

Categories of Informal Resolution

SUPPORTIVE RESOLUTION

The AVP Equity & Opportunity/Title IX Compliance will meet with the Complainant to determine reasonable supportive measures that are designed to restore or preserve the Complainant's access to the University's education program and activity. Such measures can be modified as the Complainant's needs evolve over time or circumstances change. If the Respondent has received the NOIA, the AVP Equity & Opportunity/Title IX Compliance may also provide reasonable supportive measures for the Respondent as deemed appropriate. This option is available when the Complainant does not want to engage the other resolution options, and the AVP Equity & Opportunity/Title IX Compliance does not initiate a Complaint.

EDUCATIONAL CONVERSATION

The Complainant(s) may request that the AVP Equity & Opportunity/Title IX Compliance address their allegations by meeting (with or without the Complainant) with the Respondent(s) to discuss concerning behavior and institutional policies and expectations. Such a conversation is non-disciplinary and non-punitive. Respondent(s) are not required to attend such meetings, nor are they compelled to provide any information if they attend. The conversation will be documented as the Informal Resolution for the matter, if it takes place. In light of this conversation, or the Respondent's decision not to attend, the AVP Equity & Opportunity/Title IX Compliance may also implement remedial actions to ensure that policies and expectations are clear and to minimize the risk of recurrence of any behaviors that may not align with Policy.

ACCEPTED RESPONSIBILITY

The Respondent may accept responsibility for any or all of the alleged Policy violations at any point during the Resolution Process. If the Respondent indicates an intent to accept responsibility for **all** alleged Policy violations, the ongoing process will be paused, and the AVP Equity & Opportunity/Title IX Compliance will determine whether Informal Resolution is an option.

If Informal Resolution is available, the AVP Equity & Opportunity/Title IX Compliance will determine whether all Parties and the University are able to agree on responsibility, restrictions, sanctions, restorative measures, and/or remedies. If so, the AVP Equity & Opportunity/Title IX Compliance implements the accepted finding that the Respondent is in violation of University Policy, implements agreed-upon restrictions and remedies, and determines the appropriate responses in coordination with other appropriate administrator(s), as necessary.

This resolution is not subject to appeal once all Parties indicate their written agreement to all resolution terms. When the Parties cannot agree on all terms of resolution, the Resolution Process will either continue or resume.

When a resolution is reached, the appropriate sanction(s) or responsive actions are promptly implemented to effectively stop the harassment or discrimination, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

ALTERNATIVE RESOLUTION

The institution offers a variety of Alternative Resolution mechanisms to best meet the specific needs of the Parties and the nature of the allegations. Alternative Resolution may involve agreement to pursue individual or community remedies, including targeted or broad-based educational programming or training; supported direct conversation or interaction with the Respondent(s); indirect action by the AVP Equity & Opportunity/Title IX Compliance or other appropriate University officials; and other forms of resolution that can be tailored to the needs of the Parties. Some Alternative Resolution mechanisms will result in an agreed-upon outcome, while others are resolved through dialogue. All Parties must consent to the use of an Alternative Resolution approach, and the Parties may, but are not required to, have direct or indirect contact during an Alternative Resolution process.

The AVP Equity & Opportunity/Title IX Compliance may consider the following factors to assess whether Alternative Resolution is appropriate, or which form of Alternative Resolution may be most successful for the Parties:

- The Parties' amenability to Alternative Resolution
- Likelihood of potential resolution, considering any power dynamics between the Parties
- The nature and severity of the alleged misconduct
- The Parties' motivation to participate
- Civility of the Parties
- Results of a violence risk assessment/ongoing risk analysis
- Respondent's disciplinary history
- Whether an emergency removal or other interim action is needed
- Skill of the Alternative Resolution facilitator with this type of Complaint
- Complaint complexity
- Emotional investment/capability of the Parties
- Rationality of the Parties
- Goals of the Parties
- Adequate resources to invest in Alternative Resolution (e.g., time, staff, etc.)

The AVP Equity & Opportunity/Title IX Compliance has the authority to determine whether Alternative Resolution is available or successful, to facilitate a resolution that is acceptable to all Parties, and/or to accept the Parties' proposed resolution, usually through their Advisors, often including terms of confidentiality, release, and non-disparagement.

Parties do not have the authority to stipulate restrictions or obligations for individuals or groups that are not involved in the Alternative Resolution process. The AVP Equity & Opportunity/Title IX Compliance will determine whether additional individual or community remedies are necessary to meet the institution's compliance obligations in addition to the Alternative Resolution.

The AVP Equity & Opportunity/Title IX Compliance maintains records of any resolution that is reached and will provide notification to the Parties of what information is maintained. Failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions (e.g., dissolution of the Agreement and resumption of the Resolution Process, referral to the conduct process for failure to comply, application of the enforcement terms of the

Agreement, etc.). The results of Complaints resolved by Alternative Resolution are not appealable.

If an Informal Resolution option is not available or selected, the University will initiate or continue an investigation and subsequent Resolution Process to determine whether the Policy has been violated.

ADMINISTRATIVE HEARING RESOLUTION PROCESS (SEE BELOW)

RESOLUTION PROCESS POOL

The Resolution Process relies on a pool of administrators ("the Pool") to carry out the process.[15]

POOL MEMBER ROLES

Members of the Pool are trained annually, and can serve in the following roles, at the discretion of the Executive Director for Equal Opportunity and Title IX Compliance:

- Appropriate intake of and initial guidance pertaining to Complaints
- Advisor to Parties
- Informal Resolution Facilitator
- Perform or assist with initial evaluation
- Investigator
- Hearing Facilitator
- Decision-maker for challenges to emergency removal and supportive measures
- Decision-maker
- Appeal of Dismissal Decision-maker
- Appeal Decision-maker

POOL MEMBER APPOINTMENT

The Executive Director for Equal Opportunity and Title IX Compliance, in consultation with senior administrators as necessary, appoints the Pool, which acts with independence and impartiality. Although members of the Pool are typically trained in a variety of skill sets and can rotate amongst the different roles listed above in different Complaints.

NOTICE OF INVESTIGATION AND ALLEGATIONS (NOIA)

Prior to an investigation, the AVP Equity & Opportunity/Title IX Compliance will provide the Parties with a detailed written NOIA. Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various allegations. For climate/culture investigations that do not have an identifiable Respondent, the NOIA will be sent to the department/office/program head for the area/program being investigated.

The NOIA typically includes:

- A meaningful summary of all allegations
- The identity of the involved Parties (if known)
- The precise misconduct being alleged
- The date and location of the alleged incident(s) (if known)
- The specific policies/offenses implicated
- A description of, link to, or copy of the applicable procedures
- A statement that the Parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence
- The name(s) of the Investigator(s), along with a process to identify to the AVP Equity & Opportunity/Title IX Compliance, in advance of the interview process, any conflict of interest that the Investigator(s) may have
- A statement that the University presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination

[15] External, trained third-party neutral professionals may also be used to serve in Pool roles.

- A statement that determinations of responsibility are made at the conclusion of the process and that the Parties will be given an opportunity during the review and comment period to inspect and review all relevant evidence
- A statement that retaliation is prohibited
- Information about the confidentiality of the process, including that the Parties and their Advisors (if applicable) may not share University work product obtained through the Resolution Process
- A statement that the Parties may have an Advisor of their choice who may accompany them through all steps of the Resolution Process
- A statement informing the Parties that the University's Policy prohibits knowingly making false statements, including knowingly submitting false information during the Resolution Process
- Detail on how a party may request disability accommodations during the Resolution Process
- An instruction to preserve any evidence that is directly related to the allegations

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the Parties as indicated in official University records, or emailed to the Parties' University-issued email or designated accounts. Once mailed, emailed, and/or received in person, the notification will be presumptively delivered.

RESOLUTION TIMELINE

The University will make a good faith effort to complete the Resolution Process within sixty to ninety (60-90) business days, including any appeals, which can be extended as necessary for appropriate cause by the AVP Equity & Opportunity/Title IX Compliance. The Parties will receive regular updates on the progress of the Resolution Process, as well as notification and a rationale for any extensions or delays, and an estimate of how much additional time will be needed to complete the process.

Investigations are completed expeditiously, normally within sixty (60) business days, though some investigations may take longer, depending on issues such as the nature, extent, and complexity of the allegations, witness availability, law enforcement involvement, and other factors.

If a party or witness chooses not to participate in the Resolution Process or becomes unresponsive, the University reserves the right to continue it without their participation to ensure a prompt resolution. Non-participatory or unresponsive Parties retain the rights outlined in this Policy and the opportunity to participate in the Resolution Process.

The University may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to a request from law enforcement to delay the investigation temporarily, the need for language assistance, the absence of Parties and/or witnesses, and/or health conditions. The University will promptly resume its Resolution Process as soon as feasible. During such a delay, the University will implement and maintain supportive measures for the Parties as deemed appropriate.

The University's action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

The University will make a good faith effort to complete the Resolution Process as promptly as circumstances permit and will communicate regularly with the Parties to update them on the progress and timing of the process.

ENSURING IMPARTIALITY

Any individual materially involved in the administration of the Resolution Process, including the AVP Equity & Opportunity/Title IX Compliance, Investigator(s), and Decision-maker(s), may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The AVP Equity & Opportunity/Title IX Compliance will vet the assigned Investigator(s), Decision-maker(s), and Appeals officers for impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. At any time during the Resolution Process, the Parties may raise a concern regarding bias or conflict of interest, and the AVP Equity & Opportunity/Title IX Compliance will determine whether the concern is reasonable and supportable. If so, another Pool member will be assigned, and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the AVP Equity & Opportunity/Title IX Compliance, concerns should be raised with university's chief diversity officer or other cabinet-level officer as designed by the president.

The Resolution Process involves an objective evaluation of all available relevant and not otherwise impermissible evidence, including evidence that supports that the Respondent engaged in a Policy violation and evidence that supports that the Respondent did not engage in a Policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness. All Parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence, and to receive a written investigation report that accurately summarizes this evidence.

INVESTIGATOR APPOINTMENT

Once an investigation is initiated, the AVP Equity & Opportunity/Title IX Compliance appoints an Investigator(s) to conduct it. These Investigators may be

members of the Resolution Process Pool, or any other properly trained Investigator, whether internal or external to the University's community.

WITNESS ROLE AND PARTICIPATION IN THE INVESTIGATION

Employees (not including Complainant and Respondent) are required to cooperate with and participate in the University's investigation and Resolution Process. Student witnesses and witnesses from outside the University community cannot be required to participate but are encouraged to cooperate with University investigations and to share what they know about a Complaint.

Interviews may be conducted in person, via online video platforms (e.g., Zoom, Microsoft Teams, FaceTime, WebEx, etc.), or, in limited circumstances, by telephone. The University will take appropriate steps to ensure the security/privacy of remote interviews.

Parties and witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred.

INTERVIEW RECORDING

It is standard practice for Investigators to create record of all interviews pertaining to the Resolution Process (other than Informal Resolution meetings). The Parties may review copies of their own interviews, upon request. No unauthorized audio or video recording of any kind is permitted during investigation meetings. If an Investigator(s) elects to audio and/or video record interviews, all involved individuals should be made aware of audio and/or video recording.

All interviews are recorded. The recording and/or transcript of those meetings will be provided to the Parties for their review, after which the Parties may pose additional questions to each other. Those subsequent meetings or interviews are also recorded and/or transcribed and shared with the Parties.

EVIDENTIARY CONSIDERATIONS

The Investigator(s) and the Decision-maker(s) will only consider evidence that is deemed relevant and not otherwise impermissible.

Relevant evidence is that which may aid in determining whether the allegation occurred, or whether the behavior constitutes a violation of Policy.

Impermissible evidence is defined as evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless 1) evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the Respondent committed the alleged conduct, or 2) is evidence about specific incidents of the Complainant's prior sexual conduct with the Respondent that is offered to prove consent.

The fact of prior consensual sexual conduct between the Complainant and Respondent does not by itself demonstrate or imply the Complainant's consent or preclude a determination that sex-based harassment occurred.

Previous disciplinary action of any kind involving the Respondent may not be considered unless there is an allegation of a pattern of misconduct. Such information may also be considered in determining an appropriate sanction upon a determination of responsibility. Barring a pattern allegation, this information is only considered at the sanction stage of the process and is not shared until then.

Within the limitations stated above, the investigation and determination can consider character evidence, if offered, but that evidence is unlikely to be relevant unless it is fact evidence or relates to a pattern of conduct.

RESPONDENT ADMITS RESPONSIBILITY

At any point in the proceedings, if a Respondent elects to admit to the charged violations and waive further process, the Decision-maker is authorized to accept that admission, adopt it as their finding/final determination, and administer sanctions. This would also waive all rights to appeal for the Respondent. If the Respondent rejects the finding/final determination/sanctions, or does not admit to all conduct charged, the Resolution Process continues to its conclusion.

INVESTIGATION

All investigations are adequate, thorough, reliable, impartial, prompt, and fair. They involve interviews with all relevant Parties and witnesses, obtaining relevant evidence, and identifying sources of expert information, as necessary.

After an interview, Parties and witnesses will be asked to verify the accuracy of the recording, transcript, or summary of their interview. They may submit changes, edits, or clarifications. If the Parties or witnesses do not respond within the time period designated for verification, objections to the accuracy of the recording, transcript, or summary will be deemed to have been waived, and no changes will be permitted.

The University may consolidate Complaints against more than one Respondent, or by more than one Complainant against one or more Respondents, when the allegations arise from the same facts or circumstances or implicate a pattern, collusion, and/or other shared or similar actions.

The Investigator(s) typically take(s) the following steps, if not already completed and not necessarily in this order:

- Determine the identity and contact information of the Complainant.
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all specific policies implicated.
- Assist the AVP Equity & Opportunity/Title IX Compliance, if needed, with conducting a prompt initial evaluation to determine if the allegations indicate a potential Policy violation.
- Work with the AVP Equity & Opportunity/Title IX Compliance, as necessary, to prepare the initial Notice of Investigation and Allegations (NOIA). The NOIA may be amended with any additional or dismissed allegations.
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for the Parties and witnesses.
- When participation of a party is expected, provide that party with written notification of the date, time, and location of the meeting, as well as the expected participants and purpose.
- Make good faith efforts to notify each party of any meeting or interview involving another party, in advance when possible.
- Interview the Complainant and the Respondent and conduct follow-up interviews with each, as necessary.
- Interview all available, relevant witnesses and conduct follow-up interviews as necessary.
- Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript or recording) of the relevant evidence/testimony from their respective interviews and meetings.
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of another party and/or witnesses. Document in the investigation report which questions were asked, with a rationale for any changes or omissions.
- Where possible, complete the investigation promptly and without unreasonable deviation from the intended timeline.
- Provide the Parties with regular status updates throughout the investigation.
- Prior to the conclusion of the investigation, provide the Parties and their respective Advisors with a list of witnesses whose information will be used to render a finding.
- Ask the Parties to provide a list of questions they would like asked of the other party or any witnesses. The Investigator will ask those questions deemed relevant, and for any question deemed not relevant, will provide a rationale for not asking the question.
- Write a draft investigation report that gathers, assesses, and synthesizes the evidence, accurately summarizes the investigation, and party and witness interviews, and provides all relevant evidence.
- Provide the Parties and their respective Advisors an electronic copy of the draft investigation report as well as an opportunity to inspect and review all relevant evidence obtained as part of the investigation for a review and comment period of ten (10) business days so that each party may meaningfully respond to the evidence. The Parties may elect to waive all or part of the review period.
- The Investigator may share the investigation report with the AVP Equity & Opportunity/Title IX Compliance and/or legal counsel for their review and feedback.

ADMINISTRATIVE RESOLUTION PROCESS

The Administrative Resolution Process is used for all Complaints of discrimination on the basis of protected characteristics, harassment, retaliation, and Other Prohibited Behaviors (as defined in Policy) or when Informal Resolution is either not elected or is unsuccessful.

The Administrative Resolution Process consists of a hand-off of the investigation report and all relevant evidence to the Decision-maker to make a finding and determine sanctions (if applicable).

At the discretion of AVP Equity & Opportunity/Title IX Compliance, the assigned Decision-maker will be an individual or a panel drawn from the Resolution Process Pool, or other trained individuals either internal or external to the institution. Once the Decision-maker receives and reviews the file, they can recommend dismissal to the AVP Equity & Opportunity/Title IX Compliance, if they believe the grounds are met.

The Administrative Resolution Process typically takes approximately thirty (30) business days to complete, beginning with the Decision-maker's receipt of the Draft Investigation Report. The Parties will be updated regularly on the timing and any significant deviation from this typical timeline.

<u>Investigator-led Questioning Meetings</u>

- The AVP Equity & Opportunity/Title IX Compliance provides the Draft Investigation Report to the Decision-maker and the Parties simultaneously for review. The Decision-maker can then provide the Investigator with a list of relevant questions to ask the Parties or any witnesses.
    - To the extent credibility is in dispute and relevant to one or more of the allegations, the questions provided by the Decision-maker may also explore credibility.
- The Investigator will also ask each of the Parties to provide a proposed list of questions to ask the other Parties and any witnesses.
    - To the extent credibility is in dispute and relevant to one or more of the allegations, questions proposed by the Parties may also explore credibility.
    - All party questions must be posed during this phase of the process and cannot be posed later unless authorized by the Decision-maker.
    - The Investigator will share all party-proposed questions with the Decision-maker, who will finalize the list with the Investigator to ensure all questions are both relevant and permissible.

- The Investigator will then hold individual meetings with the Parties and witnesses to ask the questions posed by the Decision-maker, as well as the questions proposed by the Parties that have been deemed relevant and not duplicative, including questions intended to assess credibility. These meetings will be recorded and transcribed.
    - For any question deemed not relevant or duplicative, the Investigator will provide a rationale for not asking the question, either during the recorded meeting, or in writing (typically as an Appendix to the report).
- Typically, within three (3) business days of the last of these meetings, the recordings or transcripts of them will be provided to the Parties for their review. The Parties will then have five (5) business days to review these recordings or transcripts and propose follow-up questions to be asked by the Investigator.
- The Investigator will review the proposed questions with the Decision-maker, to determine relevance and permissibility. If deemed necessary, the Investigator will then meet individually with the Parties or witnesses for whom there are relevant, and not duplicative, follow-up questions. These follow-up meetings will also be recorded, and the Parties will receive the recordings or transcripts of these meetings. This final round of questioning is the last such round permitted, unless leave is granted to extend, by the Decision-maker.
- The Investigator will then incorporate any new, relevant evidence and information obtained through the Parties' review of the Draft Investigation Report, the questioning, and follow-up meetings into a Final Investigation Report.
- The Investigator will also respond in writing (typically within the Final Investigation Report) to the relevant elements of the Parties' responses to the Draft Investigation Report and incorporate relevant elements of the Parties' written responses, additional relevant evidence, and any necessary revisions into the Final Investigation Report.
- The Investigator will then share the investigation report with the AVP Equity & Opportunity/Title IX Compliance and/or legal counsel for their review and feedback.
- The Final Investigation Report and investigation file will then be provided to the AVP Equity & Opportunity/Title IX Compliance.

<u>The Decision-maker's Determination</u>

- The AVP Equity & Opportunity/Title IX Compliance will provide the Decision-maker with the Final Investigation Report and investigation file, including the evidence and information obtained through the Investigator-led Questioning meetings.
- The Decision-maker will review the Final Investigation Report, all appendices, and the investigation file.
- If the record is incomplete, the Decision-maker may direct a re-opening of the investigation, or may direct or conduct any additional inquiry necessary, including informally meeting with the Parties or any witnesses, if needed.
- Upon reviewing the relevant evidence, the Decision-maker may also choose to pose additional questions:
    - To the extent credibility is in dispute and relevant to one or more of the allegations, the Decision-maker may meet individually with the Parties and witnesses to question them in order to assess their credibility. These meetings will be recorded and shared with the Parties.
    - At their discretion, the Decision-maker may also meet with any party or witness to ask additional relevant questions that will aid the Decision-maker in making their findings. These meetings will be recorded and shared with the Parties.
- The Decision-maker will then apply the preponderance of the evidence standard to make a determination on each of the allegations and, if applicable, any attendant sanctions.
- **Timeline.** The Decision-maker's determination process typically takes approximately ten (10) business days, but this timeframe can vary based on a number of factors and variables. The Parties will be notified of any delays.
- **Impact Statements**. Prior to a determination, the AVP Equity & Opportunity/Title IX Compliance will also provide the Parties an opportunity to submit a written impact and/or mitigation statement. The AVP Equity & Opportunity/Title IX Compliance will review these statements upon receipt to determine whether there are any immediate needs, issues, or concerns, but will otherwise hold them until after the Decision-maker has made determinations on the allegations. If there are any findings of a Policy violation, the Decision-maker will request the Impact Statements from the AVP Equity & Opportunity/Title IX Compliance and review them prior to determining sanctions. They will also be exchanged between the Parties at that time.
- If it is later determined that a party or witness intentionally provided false or misleading information, that action could be grounds for re-opening a Resolution Process at any time, and/or referring that information to another process for resolution.

SANCTIONS

Factors considered by the Decision-maker when determining sanctions and responsive actions may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the Parties
- Any other information deemed relevant by the Decision-maker(s)

The sanctions will be implemented as soon as it is feasible once a determination is final, either upon the outcome of any appeal or the expiration of the window to appeal, without an appeal being requested.

The sanctions described in this Policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed, by external authorities.

STUDENT SANCTIONS

The following are the common sanctions that may be imposed upon students singly or in combination:

- *Reprimand*: A formal statement that the conduct was unacceptable and a warning that further violation of any University Policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Required Counseling*: A mandate to meet with and engage in either University-sponsored or external counseling to better comprehend the misconduct and its effects.
- *Restrictions*: A student may be restricted in their activities, including, but not limited to, being restricted from locations, programs, participation in certain activities or extracurriculars, study abroad, or from holding leadership in student organizations.
- *Probation*: An official sanction for violation of institutional Policy, providing for more severe disciplinary sanctions in the event that the student is found in violation of any institutional Policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- *Suspension*: Suspension is a disciplinary separation from the University involving denial of all student privileges. Suspension shall be effective on the date of notice of the suspension, or later if so, stated in the notice; and shall prescribe the date and conditions upon which the student may petition for readmission. No coursework will be permitted during the suspension. Upon readmission to the University, the suspended student will be on Disciplinary Probation for the semester immediately following this return. Conditions for readmission may include but are not limited to: Disciplinary Probation for a specified length of time, no residence on campus, restricted visitation to specified University facilities, and/or written evaluative statements from an accredited mental health professional, medical doctor or others to review the capability of the student to function successfully at the University. Students separated from the University by Suspension may not enter University premises, University-related premises, attend University-sponsored activities or be present on campus without securing approval from the Dean of Students, or designee. A student suspended is not entitled to any financial refund for the semester in progress.
- *Expulsion*: Permanent separation from the institution. The student is banned from institutional property, and the student's presence at any institution-sponsored activity or event is prohibited. This action may be enforced with a trespass action, as necessary.
- *Withholding Diploma*: The University may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities as a sanction if the student is found responsible for violating this Policy.
- *Revocation of Degree*: While very rarely employed, the University reserves the right to revoke a degree previously awarded from the University for fraud, misrepresentation, and/or other violation of University policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- *Other Actions*: In addition to, or in place of, the above sanctions, the University may assign any other sanctions as deemed appropriate.

STUDENT GROUP AND ORGANIZATION SANCTIONS

The following are the common sanctions that may be imposed upon student organizations singly or in combination:

- *Warning*: A formal statement that the conduct was unacceptable and a warning that further violation of any University Policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Probation*: An official sanction for violation of institutional Policy, providing for more severe disciplinary sanctions in the event that the group or organization is found in violation of any institutional Policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social and event privileges, denial of University funds, ineligibility for honors and awards, restrictions on new member recruitment, no-contact orders, and/or other measures deemed appropriate.
- *Suspension*: Termination of student group or organization recognition and/or institutional support for a definite period of time not to exceed two years and/or until specific criteria are met. During the suspension period, a student group or organization may not conduct any formal or informal business or participate in University-related activities, whether they occur on- or off-campus. Re-recognition is possible but not guaranteed and will only be considered after the end of the suspension period and based on meeting all re-recognition criteria and obtaining clearance from the University.
- *Expulsion*: Permanent termination of student group organization recognition and revocation of the privilege to congregate and conduct business on campus as an organization for any reason.
- *Loss of Privileges*: Restricted from accessing specific University privileges for a specified period of time.
- *Other Actions*: In addition to or in place of the above sanctions, the University may assign any other sanctions as deemed appropriate.

EMPLOYEE SANCTIONS/RESPONSIVE/CORRECTIVE ACTIONS

Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation include:

- *Verbal or Written Warning*

- *Performance Improvement Plan/Management Process*
- *Enhanced Supervision, Observation, or Review*
- *Required Counseling*
- *Required Training or Education*
- *Probation*
- *Denial of Pay Increase/Pay Grade*
- *Loss of Oversight or Supervisory Responsibility*
- *Demotion*
- *Transfer*
- *Shift or schedule adjustments*
- *Reassignment*
- *Delay of (or referral for delay of) Tenure Track Progress*
- *Assignment to New Supervisor*
- *Restriction of Stipends, Research, and/or Professional Development Resources*
- *Suspension/Administrative Leave with Pay*
- *Suspension/Administrative Leave without Pay*
- *Termination*
- *Other Actions*: In addition to or in place of the above sanctions/responsive actions, the University may assign any other responsive actions as deemed appropriate.

NOTICE OF OUTCOME

Within ten (10) business days of the conclusion of the Resolution Process, the AVP Equity & Opportunity/Title IX Compliance provides the Parties with a written outcome notification. The outcome notification will specify the finding for each alleged Policy violation, any applicable sanctions that the University is permitted to share pursuant to state or federal law, and a detailed rationale, written by the Decision-maker, supporting the findings to the extent the University is permitted to share under federal or state law.

The notification will also detail the Parties' equal rights to appeal, the grounds for appeal, the steps to take to request an appeal, and when the determination is considered final if neither party appeals.

The AVP Equity & Opportunity/Title IX Compliance will provide the Parties with the outcome notification simultaneously, or without significant time delay between notifications. The written outcome notification may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the Parties as indicated in official University records, or emailed to the Parties' University-issued or designated email account. Once mailed, emailed, and/or received in person, the outcome notification is presumptively delivered.

WITHDRAWAL OR RESIGNATION BEFORE COMPLAINT RESOLUTION

STUDENTS

Should a student Respondent decide not to participate in the Resolution Process, the process proceeds absent their participation to a reasonable resolution. If a student Respondent withdraws from the University, the Resolution Process may continue, or AVP Equity & Opportunity/Title IX Compliance may exercise their discretion to dismiss the Complaint. If the Complaint is dismissed, the University will still provide reasonable supportive or remedial measures as deemed necessary to address safety and/or remedy any ongoing effects of the alleged harassment, discrimination, and/or retaliation.

Regardless of whether the Complaint is dismissed or pursued to completion of the Resolution Process, the University will continue to address and remedy any systemic issues or concerns that may have contributed to the alleged violation(s), and any ongoing effects of the alleged discrimination, harassment, and/or retaliation.

When a student withdraws or leaves while the process is pending, the student may not return to the University in any capacity until the Complaint is resolved and any sanctions imposed are satisfied. If the student indicates they will not return, the AVP Equity & Opportunity/Title IX Compliance has discretion to dismiss the Complaint. The Registrar and Office of Admissions will be notified, accordingly.

If the student Respondent takes a leave for a specified period of time (e.g., one semester or term), the Resolution Process may continue remotely. If found in violation, that student is not permitted to return to the University unless and until all sanctions, if any, have been satisfied.

EMPLOYEES

Should an employee Respondent decide not to participate in the Resolution Process, the process proceeds absent their participation to a reasonable resolution. If an employee Respondent withdraws from the University with unresolved allegations pending, the Resolution Process may continue, or AVP

Equity & Opportunity/Title IX Compliance may exercise their discretion to dismiss the Complaint. If the Complaint is dismissed, the University may still provide reasonable supportive or remedial measures as deemed necessary to address safety and/or remedy any ongoing effects of the alleged discrimination, harassment, and/or retaliation.

When an employee resigns and the Complaint is dismissed, the employee may not return to the University in any capacity. Human resources, the registrar, and admissions will be notified, accordingly, and a note will be placed in the employee's file that they resigned with allegations pending and are not eligible for academic admission or rehire with the University. The records retained by the AVP Equity & Opportunity/Title IX Compliance will reflect that status.

APPEAL OF THE DETERMINATION

The AVP Equity & Opportunity/Title IX Compliance will designate a single Appeal Decision-maker chosen from the Pool, or other trained internal or external individuals, to hear the appeal. No Appeal Decision-maker(s) will have been previously involved in the Resolution Process for the Complaint, including in any supportive measure or dismissal appeal that may have been heard earlier in the process.

APPEAL GROUNDS

Appeals are limited to the following grounds:

1) A procedural irregularity that would change the outcome;
2) New evidence that would change the outcome and that was not reasonably available at the time the determination regarding responsibility or dismissal was made; and/or
3) The AVP Equity & Opportunity/Title IX Compliance, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that would change the outcome.

REQUEST FOR APPEAL

Any party may submit a written request for appeal ("Request for Appeal") to the AVP Equity & Opportunity/Title IX Compliance within five (5) business days of the delivery of the Notice of Outcome.

The Request for Appeal will be forwarded to the Appeal Panel or Decision-maker for consideration to determine if the request meets the grounds for appeal (a Review for Standing). This is not a review of the merits of the appeal, but solely a determination as to whether the request could reasonably be construed to meet the grounds and is timely filed.

If the Request for Appeal does not provide information that meets the grounds in this Policy, the request will be denied by the Appeal Panel Chair or Decision-maker, and the Parties and their Advisors will be simultaneously notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the Appeal Panel Chair or Decision-maker will notify all Parties and their Advisors, the AVP Equity & Opportunity/Title IX Compliance, and, when appropriate, the Investigator(s) and/or the original Decision-maker.

All other Parties and their Advisors, the AVP Equity & Opportunity/Title IX Compliance, and, when appropriate, the Investigator(s) and/or the Decision-maker will be provided a copy of the Request for Appeal with the approved grounds and then be given five (5) business days to submit a response to the portion of the appeal that was approved and involves them. The Appeal Panel Chair or Decision-maker will forward all responses, if any, to all Parties for review and comment.

The non-appealing party (if any) may also choose to appeal at this time. If so, that Request for Appeal will be reviewed by the Appeal Panel Chair or Decision-maker to determine if it meets the grounds in this Policy and will either be approved or denied. If approved, it will be forwarded to the party who initially requested an appeal, the AVP Equity & Opportunity/Title IX Compliance, and the Investigator(s) and/or original Decision-maker, as necessary, who will submit their responses, if any, within five (5) business days. Any such responses will be circulated for review and comment by all Parties. If denied, the Parties will be notified accordingly, in writing.

No party may submit any new Requests for Appeal after this time period. The Appeal Panel Chair or Decision-maker will collect any additional information needed and all documentation regarding the approved appeal grounds, and the subsequent responses will be shared with the Decision-maker, who will promptly render a decision.

APPEAL DETERMINATION PROCESS

In most cases, appeals are confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The Appeals Panel or Decision-maker will deliberate as soon as is practicable and discuss the merits of the appeal.

Appeal decisions are to be deferential to the original determination, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so. All decisions are made by majority vote and apply the preponderance of the evidence.

An appeal is not an opportunity for the Appeal Decision-makers to substitute their judgment for that of the original Decision-maker merely because they disagree with the finding and/or sanction(s).

The Appeal designee or Decision-maker may consult with the AVP Equity & Opportunity/Title IX Compliance and/or legal counsel on questions of procedure or rationale, for clarification, if needed. The AVP Equity & Opportunity/Title IX Compliance will maintain documentation of all such consultation.

APPEAL OUTCOME

An appeal may be granted or denied. Appeals that are granted should normally be remanded (or partially remanded) to the original Investigator(s) and/or Decision-maker with corrective instructions for reconsideration. In rare circumstances where an error cannot be cured by the original Investigator(s) and/or Decision-maker or the AVP Equity & Opportunity/Title IX Compliance (as in cases of bias), the Appeal Decision-maker may order a new investigation and/or a new determination with new Pool members serving in the Investigator and Decision-maker roles.

A Notice of Appeal Outcome letter will be sent to all Parties simultaneously, or without significant time delay between notifications. The Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanction(s) that may result which the University is permitted to share according to federal or state law, and the rationale supporting the essential findings to the extent the University is permitted to share under federal or state law.

Written notification may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the Parties as indicated in official institutional records, or emailed to the Parties' University-issued email or otherwise approved account. Once mailed, emailed, and/or received in person, the Appeal Outcome will be presumptively delivered.

Once an appeal is decided, the outcome is final and constitutes the Final Determination; further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new determination). When appeals result in no change to the finding or sanction, that decision is final. When an appeal results in a new finding or sanction, that finding, or sanction can be appealed one final time on the grounds listed above and in accordance with these procedures.

If a remand results in a new determination that is different from the appealed determination, that new determination can be appealed, once, on any of the three available appeal grounds.

SANCTION STATUS DURING THE APPEAL

Any sanctions imposed as a result of the determination are stayed (i.e., not implemented) during the appeal process, and supportive measures may be maintained or reinstated until the appeal determination is made.

If any of the sanctions are to be implemented immediately post-determination, but pre-appeal, then the emergency removal procedures (detailed above) for a "show cause" meeting on the justification for doing so must be permitted within two (2) business days of implementation.

LONG-TERM REMEDIES/OTHER ACTIONS

Following the conclusion of the Resolution Process, and in addition to any sanctions implemented or Informal Resolution terms, the AVP Equity & Opportunity/Title IX Compliance may implement additional long-term remedies or actions with respect to the Parties and/or the University community that are intended to stop the discrimination, harassment, and/or retaliation, remedy the effects, and prevent recurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Course and registration adjustments, such as retroactive withdrawals
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation assistance
- Implementation of long-term contact limitations between the Parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the AVP Equity & Opportunity/Title IX Compliance, certain long-term supportive measures may also be provided to the Parties even if no Policy violation is found.

When no Policy violation is found, the AVP Equity & Opportunity/Title IX Compliance will address any remedies the University owes the Respondent to ensure no effective denial of educational access.

The University will maintain the confidentiality of any long-term remedies/actions/measures, provided confidentiality does not impair the University's ability to provide these services.

FAILURE TO COMPLY WITH SANCTIONS, RESPONSIVE ACTIONS, AND/OR INFORMAL RESOLUTION TERMS

All Respondents are expected to comply with the assigned sanctions, responsive actions, corrective actions, and/or Informal Resolution terms within the timeframe specified by the final Decision-maker(s), including the Appeal Decision-maker or the Informal Resolution agreement.

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the University.

Supervisors are expected to enforce the completion of sanctions/responsive actions for their employees.

A suspension imposed for non-compliance with sanctions will only be lifted when compliance is achieved to the satisfaction of the AVP Equity & Opportunity/Title IX Compliance.

RECORDKEEPING

For a period of at least seven (7) years following the conclusion of the Resolution Process, University will maintain records of:

1) Each discrimination, harassment, and retaliation resolution process, including any Final Determination regarding responsibility or appeal, and any audio or audiovisual recording or transcript required under federal regulation
2) Any disciplinary sanctions imposed on the Respondent
3) Any supportive measures provided to the Parties and any remedies provided to the Complainant or the community designed to restore or preserve equal access to the University's education program or activity
4) Any appeal and the result therefrom
5) Any Informal Resolution and the result therefrom
6) All materials used to provide training to the AVP Equity & Opportunity/Title IX Compliance, Title IX Coordinator and designees, Investigators, Decision-makers, Appeal Decision-makers, Informal Resolution Facilitator, and any person who is responsible for implementing the University's Resolution Process, or who has the authority to modify or terminate supportive measures. The University will make these training materials available for review upon request.
7) All materials used to train all employees consistent with the requirements in the Title IX Regulations.

The University will also maintain any and all records in accordance with state and federal laws.

ACCOMMODATIONS AND SUPPORT DURING THE RESOLUTION PROCESS

Disability Accommodations

The University is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the University's Resolution Process.

Anyone needing such accommodations or support should contact the AVP Equity & Opportunity/Title IX Compliance, who will work with disability support colleagues as appropriate to review the request and, in consultation with the person requesting the accommodation, determine which accommodations are appropriate and necessary for full process participation.

Access-Ability Services: https://www.hartford.edu/academics/academic-support/accessibility-services/default.aspx

Other Support

The University will also address reasonable requests for support for the Parties and witnesses, including:

- Language services/Interpreters
- Access and training regarding use of technology throughout the Resolution Process
- Other support as deemed reasonable and necessary to facilitate participation in the Resolution Process

REVISION OF THESE PROCEDURES

These procedures succeed any previous procedures addressing discrimination, harassment, and retaliation for incidents occurring on or after August 1, 2024. The AVP Equity & Opportunity/Title IX Compliance will regularly review and update these procedures. The University reserves the right to make

changes to this document as necessary, and once those changes are posted online, they are in effect.

If governing laws or regulations change, or court decisions alter, the requirements in a way that impacts this document, this document will be construed to comply with the most recent governing laws or regulations or court holdings.

This document does not create legally enforceable protections beyond the protections of the background state and federal laws that frame such policies and codes, generally.

These procedures are effective August 1, 2024.

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APPENDIX 1: DEFINITIONS

The following definitions apply to the Equal Opportunity, Harassment, and Nondiscrimination Policy:

- ***Advisor.*** Any person chosen by a party, or appointed by the institution, who may accompany the party to all meetings related to the Resolution Process and advise the party on that process.

- ***Appeal Decision-maker.*** The person or panel who accepts or rejects a submitted appeal request, determines whether any of the grounds for appeal are met, and directs responsive action(s), accordingly.

- ***Complainant.*** A student or employee who is alleged to have been subjected to conduct that could constitute discrimination, harassment, or retaliation under the Policy; or a person other than a student or employee who is alleged to have been subjected to conduct that could constitute discrimination or harassment or under the Policy and who was participating or attempting to participate in the University's education program or activity at the time of the alleged discrimination, harassment or retaliation.

- ***Complaint.*** An oral or written request to the University that can objectively be understood as a request for the University to investigate and make a determination about the alleged Policy violation(s).

- ***Confidential Employee.***

    - An employee whose communications are privileged or confidential under federal or state law. The employee's confidential status, for purposes of this definition, is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies; or
    - An employee whom the University has designated as confidential under this Policy for the purpose of providing services to persons related to discrimination, harassment, or retaliation. If the employee also has a duty not associated with providing those services, the employee's confidential status only applies with respect to information received about discrimination, harassment, or retaliation in connection with providing those services; or
    - An employee who is conducting an Institutional Review Board-approved human-subjects research study designed to gather information about discrimination, harassment, or retaliation. The employee's confidential status only applies with respect to information received while conducting the study.

- ***Day.*** A business day when the University is in normal operation. All references in the Policy to days refer to business days unless specifically noted as calendar days.

- ***Decision-maker.*** The person or panel who hears evidence, determines relevance, and makes the Final Determination of whether Policy has been violated and/or assigns sanctions.

- ***Education Program or Activity.*** Locations, events, or circumstances where the University exercises substantial control over the context in which the discrimination, harassment, and/or retaliation occurs and also includes any building owned or controlled by a student organization that the University officially recognizes.

- ***Employee.*** A person employed by the University either full- or part-time, including student employees when acting within the scope of their employment.

- ***Final Determination.*** A conclusion by the standard of proof that the alleged conduct did or did not violate Policy.

- ***Finding.*** A conclusion by the standard of proof that the conduct did or did not occur as alleged (as in a "finding of fact").

- ***Informal Resolution.*** A resolution agreed to by the Parties and approved by the AVP Equity & Opportunity/Title IX Compliance that occurs prior to a Final Determination in the Resolution Process.

- ***Investigation Report.*** The Investigator's summary of all relevant evidence gathered during the investigation. Variations include the Draft Investigation Report and the Final Investigation Report.

- ***Investigator.*** The person(s) authorized by the University to gather facts about an alleged violation of this Policy, assess relevance and credibility, synthesize the evidence, and compile this information into an Investigation Report.

- ***Knowledge.*** When the University receives Notice of conduct that reasonably may constitute harassment, discrimination, or retaliation in its Education Program or Activity.

- ***Mandated Reporter.*** A University employee who is obligated by Policy to share Knowledge, Notice, and/or reports of discrimination, harassment, and/or retaliation with the AVP Equity & Opportunity/Title IX Compliance.[16]

[16] Not to be confused with those mandated by state law to report child abuse, elder abuse, and/or abuse of persons with disabilities to appropriate officials, though these responsibilities may overlap with those who have mandated reporting responsibility under this Policy.

- ***Nondiscrimination Team*.** The Administrator and any deputy coordinator.

- ***Notice.*** When an employee, student, or third party informs the AVP Equity & Opportunity/Title IX Compliance of the alleged occurrence of discriminatory, harassing, and/or retaliatory conduct.

- ***Parties.*** The Complainant(s) and Respondent(s), collectively.

- ***Pregnancy or Related Conditions.*** Pregnancy, childbirth, termination of pregnancy, or lactation, medical conditions related thereto, or recovery therefrom.

- ***Protected Characteristic*.** Any characteristic for which a person is afforded protection against discrimination and harassment by law or University Policy.

- ***Relevant Evidence.*** Evidence that may aid a Decision-maker in determining whether the alleged discrimination, harassment, or retaliation occurred, or in determining the credibility of the Parties or witnesses.

- ***Remedies.*** Typically, post-resolution actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore or preserve equal access to the University Education Program and Activity.

- ***Resolution Process.*** The investigation and resolution of allegations of prohibited conduct under this Policy, including Informal Resolution, Administrative Resolution, and/or Hearing Resolution.

- ***Respondent.*** A person who is alleged to have engaged in conduct that could constitute discrimination based on a protected characteristic, harassment, or retaliation for engaging in a protected activity under this Policy.

- ***Sanction.*** A consequence imposed on a Respondent who is found to have violated this Policy.

- ***Sex.*** Sex assigned at birth, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

- ***Student.*** Any person who has gained admission.

- ***Title IX Coordinator***. At least one official designated by the University to ensure ultimate oversight of compliance with Title IX and the University's Title IX program. References to the Coordinator throughout the Policy may also encompass a designee of the Coordinator for specific tasks.

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APPENDIX 2: HEARING RESOLUTION PROCESS

LIVE HEARING REQUIREMENTS

The following provisions apply to a live hearing:

- **Hearing Venue Options and Recordings.** The live hearing may occur in person or via video technology. The Decision-maker and Parties must be able to simultaneously see and hear a party or witness while that person is speaking. Both options are considered fair and equitable. Alternative arrangements may also be made at the AVP Equity & Opportunity/Title IX Compliance discretion.
    - The Parties may make a request to the AVP Equity & Opportunity/Title IX Compliance that the hearing occur in person or via video technology, but they must do so at least three (3) business days prior to the hearing. The AVP Equity & Opportunity/Title IX Compliance retains discretion to determine whether the hearing will occur in person or via video technology.
    - All hearings will be recorded, and Parties may request a copy of the recording from the AVP Equity & Opportunity/Title IX Compliance following the live hearing.
    - No unauthorized recordings are permitted.
- **Hearing Participants.** Persons who may be present for a hearing include the Decision-maker(s), hearing facilitator, Investigator(s), the Parties and their Advisors, anyone providing authorized accommodations, interpretation, and/or assistive services, and anyone else deemed necessary by the Decision-maker. Witnesses are present only during their portion of the testimony.
- **Advisors.** The Parties may have the assistance of an Advisor of their choosing at the hearing or can request that the University appoint a trained Advisor for them. Appointed Advisors are not attorneys. If a party wishes to have an attorney as their Advisor, they must locate and pay for that attorney themselves. If a party decides not to have an Advisor, they will forfeit the option of asking questions at the hearing.[17]
    - During the pre-hearing meeting and live hearing, Parties may only be accompanied by their Advisor. No other persons (e.g., additional support persons, advisors, friends, family) may accompany, attend, or listen in on the hearing unless explicitly authorized by the AVP Equity & Opportunity/Title IX Compliance, with each party being provided the same opportunity.
    - Parties and Advisors are permitted to have their phones and a laptop or tablet, but these should only be used during the hearing in a matter consistent with Policy.
    - During the hearing, all questions that a party wishes to ask must be posed by the Advisor, not the Parties.
    - If the party does not have an Advisor, the Administrator will provide the party with an Advisor for the purpose of Advisor-conducted questioning.
- **Impact Statements.** Each party may submit an impact statement to the AVP Equity & Opportunity/Title IX Compliance that the Decision-maker will review during any sanction determination.
    - Upon receipt of an impact statement, the AVP Equity & Opportunity/Title IX Compliance will review the impact statement to determine whether any immediate needs exist.
    - The AVP Equity & Opportunity/Title IX Compliance will only provide the impact statements to the Decision-maker if the Decision-maker determines that the Policy has been violated. When the AVP Equity & Opportunity/Title IX Compliance shares the impact statements with the Decision-maker, they will also be shared with the Parties.
- **Disability Accommodations and Other Assistance**. Parties should contact the AVP Equity & Opportunity/Title IX Compliance at least three (3) business days prior to the hearing to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, if possible.
- **Conflicts of Interest or Bias.** The Decision-maker must not have a bias for or against complainants or respondents generally or the individual Complainant or Respondent in particular.
    - The Decision-maker must recuse themselves if such bias or conflict of interest exists.
    - If the Decision-maker believes there is possible conflict of interest or bias, they will consult with the AVP Equity & Opportunity/Title IX Compliance about possible recusal or removal.
    - The Parties may raise challenges that the Decision-maker is biased or has a conflict of interest. The Parties must raise challenges with the AVP Equity & Opportunity/Title IX Compliance within two (2) business days of receiving the hearing notice.
    - The AVP Equity & Opportunity/Title IX Compliance will only remove and replace a Decision-maker in situations of demonstrated bias or conflicts of interest. Perceptions of bias or conflict are not sufficient to cause removal.
    - If a Decision-maker recuses themselves as the result of a conflict of interest or bias, or is removed, the AVP Equity & Opportunity/Title IX Compliance will promptly appoint a new Decision-maker who does not have a conflict of interest or bias and notify the Parties accordingly.
- **Evidence Provided to Decision-maker and Parties.**
    - The Decision-maker will be provided electronic copies of the Final Investigation Report and all relevant but not impermissible evidence, including the names of all Parties, witnesses, and Advisors, at least seven (7) business days in advance of the hearing.
    - The Parties will be provided with electronic copies of all the materials provided to the Decision-maker as part of the hearing notice, unless those materials have already been provided.[18]

[17] Applies only if using an Advisor-led questioning model.

[18] Hard-copy materials may be provided upon request to the Executive Director for Equal Opportunity and Title IX Compliance. The Final Investigation Report and relevant evidence may be shared using electronic means that preclude downloading, forwarding, or otherwise sharing.

HEARING NOTICE

The AVP Equity & Opportunity/Title IX Compliance will send the Parties a Notice of Hearing with sufficient time for the Parties to prepare for the hearing, typically at least seven (7) business days prior to the hearing. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered. The hearing notice includes:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable hearing procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing.
- A description of any technology that will be used to facilitate the hearing.
- Relevant information regarding hearing logistics, pre-hearing meetings, the Final Investigation Report, the Parties and witnesses participating in the hearing, the identity of the Decision-maker, details related to questioning, the role of Advisors, impact/mitigation statements, and how to request disability accommodations or other assistance.

WITNESS PARTICIPATION

Student witnesses are encouraged to participate in, and make themselves reasonably available for, the hearing. Employee witnesses are expected to participate in, and make themselves reasonably available for, the hearing. Witnesses may participate in-person or via video technology that allows the Decision-maker and the Parties to see and hear the witness while that person is speaking. Witnesses are not permitted to be accompanied by an advisor without express permission of the AVP Equity & Opportunity/Title IX Compliance. At the discretion of the Decision-maker, a witness may join by phone if no other reasonable alternative is available.

If any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence. For compelling reasons, the AVP Equity & Opportunity/Title IX Compliance may reschedule the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term, including during the summer, as needed, to meet the University's resolution timeline and ensure a prompt resolution. Employees, including Parties and witnesses, who do not have 12-month contracts are still expected to participate in Resolution Processes that occur during months between contracts.

The AVP Equity & Opportunity/Title IX Compliance will notify all witnesses of their requested participation in the hearing at least five (5) business days prior to the hearing. Witnesses will be present for the hearing only during their testimony.

Any witness scheduled to participate in the hearing must have been first interviewed by the Investigator(s), unless:

- All Parties and the Decision-maker assent to the new witness's participation in the hearing without remanding the complaint back to the investigator, and
- The Decision-maker deems the evidence presented by the new witness to be relevant, not impermissible, and not information already established in the record, and
- The witness's late involvement was not the result of bad faith by the witness, the Parties, or others.

If the above criteria are not met, but the witness's evidence is deemed relevant, not impermissible, and not duplicative, the Decision-maker may, at their discretion, engage in any of the following actions:

- Delay the hearing.
- Provide the Parties at least five (5) business days to review the relevant portions of the new witness's statements, if such statements are submitted.
- Remand the Complaint back to the Investigator for further investigation or verification.
- Allow the Parties to review and comment on the testimony of the new witness.

If the evidence is deemed not relevant or impermissible, the Decision-maker may proceed with the hearing absent the new witness's participation.

PRE-HEARING MEETINGS

The Decision-maker will offer to convene a pre-hearing meeting(s) with the Parties and their Advisors and invite them to submit the questions or topics they wish to ask or discuss at the hearing. This allows the Decision-maker to consider their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or to provide recommendations for more appropriate phrasing.

However, this advance review opportunity does not preclude the Parties from submitting a question at the hearing for the first time or asking for a reconsideration on a Decision-maker's pre-hearing decision based on any new information or testimony offered at the hearing. The Decision-maker will document and share their rationale for any evidence or question exclusion or inclusion, if any, at a pre-hearing meeting with each party.

The Decision-maker will work with the Parties to finalize a witness list for the hearing, and the AVP Equity & Opportunity/Title IX Compliance will notify any witnesses of the hearing's logistics. The Decision-maker, **only** with the agreement of all Parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately summarized by the Investigator(s) in the Final Investigation Report or during the hearing, and their presence is not essential to assess their credibility.

Pre-hearing meeting(s) will not be recorded. The pre-hearing meetings will typically be conducted as separate meetings with each party/Advisor, and can be done remotely, or as a written communication exchange. The Decision-maker will work with the Parties to establish the format and timing of the meetings and will circulate a summary of any rulings made to ensure all Parties and Advisors are aware.

HEARING PROCEDURES

EVIDENTIARY CONSIDERATIONS

The Parties must provide all evidence to the Investigator(s) prior to completing the Final Investigation Report. Evidence offered after that time will be evaluated by the Decision-maker for relevance. If deemed relevant and not impermissible, the Parties and Decision-maker must agree to admit it into the record. If the evidence is deemed not relevant or impermissible, the Decision-maker may proceed with the hearing absent the new evidence.

The new relevant evidence will be admitted to the record if:

- All Parties and the Decision-maker assent to the new evidence being included in the hearing without remanding the Complaint back to the investigator, and
- The evidence is not duplicative of evidence already in the record, and
- It is not impermissible, and
- The new evidence was either not reasonably available prior to the conclusion of the Final Investigation Report, or the failure to provide it in a timely manner was not the result of bad faith by the Parties, witnesses, or others.

If the above criteria are not met, but the evidence is deemed materially relevant and not duplicative, the Decision-maker may, at their discretion, engage in any of the following actions:

- Delay the hearing.
- Provide the Parties with at least five (5) business days to review the relevant evidence.
- Remand the Complaint back to the Investigator for further investigation or analysis.
- Allow the Parties to review and comment on the new evidence.

If the evidence is deemed not relevant or impermissible, the Decision-maker may proceed with the hearing without allowing the new evidence.

COLLATERAL MISCONDUCT

The Decision-maker has the authority to hear and make determinations on all allegations of discrimination, harassment, retaliation, and Other Prohibited Behavior under the Policy and may also hear and make determinations on any additional alleged collateral misconduct that occurred in concert with the discrimination, harassment, retaliation, or Other Prohibited Behavior, even though those collateral allegations may not specifically fall within the Policy.

JOINT HEARINGS

In Complaints involving more than one Respondent and/or involving more than one Complainant accusing the same person of substantially similar conduct, the default procedure will be to hear the allegations jointly.

However, the AVP Equity & Opportunity/Title IX Compliance may permit the investigation and/or hearings pertinent to each Respondent or Complaint to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent and/or for each Complaint with respect to each alleged Policy violation.

INTRODUCTIONS AND HEARING PROCEDURE EXPLANATION

The Decision-maker will explain the hearing procedures and introduce the participants. The Decision-maker will answer any procedural questions prior to and as they arise throughout the hearing.

INVESTIGATOR PRESENTATION OF FINAL INVESTIGATION REPORT

The Investigator(s) will present a summary of the Final Investigation Report, including a review of the facts that are contested and those that are not. The Investigator may be questioned first by the Decision-maker and then by the Parties. The Investigator may attend the duration of the hearing or be excused after their testimony at the Decision-maker's discretion.

TESTIMONY AND QUESTIONING

The Parties and witnesses may provide relevant information in turn, beginning with the Complainant's opening statement, then the Respondent's, and then questioning in the order determined by the Decision-maker. The Decision-maker will facilitate questioning of the Parties and witnesses first by their Advisors.

All questions are subject to a relevance determination before they are asked. The Decision-maker will determine the method by which the Parties will submit their questions to the Decision-maker for their review and, if approved, to be posed. Questions that the Parties wish to have posed can be questions for that party themselves, another party, or witnesses.

The Decision-maker will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

The Decision-maker will limit or disallow questions they deem not appropriate on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), seek or pertain to impermissible evidence, or are abusive. The Decision-maker has final say on all questions and determinations of relevance and appropriateness. The Decision-maker may consult with legal counsel on any questions of admissibility.

The Decision-maker then poses the questions deemed relevant, not impermissible, and appropriate to the party and/or witness.

If the Parties raise an issue of bias or conflict of interest of an Investigator or Decision-maker at the hearing, the Decision-maker may elect to address those issues, consult with legal counsel, refer them to the AVP Equity & Opportunity/Title IX Compliance, and/or preserve them for appeal. If bias is not an issue at the hearing, the Decision-maker should not permit irrelevant questions that probe for Investigator bias.

The Decision-maker will allow witnesses who have relevant and not impermissible information to appear at a portion of the hearing to respond to specific questions from the Decision-maker and the Parties, and the witnesses will then be excused.

REFUSAL TO SUBMIT TO QUESTIONING AND INFERENCES

Any party or student witness may choose not to offer evidence and/or answer questions at the hearing, either because they do not attend the hearing, or because they attend but refuse to participate in some or all questioning. Employee witnesses are required to participate in the hearing if they are reasonably available. The Decision-maker can only rely on the available relevant and not impermissible evidence in making the ultimate determination of responsibility. The Decision-maker may not draw any inference **solely** from a party's or witness's absence from the hearing or refusal to answer any or all questions.

An Advisor may not be called as a witness at a hearing to testify to what their advisee has told them during their role as an Advisor unless the party being advised consents to that information being shared.

HEARING RECORDINGS

The University records hearings (but not deliberations) for purposes of review in the event of an appeal. No unauthorized audio or video recording of any kind is permitted during the hearing.

The Decision-maker, the Parties, their Advisors, Appeal Decision-makers, and other appropriate University officials will be permitted to review the recording or review a transcript of the recording upon request to the AVP Equity & Opportunity/Title IX Compliance. No unauthorized disclosure, including sharing, copying, or distribution of the recording or transcript, is permitted.

DELIBERATION AND DETERMINATION

After closing statements from the Parties, the Decision-maker will deliberate in closed session to determine whether the Respondent is responsible for the alleged Policy violation(s) based on the standard of proof. If a panel is used, a simple majority vote is required to determine the finding. Deliberations are not recorded.

When there is a finding of responsibility for one or more of the allegations, the Decision-maker may then consider any previously submitted impact and/or mitigation statement(s) provided by the Parties in determining appropriate sanction(s). The AVP Equity & Opportunity/Title IX Compliance will ensure that any submitted statements are exchanged between the Parties if they are viewed by the Decision-maker. Impact/mitigation statements do not influence the finding, they only potentially influence the sanctions.

The Decision-maker will then prepare and provide the AVP Equity & Opportunity/Title IX Compliance with a written outcome letter detailing all findings and final determinations, the rationale(s) explaining the decision(s), the relevant and not impermissible evidence used in support of the determination(s), the evidence not relied upon in the determination(s), any credibility assessments, and any sanction(s) and rationales explaining the sanction(s).

This statement is usually five to fifteen (5-15) pages in length and is typically submitted to the AVP Equity & Opportunity/Title IX Compliance within ten (10) business days from the conclusion of the hearing, unless the AVP Equity & Opportunity/Title IX Compliance grants an extension. The AVP Equity & Opportunity/Title IX Compliance will notify the Parties of any extension.

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APPENDIX F

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

The University of Hartford prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the university community. Toward that end, the University of Hartford issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a University official.

Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

- Domestic Violence:
  - **i.** A Felony or misdemeanor crime of violence committed—
    - **A)** By a current or former spouse or intimate partner of the victim;
    - **B)** By a person with whom the victim shares a child in common;
    - **C)** By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
    - **D)** By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
    - **E)** By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
  - **ii.** For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
  - **i.** The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
  - **ii.** For the purposes of this definition—
    - **A)** Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    - **B)** Dating violence does not include acts covered under the definition of domestic violence.
  - **iii.** For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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

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

  - Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

  - Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

  - Statutory Rape is defined as sexual intercourse with a person who is under the statutory age of consent.

- Stalking:
  - **i.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
    - **A)** Fear for the person's safety or the safety of others; or
    - **B)** Suffer substantial emotional distress.
  - **ii.** For the purposes of this definition—
    - **A)** *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
    - **B)** *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
    - **C)** *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
  - **iii.** For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

- Domestic Violence: The state of Connecticut does not define domestic violence or dating violence.

Connecticut state definition for 'Intimate partner violence'
Connecticut Definition C.G.S. Sec. 10a-55m. "Intimate partner violence" means any physical or sexual harm against an individual by a current or former spouse of or person in a dating relationship with such individual that results from any action by such spouse or such person that may be classified as a sexual assault under section 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b or 53a-73a, stalking under section 53a-181c, 53a-181d or 53a-181e, or family violence as designated under section 46b-38h.
Be it enacted by the Senate and House of Representatives in General Assembly convened: Section 1. Section 46b-38a of the general statutes is repealed and the following is substituted in lieu thereof (Effective January 1, 2019): For the purposes of sections 46b-38a to 46b-38f, inclusive: (1) "Family violence" means an incident resulting in physical harm, bodily injury or assault, or an act of threatened violence that constitutes fear of imminent physical harm, bodily injury or assault, including, but not limited to, stalking or a pattern of threatening, between family or household members. Verbal abuse or argument [shall] does not constitute family violence unless there is present danger and the likelihood that physical violence will occur. (2) "Family or household member" means any of the following persons, regardless of the age of such person: (A) Spouses or former spouses; (B) parents or their children; (C) persons related by blood or marriage; (D) persons other than those persons described in subparagraph (C) of this subdivision presently residing together or who have resided together; (E) persons who have a child in common regardless of whether they are or have been married or have lived together at any time; and (F) persons in, or who have recently been in, a dating relationship. (3) "Family violence crime" means a crime as defined in section 53a24, other than a delinquent act, as defined in section 46b-120, which, in addition to its other elements, contains as an element thereof an act of family violence to a family or household member. "Family violence crime" does not include acts by parents or guardians disciplining minor children unless such acts constitute abuse. (4) "Institutions and services" means peace officers, service providers, mandated reporters of abuse, agencies and departments that provide services to victims and families and services designed to assist victims and families. (5) "Dominant aggressor" means the person who poses the most serious ongoing threat in a situation involving the suspected commission of a family violence crime. Sec. 2. Section 46b-38b of the general statutes is repealed and the following is substituted in lieu thereof (Effective January 1, 2019): (a) [Whenever] Except as provided in subsections (b) and (c) of this section, whenever a peace officer determines upon speedy information that a family violence crime has been committed within such officer's jurisdiction, such officer shall arrest the person [or persons] suspected of its commission and charge such person [or persons] with the appropriate crime. The decision to arrest and charge shall not (1) be dependent on the specific consent of the victim, (2) consider the relation- ship [of the parties] between persons suspected of commit- ting a family violence crime, or (3) be based solely on a request by the victim. Whenever a peace officer determines that a family violence crime has been committed, such officer may seize any firearm or electronic defense weapon, as defined in section 53a-3, or ammunition at the location where the crime is alleged to have been committed that is in the possession of any person arrested for the commission of such crime or suspected of its commission or that is in plain view. Not later than seven days after any such seizure, the law enforcement agency shall return such firearm, electronic defense weapon or ammunition in its original condition to the rightful owner thereof unless such person is ineligible to possess such firearm, electronic defense weapon or ammunition or unless otherwise ordered by the court. (b) [No peace officer investigating an incident of family violence shall threaten, suggest or otherwise indicate the arrest of all parties for the purpose of discouraging requests for law enforcement intervention by any party. Where complaints are made by two or more opposing parties, the officer shall evaluate each complaint separately to determine whether such officer should make an arrest or seek a warrant for an arrest. Notwithstanding the provisions of subsection (a) of this section, when a peace officer reasonably believes that a party in an incident of family violence has used force as a means of self-defense, such officer is not required to arrest such party under this section.] When complaints of family violence are made by two or more opposing persons, a peace officer is not required to arrest both persons. The peace officer shall evaluate each complaint separately to determine which person is the dominant aggressor. In determining which person is the dominant aggressor, the peace officer shall consider the need to protect victims of domestic violence, whether one person acted in defense of self or a third person, the relative degree of any injury, any threats creating fear of physical injury, and any history of family violence between such persons, if such history can reasonably be obtained by the peace officer. The peace officer shall arrest the person whom the officer believes to be the dominant aggressor. (c) If a peace officer believes probable cause exists for the arrest of two or more persons, in lieu of arresting or seeking a warrant for the arrest of any person determined not to be the dominant aggressor, such peace officer may submit a report detailing the conduct of such person during the incident to the state's attorney for the judicial district in which the incident took place for further review and advice. The provisions of this section shall be construed to discourage, when appropriate, but not prohibit, dual arrests. (d) No peace officer investigating an incident of family violence shall threaten, suggest or otherwise indicate, the arrest of all persons involved in such incident for the purpose of discouraging any request from a person for law enforcement intervention. [(c)] (e) No peace officer shall be held liable in any civil action regarding personal injury or injury to property brought by any party to a family violence incident for (1) an arrest based on probable cause; [or for] (2) any conditions of release imposed pursuant to subsection (b) of section 54-63c; or (3) determinations made pursuant to subsection (b) or (c) of this section. [(d)] (f) It shall be the responsibility of the peace officer at the scene of a family violence incident to provide immediate assistance to the victim. Such assistance shall include, but need not be limited to: (1) Assisting the victim to obtain medical treatment if such treatment is required; (2) notifying the victim of the right to file an affidavit for a warrant for arrest; (3) informing the victim of services available, including providing the victim with contact information for a regional family violence organization that employs, or provides referrals to, counselors who are trained in providing trauma-informed care; (4) referring the victim to the Office of Victim Services; and (5) providing assistance in accordance with the uniform protocols for treating victims of family violence whose immigration status is questionable, established pursuant to subsection [(g)] (i) of this section. In cases where the officer has determined that no cause exists for an arrest, assistance shall include: (A) Assistance as provided in subdivisions (1) to (5), inclusive, of this subsection; and (B) remaining at the scene for a reasonable time until, in the reasonable judgment of the officer, the likelihood of further imminent violence has been eliminated. For the purposes of this subsection, "trauma-informed care" means services (i) directed by a thorough understanding of the neurological, biological, psychological and social effects of trauma and violence on a person; and

(ii) delivered by a regional family violence organization that employs, or provides referrals to, counselors who: (I) Make available to the victim of family violence resources on trauma exposure, its impact and treatment; (II) engage in efforts to strengthen the resilience and protective factors of victims of family violence who are impacted by and vulnerable to trauma; (III) emphasize continuity of care and collaboration among organizations that provide services to children; and (IV) maintain professional relationships for referral and consultation purposes with programs and persons with expertise in trauma-informed care. [(e)] (g)

(1) Each law enforcement agency shall develop, in conjunction with the Division of Criminal Justice, and implement specific operational guidelines for arrest policies in family violence incidents. Such guidelines shall include, but need not be limited to: (A) Procedures for the conduct of a criminal investigation; (B) procedures for arrest and for victim assistance by peace officers; (C) education as to what constitutes speedy information in a family violence incident;
(D) procedures with respect to the provision of services to victims; and (E) such other criteria or guidelines as may be applicable to carry out the purposes of sections 46b-1, 46b-15, 46b-38a to 46b-38f, inclusive, and 54-1g. Such procedures shall be duly promulgated by such law enforcement agency. On and after October 1, 2012, each law enforcement agency shall develop and implement specific operational guidelines for arrest policies in family violence incidents which, at a minimum, meet the standards set forth in the model law enforcement policy on family violence established in subdivision (2) of this subsection. (2) There is established a model law enforcement policy on family violence for the state. Such policy shall consist of the model policy submitted by the task force established in section 19 of public act 11- 152 on January 31, 2012, to the joint standing committee of the General Assembly having cognizance of matters relating to the judiciary, as amended from time to time by the Family Violence Model Policy Governing Council established pursuant to section 46b-38j.
(3) Not later than January 15, 2013, and annually thereafter, the chairperson of the Police Officer Standards and Training Council shall provide notice of updates to the model policy, if any, adopted by the council during the prior calendar year, to the chief law enforcement officer of each municipality having a police department, the law enforcement instructor of each such police department, and the Commissioner of Emergency Services and Public Protection.
(4) Not later than July 1, 2013, and annually thereafter, each law enforcement agency shall submit a report to the Commissioner of Emergency Services and Public Protection, in such form as the commissioner prescribes, regarding the law enforcement agency's compliance with the model law enforcement policy on family violence for the state. (5) On and after July 1, 2010, each law enforcement agency shall designate at least one officer with supervisory duties to expeditiously process, upon request of a victim of family violence or other crime who is applying for U Nonimmigrant Status (A) a certification of helpfulness on Form I-918, Supplement B, or any subsequent corresponding form designated by the United States Department of Homeland Security, confirming that the victim of family violence or other crime has been helpful, is being helpful, or is likely to be helpful in the investigation or prosecution of the criminal activity, and (B) any subsequent certification required by the victim. [(f)] (h) The Police Officer Standards and Training Council, in conjunction with the Division of Criminal Justice, shall establish an education and training program for law enforcement officers, supervisors and state's attorneys on the handling of family violence incidents. Training under such program shall: (1) Stress the enforcement of criminal law in family violence cases and the use of community resources, and include training for peace officers at both recruit and in-service levels; and (2) include, but not be limited to: (A) The nature, extent and causes of family violence; (B) factors for determining a dominant aggressor in a family violence case; (C) legal rights of and remedies available to victims of family violence and persons accused of family violence; [(C)] (D) services and facilities available to victims and persons who commit acts of family violence; [(D)] (E) legal duties imposed on police officers to make arrests and to offer protection and assistance, including applicable probable cause standards; and [(E)] (F) techniques for handling incidents of family violence that minimize the likelihood of injury to the officer and promote the safety of the victim. [On and after July 1, 2010, training] Training under such program shall also include, within available appropriations, information on (i) the impact of arrests of multiple parties in a family violence case on the immigration status of the parties; (ii) crime scene investigation and evaluation practices in family violence cases designed by the council to reduce the number of multiple arrests in family violence cases; and (iii) practical considerations in the application of the general statutes related to family violence. [On and after July 1, 2010] Such training shall also address, within available appropriations, eligibility for federal T Visas for victims of human trafficking and federal U Visas for unauthorized immigrants who are victims of family violence and other crimes. [(g) Not later than July 1, 2010] (i) The Police Officer Standards and Training Council shall establish uniform protocols for treating victims of family violence whose immigration status is questionable, and shall make such protocols available to law enforcement agencies. Each law enforcement agency shall adopt and use such protocols on and after the date they are established by the council. (j) The provisions of this section shall not apply to persons who are (1) attending an institution of higher education and presently residing together in on-campus housing, provided such persons are not in a dating relationship, and (2) presently residing in a dwelling unit, as defined in section 47a-1, and making payments pursuant to a rental agreement, as defined in section 47a-1, provided such persons are not in a dating relationship.
Section 7-294g of the general statutes is repealed and the following is substituted in lieu thereof (Effective January 1, 2019): (a) Each police basic or review training program conducted or administered by the Division of State Police within the Department of Emergency Services and Public Protection, by the Police Officer Standards and Training Council established under section 7-294b or by a municipal police department in the state shall provide a minimum of two hours of training on the subject of domestic violence that includes, but is not limited to, the following: (1) Enforcement of criminal laws applicable in cases involving domestic violence; (2) factors for determining a dominant aggressor in a family violence case; (3) techniques for handling incidents of domestic violence which promote the safety of the victim and the officer and which reduce the likelihood of recurrence; [(3)] (4) organizations in the state that offer aid or shelter to victims of domestic violence; [(4)] (5) applicable procedures in the prosecution of cases involving domestic violence; [(5)] (6) orders issued by a court pursuant to chapter 815a. The Division of State Police, the Police Officer Standards and Training Council or municipal police departments, in consultation with the [Connecticut Task Force on Abused Women] Division of Criminal Justice and an entity representing the statewide domestic violence coalition, shall develop a program curriculum. [and shall submit such curriculum to the task force for approval. Individual shelter programs in the task force] A domestic violence agency, as defined in section 52-146k, may also conduct domestic violence training in conjunction with any police training program, pursuant to the guidelines and certification requirements established by the Police Officer Standards and Training Council under section 7-294d. (b) Each police basic training program conducted or administered by the Division of State Police within the Department of Emergency Services and Public Protection, by the Police Officer Standards and Training Council established under section 7-294b or by a municipal police department in the state shall include a course on the recognition and management of child abuse and suicide intervention procedures. Sec. 4. Subdivision (2) of subsection (g) of section 46b-38c of the 2018 supplement to the general statutes is repealed and the following is substituted in lieu thereof (Effective January 1, 2019): (2) The Judicial Department may contract with victim service providers to make available, either directly or through referral, appropriate services that include, but are not limited to, the provision of trauma-informed care, as defined in subsection [(d)] (f) of section 46b-38b, as amended by this act. Sec. 5. Section 54-224 of the general statutes is repealed and the following is substituted in lieu thereof (Effective January 1, 2019): Except as provided in subsection [(d)] (f) of section 46b-38b, as amended by this act, the state or any agent, employee or officer thereof shall not be liable for (1) the failure to afford the victim of a crime any of the rights provided pursuant to any provision of the general statutes, or (2) the failure to provide the victim of a crime with any notice pursuant to any provision of the general statutes.

- Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent pursuant to Connecticut law.

- Fondling: The touching of the private body parts of another for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity

- Stalking: The state of Connecticut defines stalking as follows:

  Connecticut Definition: C.G.S. Sec. 53a-181c.
  Stalking in the first degree: Class D felony. (a) A person is guilty of stalking in the first degree when he [81] commits stalking in the second degree as provided in section 53a-181d and (1) he has previously been convicted of this section or section 53a-181d, or (2) such conduct violates a court order in effect at the time of the offense, or (3) the other person is under sixteen years of age. C.G.S. Sec. 53a-181d.

  Stalking in the second degree: Class A misdemeanor. (a) For the purposes of this section, "course of conduct" means two or more acts, including, but not limited to, acts in which a person directly, indirectly or through a third party, by any action, method, device or means, (1) follows, lies in wait for, monitors, observes, surveils, threatens, harasses, communicates with or sends unwanted gifts to, a person, or (2) interferes with a person's property. (b) A person is guilty of stalking in the second degree when: (1) Such person knowingly engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for such person's physical safety or the physical safety of a third person; or (2) Such person intentionally, and for no legitimate purpose, engages in a course of conduct directed at a specific person that would cause a reasonable person to fear that such person's employment, business or career is threatened, where (A) such conduct consists of the actor telephoning to, appearing at or initiating communication or contact at such other person's place of employment or business, provided the actor was previously and clearly informed to cease such conduct, and (B) such conduct does not consist of constitutionally protected activity. C.G.S. Sec. 53a-181e.

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

- Sexual Assault: The state of Connecticut defines Sexual Assault as follows:
  C.G.S. Sec. 53a-70.
  Sexual assault in the first degree: Class B or A felony. (a) A person is guilty of sexual assault in the first degree when such person (1) compels another person to engage in sexual intercourse by the use of force against such other person or a third person, or by the threat of use of force against such other person or against a third person which reasonably causes such person to fear physical injury to such person or a third person, or (2) engages in sexual intercourse with another person and such other person is under thirteen years of age and the actor is more than two years older than such person, or (3) commits sexual assault in the second degree as provided in section 53a-71 and in the commission of such offense is aided by two or more other persons actually present, or (4) engages in sexual intercourse with another person and such other person is mentally incapacitated to the extent that such other person is unable to consent to such sexual intercourse. C.G.S. Sec. 53a-70a. Aggravated sexual assault in the first degree: Class B or A felony. (a) A person is guilty of aggravated sexual assault in the first degree when such person commits sexual assault in the first degree as provided in section 53a-70, and in the commission of such offense (1) such person uses or is armed with and threatens the use of or displays or represents by such person's words or conduct that such person possesses a deadly weapon, (2) with intent to disfigure the victim seriously and permanently, or to destroy, amputate or disable permanently a member or organ of the victim's body, such person causes such injury to such victim, (3) under circumstances evincing an extreme indifference to human life such person recklessly engages in conduct which creates a risk of death to the victim, and thereby causes serious physical injury to such victim, or (4) such person is aided by two or more other persons actually present. No person shall be convicted of sexual assault in the first degree and aggravated sexual assault in the first degree upon the same transaction but such person may be charged and prosecuted for both such offenses upon the same information. C.G.S. Sec. 53a-71. Sexual assault in the second degree: Class C or B felony. (a) A person is guilty of sexual assault in the second degree when such person engages in sexual intercourse with another person and: (1) Such other person is thirteen years of age or older but under sixteen years of age and the actor is more than three years older than such other person; or (2) such other person is mentally defective to the extent that such other person is unable to consent to such sexual intercourse; or (3) such other person is physically helpless; or (4) such other person is less than eighteen years old and the actor is such person's guardian or otherwise responsible for the general supervision of such person's welfare; or (5) such other person is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (6) the actor is a psychotherapist and such other person is (A) a patient of the actor and the sexual intercourse occurs during the psychotherapy session, (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual intercourse occurs by means of therapeutic deception; or (7) the actor accomplishes the sexual intercourse by means of false representation that the sexual intercourse is for a bona fide medical purpose by a health care professional; or (8) the actor is a school employee and such other person is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (9) the actor is a coach in an athletic activity or a person who provides intensive, ongoing instruction and such other person is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (10) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and such other person is under eighteen years of age, or (11) such other person is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person. C.G.S. Sec. 53a-72a. Sexual assault in the third degree: Class D or C felony. (a) A person is guilty of sexual assault in the third degree when such person (1) compels another person to submit to sexual content (A) by the use of force against such other person or a third person, or (B) by the threat of use of force against such other person or against a third person, which reasonably causes such other person to fear physical injury to himself or herself or a third person, or (2) engages in sexual intercourse with another person whom the actor knows to be related to him or her within any of the degrees of kindred specified in section 46b-21. C.G.S. Sec. 53a-72b. Sexual assault in the third degree with a firearm: Class C or B felony. (a) A person is guilty of sexual assault in the

third degree with a firearm when such person commits sexual assault in the third degree as provided in section 53a-72a, and in the commission of such offense, such person uses or is armed with and threatens the use of or displays or represents by such person's words or conduct that such person possesses a pistol, revolver, machine gun, rifle, shotgun or other firearm. No person shall be convicted of sexual assault in the third degree and sexual assault in the third degree with a firearm upon the same transaction but such person may be charged and prosecuted for both such offenses upon the same information. C.G.S. Sec. 53a-73a, Sexual assault in the fourth degree: Class A misdemeanor or class D felony. (a) A person is guilty of sexual assault in the fourth degree when: (1) Such person intentionally subjects another person to sexual contact who is (A) under thirteen years of age and the actor is more than two years older than such other person, or (B) thirteen years of age or older but under fifteen years of age and the actor is more than three years older than such other person, or (C) mentally defective or mentally incapacitated to the extent that such other person is unable to consent to such sexual contact, or (D) physically helpless, or (E) less than eighteen years old and the actor is such other person's guardian or otherwise responsible for the general supervision of such other person's welfare, or (F) in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (2) such person subjects another person to sexual contact without such other person's consent; or (3) such person engages in sexual contact with an animal or dead body; or (4) such person is a psychotherapist and subjects another person to sexual contact who is (A) a patient of the actor and the sexual contact occurs during the psychotherapy session, or (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual contact occurs by means of therapeutic deception; or (5) such person subjects another person to sexual contact and accomplishes the sexual contact by means of false representation that the sexual contact is for a bona fide medical purpose by a health care professional; or (6) such person is a school employee and subjects another person to sexual contact who is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (7) such person is a coach in an athletic activity or a person who provides intensive, ongoing instruction and subjects another person to sexual contact who is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (8) such person subjects another person to sexual contact and (A) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and (B) such other person is under eighteen years of age; or (9) such person subjects another person to sexual contact who is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

- Consent: The state of Connecticut defines consent, in relation to sexual activity, as follows:

  Sec. 10a-55m. Sexual assault, stalking and intimate partner violence policies. Affirmative consent. Prevention and awareness programming and campaigns. Anonymous reporting and disclosure. Notification of victim's rights and options. (1) "Affirmative consent" means an active, clear and voluntary agreement by a person to engage in sexual activity with another person. Definitions for and impacting consent appear in CT General Statute 53a-65; 53a-70; 53a-71; 53a-72a; and 53a-73a.

- The institution's definition of consent AND the purposes for which that definition is used**:**

  Pursuant to Connecticut law, affirmative consent is the standard used to determine whether sexual activity was consensual. For purposes of determining whether or not Prohibited Conduct has occurred, Consent is defined as an active, knowing and voluntary exchange of affirmative words 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**. This definition is used in the (Pre- August 1, 2024 entitled policy: *Title IX Sexual Harassment and Community Standards Sexual Misconduct Policy*) and Post-August 1, 2024 entitled policy: *Equal Opportunity, Harassment, And Non-Discrimination Policy.***

How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it."19 We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list20 of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911.This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

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

Risk Reduction

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

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.

19 Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles, 60*, 779-792.
20 Bystander intervention strategies adapted from Stanford University's Office of Sexual Assault & Relationship Abuse

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

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

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

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

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and that:

A. A statement that the institution prohibits the crimes of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act);
B. The definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable jurisdictional definitions of these terms;
C. What behavior and actions constitute consent, in reference to sexual activity, in the State of Connecticut;
D. The institution's definition of consent AND the purposes for which that definition is used.

E. A description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
F. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
G. Information regarding:
    a. procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs (as described in "Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs" elsewhere in this document)
    b. how the institution will protect the confidentiality of victims and other necessary parties (as described in "Assistance for Victims: Rights and Options" elsewhere in this document);
    c. existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community (as described in "Assistance for Victims: Rights and Options" elsewhere in this document); and

d. options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in "Assistance for Victims: Rights and Options" elsewhere in this document);
e. procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in "Adjudication of Violations" elsewhere in this document);

Primary Prevention and Awareness Programs

These programs include**:**

Sexual Assault Prevention for Undergraduates/ Sexual Assault Prevention for Graduate Students (Vector Solutions)
Title IX and Clery Act training that engages students in fostering healthy relationships and preparing them to recognize and respond to sexual assault and harassment when it occurs.

Intervene
Intervene Bystander Intervention: Intervene is bystander in- person, 60-minute workshop in which students view seven short video scenarios and engage in a facilitated conversation to reflect upon the attitudes and behaviors that influence the process of intervening regarding a potential sexual assault & dating violence among the seven scenarios. Intervene was created by Cornell University and is used with permission at the University of Hartford.

To inquire about participating in upcoming bystander intervention training sessions offered by the Division of Student Success, or if you are interested in becoming a presenter on campus for a student-group or student-organization in which you are in a leadership role, please contact:

- Division of Student Success: 860.768.5403
- Email to: Dr. David Stender, Executive Director of Student Conduct, Conflict Resolution & Compliance stender@hartford.edu

Title IX Overview:
This program provides an overview of Title IX policies and regulations in compliance with federal and state laws. This presentation covers definitions under Title IX, where to report, and examples of supportive measures. This presentation pertains to all campus community members.

The University offered the following primary prevention and awareness programs for all incoming students in the **preceding year (2025)** and looks forward to providing the same, upgraded, and or additional training in the years to come.

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Sexual Assault Prevention for Undergraduates/ Sexual Assault Prevention for Graduate Students	August – December 2025	Online via Vector	DoV, DaV, SA, S
Intervene	September 9, 2025	Hillyer Hall Room 130	DaV, SA
Intervene	October 1, 2025	Hillyer Hall Room 111	DaV, SA
Intervene	October 2, 2025	Hillyer Hall Room 138	DaV, SA
Intervene	October 2, 2025	Hartford Art School V217	DaV, SA
Intervene	October 3, 2025	Hillyer Hall Room 246	DaV, SA
Intervene	October 3, 2025	Auerbach Room 223	DaV, SA
Intervene	October 3, 2025	Auerbach Room 427	DaV, SA
Intervene	October 3, 2025	Hartford Art School V217	DaV, SA
Intervene	October 13, 2025	Auerbach Room 321	DaV, SA
Intervene	October 13, 2025	Auerbach Room 325	DaV, SA
Intervene	October 14, 2025	Hillyer Hall Room 301	DaV, SA
Intervene	October 14, 2025	Hillyer Hall Room 258	DaV, SA
Intervene	October 14, 2025	Auerbach Room 110	DaV, SA
Intervene	October 15, 2025	Hillyer Hall Room 229	DaV, SA
Intervene	October 15, 2025	Auerbach Room 422	DaV, SA
Intervene	October 16, 2025	Dana Room 226	DaV, SA
Intervene	October 16, 2025	Auerbach Room 421	DaV, SA
Intervene	November 3, 2025	Auerbach Room 422	DaV, SA
Intervene	November 3, 2025	Auerbach Room 423	DaV, SA
Intervene	November 4, 2025	Auerbach Room 424	DaV, SA
Intervene	November 6, 2025	Auerbach Room 421	DaV, SA
Intervene	November 10, 2025	Hillyer Hall Room 229	DaV, SA
Intervene	November 11, 2025	Hillyer Hall Room 138	DaV, SA
Intervene	November 11, 2025	Auerbach Room 421	DaV, SA
Intervene	November 11, 2025	Auerbach Room 426	DaV, SA
Intervene	November 12, 2025	United Technologies Building Room 320	DaV, SA

Intervene	November 12, 2025	Dana Room 315	DaV, SA
Intervene	November 12, 2025	Auerbach Room 424	DaV, SA
Intervene	November 13, 2025	Hillyer Hall Room 221	DaV, SA
Intervene	November 13, 2025	Hillyer Hall Room 419	DaV, SA
Intervene	November 14, 2025	United Technologies Building Room 320	DaV, SA
Intervene	November 14, 2025	Dana Room 232	DaV, SA
Intervene	December 1, 2025	HPAC Community Room	DaV, SA
Intervene	December 4, 2025	Auerbach Room 320	DaV, SA
Intervene	December 5, 2025	Auerbach Room 425	DaV, SA
Intervene	December 19, 2025	HPAC Community Room	DaV, SA

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

The University offered the following primary prevention and awareness programs for all new employees in **2025**:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Title IX Overview	August 20, 2025	Hursey Center	DoV, DaV, SA, S
Title IX Overview	October 31, 2025	Gengras Student Union	DoV, DaV, SA, S

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

Ongoing Prevention and Awareness Campaigns

The University has developed an annual educational campaign consisting of:

Title IX Overview:
This program provides an overview of Title IX policies and regulations in compliance with federal and state laws. This presentation covers definitions under Title IX, where to report, and examples of supportive measures. This presentation pertains to all campus community members.

Building Supportive Communities: Clery Act and Title IX – Updated
This online training takes a close look at the issue of sexual harassment, including sexual assault, relationship violence, and stalking, in higher education.

Wellness Wednesday - Courageous Conversations
This interactive tabling event in the Gengras Student Union focused on writing words of encouragement to survivors of domestic violence and sexual assault. The University partnered with Sexual Assault Crisis Service (SACS) from YWCA New Britain and students either took their words of encouragement and gave it to someone they knew or gave it to the SACS representative who would then pass the words of encouragement along to clients they serve. Participants received university resources and off-campus resources.

Wellness Wednesday - Let's Talk About It: Sexual Health
This interactive tabling event in the Gengras Student Union focused on sexual health, safe sex practices, and domestic violence. Participants received items related to practicing safe sex and university resources.

The University offered the following ongoing awareness and prevention program for students in **2025**:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Wellness Wednesday- Courageous Conversations	April 2, 2025	Gengras Student Union Hawk Lounge	DoV, SA
Wellness Wednesday - Let's Talk About It: Sexual Health	October 15, 2025	Gengras Student Union Hawk Lounge	DoV
Title IX Overview	August 15, 2025	Dana Hall	DoV, DaV, SA, S
Title IX Overview	August 19, 2025	Sports Recreation Center	DoV, DaV, SA, S
Title IX Overview	September 10, 2025	Sports Recreation Center	DoV, DaV, SA, S

*'DoV' means Domestic Violence, 'DaV' means Dating Violence, 'SA' means Sexual Assault and 'S' means Stalking

The University offered the following ongoing awareness and prevention programs for employees in **2025**:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Title IX Overview	July 21, 2025	Hillyer Auditorium Room 125	DoV, DaV, SA, S
Title IX Overview	July 23, 2025	Hillyer Auditorium Room 125	DoV, DaV, SA, S
Title IX Overview	November 5, 2025	Hursey Center	DoV, DaV, SA, S
Title IX Overview	October 1, 2025	Shaw Center	DoV, DaV, SA, S
Building Supportive Communities: Clery Act and Title IX - Updated	December 2025	Online	DoV, DaV, SA, S

*'DoV' means Domestic Violence, 'DaV' means Dating Violence, 'SA' means Sexual Assault and 'S' means Stalking

Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs

If you have experienced sexual assault or another form of sexual violence, it may be important to seek medical care to assess for injuries, discuss STI prophylactic treatment options, and/or emergency contraception. Hartford Hospital, UCONN/ John Dempsey Hospital can provide physical exams, sexually transmitted infection (STI) prophylaxis and emergency contraception. If you were sexually assaulted within the past five days (120 hours), you may consider having an evidence collection exam at Hartford Hospital, UCONN/ John Dempsey Hospital, Trinity/St. Francis Hospital. This exam can be completed anonymously, the cost is covered by the State of Connecticut, and having it does not require you to pursue a criminal complaint.

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

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

Involvement of Law Enforcement and Campus Authorities
Although the university strongly encourages all members of its community to report violations of this policy to law enforcement (including on campus law enforcement and/or local police), it is the victim's choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, the University of Hartford Department of Public Safety or the Office of Title IX and Compliance will assist any victim with notifying law enforcement if the victim so desires. Hartford Police Department can be reached directly by calling, 860-757-4000; or in person at 250 High Street, Hartford CT 06013 and the W. Hartford Police Department may also be reached directly by calling 860-523-5203 or in person at 103 Raymond Road, W. Hartford CT 06017.
Additional information about the Hartford Police Department may be found online.
Additional information about the West Hartford Police Department may be found online.
What is involved in making a report:
Reports or Complaints of discrimination, harassment, and/or retaliation may be made using any of the following options:
1) File a Complaint with, or give verbal Notice directly to, the AVP Equity & Opportunity/Deputy or designee. Such a Complaint may be made at any time (including during non-business hours) by using the telephone number, email address, or by mail to the office of the Equity & Opportunity /deputy/or designee listed in this Policy.
2) Submit online Notice Anonymous Notice is accepted, but the Notice may give rise to a need to try to determine the Parties' identities. Anonymous Notice typically limits the University's ability to investigate, respond, and provide remedies, depending on what information is shared. Measures intended to protect the community or redress or mitigate harm may be enacted. It also may not be possible to provide supportive measures to Complainants who are the subject of anonymous Notice. Reporting carries no obligation to initiate a Complaint, and in most situations, the University is able to respect a Complainant's request to not initiate a resolution process. However, there may be circumstances, such as pattern behavior, allegations of severe misconduct, or a compelling threat to health and/or safety, where the University may need to initiate a resolution process. If a Complainant does not wish to file a Complaint, the University will maintain the privacy of information to the extent possible. The Complainant should not fear a loss of confidentiality by giving Notice that allows the University to discuss and/or provide supportive measures, in most circumstances.
3) Other ways to report on campus: Whistleblower Hotline: 844-256-3946 or use the online hotline
4.) Department of Public Safety to file a report with DPS staff. 860-768-7985 (non-emergency); 860-768-7777 (emergency)

Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking
If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, Kenna Grant, Room 307 Harrison Library, mckenna@hartford.edu; 860-768-4880, by calling, writing or coming into the office to report in person and University of Hartford Department of Public Safety (if the victim so desires.) Reports of all domestic violence, dating violence, sexual assault and stalking made to University of Hartford Department of Public Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant choses to pursue criminal charges.

Procedures the University Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported

The University has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus as well as additional remedies to prevent contact between a complainant21 and an accused party, such as changes to housing, academic, protective orders, transportation and working situations, if reasonably available. The University will make such accommodations or protective measures, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to the University of Hartford Department of Public Safety or local law enforcement. Students and employees should contact Kenna Grant, Executive Director of Title IX, EO, and Compliance

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the University, below are the procedures that the University will

follow:

Incident Being Reported	Procedure Institution Will Follow
Sexual Assault	**1.** Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care **2.** Institution will assess immediate safety needs of complainant **3.** Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department **4.** Institution will provide complainant with referrals to on and off campus mental health providers **5.** Institution will assess need to implement interim or long-term protective measures, if appropriate. **6.** Institution will provide the victim with a written explanation of the victim's rights and options **7.** Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate **8.** Institution will provide written instructions on how to apply for Protective Order **9.** Institution will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution **10.** Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is **11.** Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation
Stalking	**1.** Institution will assess immediate safety needs of complainant **2.** Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department **3.** Institution will provide written instructions on how to apply for Protective Order **4.** Institution will provide written information to complainant on how to preserve evidence **5.** Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate **6.** Institution will provide the victim with a written explanation of the victim's rights and options **7.** Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate
Dating Violence	**1.** Institution will assess immediate safety needs of complainant **2.** Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department **3.** Institution will provide written instructions on how to apply for Protective Order **4.** Institution will provide written information to complainant on how to preserve evidence **5.** Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate **6.** Institution will provide the victim with a written explanation of the victim's rights and options 7. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate
Domestic Violence	**1.** Institution will assess immediate safety needs of complainant **2.** Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department **3.** Institution will provide written instructions on how to apply for Protective Order **4.** Institution will provide written information to complainant on how to preserve evidence **5.** Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate **6.** Institution will provide the victim with a written explanation of the victim's rights and options **7.** Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate

Assistance for Victims: Rights & Options

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

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action

Rights of Victims and the Institution's Responsibilities for Orders of Protection, "No Contact" Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution

JUDICIAL PROTECTIVE ORDERS

Civil protection orders and criminal protection orders are issued by the Connecticut judicial system, not by the University of Hartford. An individual can contact the Office of Equal Opportunity and Title IX Compliance for more information and assistance. A Civil Protection Order is an order of protection issued by a civil court to protect an applicant who has been the victim of stalking, sexual assault, and/or sexual abuse that is not related to family or domestic violence. A Criminal Protective Order is an order issued by a criminal court judge and is directed against a defendant who has been arrested for a family violence crime or whenever a protective order is an appropriate remedy in a criminal case. A Restraining Order is an order issued by a judge of the civil court against a person who is a family or household member, usually after a hearing, but the court may issue the order immediately upon application by the victim as an "ex parte" order to remain in effect until the hearing. In the restraining order, the judge can order the abuser not to hurt or harass the victim. The judge may also order the abuser to move out of the home and order the victim to have temporary custody of the children. For additional information: portal.ct.gov/OVA. The Office of Equal Opportunity and Title IX Compliance is able to issue no contact orders as appropriate.

The victim is required to apply directly for these services in conjunction with the Office of Victim Services.

Protection from abuse orders may be available through Office of Victim Services.

SAMPLE CHART DEMONSTRATING TYPES OF ORDERS AVAILABLE Via the Office of Victim Services

Type of Order:	Who Can File For One:	Court:	Based On:
Domestic Violence Civil Protection Order – up to 5 years, can be renewed**	Family or household members including : • Spouses, former spouses • Parent, child, foster parent • People who have kids together • Intimate partners who lived together in the last 5 years • Same sex couples are eligible	Domestic Relations Court – where victim lives, where abuser lives or has a business, or where incident(s) occurred	Causing or trying to cause injury or placing someone in fear of imminent serious harm (Courts use different requirements for how recent the incident must be)
Stalking Protection Order - up to 5 years, can be renewed**	Any person who is a victim of stalking. No relationship with stalker is required.	Common Pleas Court - where victim lives (if family or household member, can be filed as DV Protection Order, see above)	Pattern of conduct (2 or more events), closely related in time, that cause distress or make a victim believe the stalker will cause harm
Sexually Oriented Offense Protection Order - up to 5 years, can be renewed**	Any person who was a victim of a sexually oriented offense (see ORC 2950.01). No relationship with offender is required. Case does not have to be criminally prosecuted.	Common Pleas Court – where victim lives	Sexual assault or unwanted sexual contact (see ORC 2950.01)
Juvenile Protection Order – until abuser reaches age 19	Victim of abuse by a person who is under age 18, or the victim's parent or other household member, or other parties the Court approves.	Juvenile Court – where victim lives	Assault, stalking, sexual offenses, threats of harm or aggravated trespass

The University may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. If the University receives a report that such an institutional no contact order has been violated, the University will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.

Accommodations and Protective Measures Available for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, University of Hartford will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, protective orders and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, university offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working, protective measures or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, living, transportation and/or working situations or protective measures, a victim should contact the Office of Equal Opportunity and Title IX Compliance; Kena Grant; mckenna@hartford.edu; 860-768-4880, Room GSU 307 Harrison Library. If the victim wishes to receive assistance in requesting these accommodations, she/ he/ they should contact Office of Equal Opportunity and Title IX Compliance; Kena Grant; mckenna@hartford.edu; 860-768-4880, Room GSU 307 Harrison Library.

On and Off Campus Services for Victims
Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, University of Hartford will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. **Note:** having a forensic examination does not require **a victim to** subsequently file a police report. These resources include the following:

ON CAMPUS	Name of Service	Location	Contact Information
Counseling	Counseling and Psychological Services (CAPS)	Gengras Student Union Room 313	860-768-4482
Health	University Health Services	Adjacent to Sports Center	860-768-6601
Mental Health	Counseling and Psychological Services (CAPS)	Gengras Student Union Room 313	860-768-4482
Victim Advocacy	n/a	n/a	n/a
Legal Assistance	n/a	n/a	n/a
Visa and Immigration Assistance	International Center	Gengras Student Union Room 309	860-768-4870
Student Financial Aid	Student Success Center/ Financial Aid	Gengras Student Union Room 230	860-768-4296
Protestant Campus Ministry			pcm@hartford.edu
Chabad Chevra			rabbi@hartford.edu
Catholic Campus Ministry			Fr_mai@aohct.org
Office of Equal Opportunity and Title IX Compliance		Harrison Library Room 307	860-768-4880
Whistleblower Hotline		Hartford.ethicspoint.com	866-943-5787

OFF CAMPUS	Name of Service	Address	Contact Information
Counseling	Behavioral and Mental Health Hartford Health Care	80 Seymour Street, Hartford	https://hartfordhealthcare.org/services/behavioral-mental-health
Health^	Hartford Hospital	80 Seymour Street, Hartford	860-454-5000
Health^	St. Francis Hospital /Medical Center	114 Woodland Street, Hartford	860-714-4000
Health^	UCONN Health	263 Farmington Avenue Farmington, Connecticut 06030	1-84-GET-UCONN
Mental Health	Behavioral and Mental Health Hartford Health Care	80 Seymour Street, Hartford	https://hartfordhealthcare.org/services/behavioral-mental-health
Victim Advocacy	CT State Victims Advocate	505 Hudson Street, Hartford CT	860-550-6632
Legal Assistance	n/a	n/a	n/a
Student Financial Aid	Department of Education	www.studentaid.gov	www.studentaid.gov
Visa and Immigration Assistance	US Citizenship and Immigration Services	450 Main Street, Hartford	www.uscis.gov/aboutus/find-a-uscis-office/field-offices
City of Hartford Police		253 High Street, Hartford	860-523-5203
West Hartford Police		103 Raymond Rd, W. Hartford	860-523-5203
Bloomfield Police		785 Park Ave, Bloomfield	860-242-5501

^ having a forensic examination does not require a victim to subsequently file a police report.

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

Rape, Abuse and Incest National Network
U.S. Department of Justice
U.S. Department of Education, Office for Civil Rights

Confidentiality
Victims may request that directory information on file with the University be withheld by request via self-service online (banner).

Regardless of whether a victim has opted-out of allowing the University to share "directory information," personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Timely Warning Notification is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

Adjudication of Violations

The university's disciplinary process includes a prompt, fair, and impartial initial investigation and final resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within the timeframe specified in each policy the institution maintains. However, each procedure allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. University officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. An university investigator receives annual ATIXA Advanced Interviewing Techniques and Strategies for Higher Education. Furthermore, each policy provides that:

1. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
2. The accuser, the accused and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
4. The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding. The accuser and the accused each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The University will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. However, the role of the advisor is limited **to only consult and advise their advisee, but not speak for the advisee at any meeting or hearing.**
5. The accuser and the accused will be notified simultaneously, in writing, of the any initial, interim and final decision of any disciplinary proceeding; and
6. Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

Whether or not criminal charges are filed, the university or a person may file a complaint under the following policies, depending upon the status of the accused (student or employee):

Types of Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking

Equal Opportunity, Harassment, And Non-Discrimination Policy:
Post August 1, 2024 policy.

University-Initiated Protective Measures
In addition to those protective measures previously described the Executive Director of Equal Opportunity and Title IX Compliance or their designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include but are not limited to: a University order of no contact, residence hall relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Executive Director of Equal Opportunity and Title IX Compliance's directives and/or protective measures may constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by the University of Hartford.

Equal Opportunity, Harassment, And Non-Discrimination Policy: applicable to students accused of domestic violence, dating violence, sexual

assault and stalking.

1. ***How to File a Disciplinary Complaint Under this Policy***
Reports or Complaints of discrimination, harassment, and/or retaliation may be made using any of the following options: 1) File a Complaint with, or give verbal Notice directly to, the AVP Equity & Opportunity/Title IX Compliance/Deputy or designee. Such a Complaint may be made at any time (including during non-business hours) by using the telephone number, email address, or by mail to the office of the AVP Equity & Opportunity/Title IX Compliance/deputy/or designee listed in this Policy. 2) Submit online Notice at: https://cm.maxient.com/reportingform.php?UnivofHartford&layout_id=4 Anonymous Notice is accepted, but the Notice may give rise to a need to try to determine the Parties' identities. Anonymous Notice typically limits the University's ability to investigate, respond, and provide remedies, depending on what information is shared. Measures intended to protect the community or redress or mitigate harm may be enacted. It also may not be possible to provide supportive measures to Complainants who are the subject of anonymous Notice. Reporting carries no obligation to initiate a Complaint, and in most situations, the University is able to respect a Complainant's request to not initiate a resolution process. However, there may be circumstances, such as pattern behavior, allegations of severe misconduct, or a compelling threat to health and/or safety, where the University may need to initiate a resolution process. If a Complainant does not wish to file a Complaint, the University will maintain the privacy of information to the extent possible. The Complainant should not fear a loss of confidentiality by giving Notice that allows the University to discuss and/or provide supportive measures, in most circumstances. 3) Other ways to report on campus: WhistleBlower Hotline online or 844.256.3946.
EO Harassment, and Non-Discrimination Policy

2. ***How the University Determines Whether This Policy will be Used***
The University will act on any Notice, Complaint, or Knowledge of a potential violation of the Equal Opportunity, Harassment, and Nondiscrimination Policy ("the Policy") that is received by the AVP Equity & Opportunity/Title IX Compliance or any other Mandated Reporter by applying the Resolution Process below. The procedures below apply to all allegations of discrimination on the basis of an actual or perceived protected characteristic, harassment, retaliation, or Other Prohibited Conduct as involving students, staff, administrators, faculty members, or third parties. Unionized/other categorized employees are subject to the terms of their agreements/employees' rights to the extent those agreements do not conflict with federal or state compliance obligations.

In order to constitute Title IX Sexual Harassment, the alleged misconduct must have occurred (i) in the United States, and (ii) in the University of Hartford's education program or activity, which is defined as locations, events or circumstances over which the University of Hartford exercised substantial control over both Respondent and the context in which the misconduct occurred, or any building owned or controlled by a student organization officially recognized by the Institution. Community Standards Gender-based Misconduct Conduct by an individual that does not constitute Title IX Sexual Harassment, but that (a) has continuing adverse effects on or creates a hostile work environment or hostile environment for individuals participating or attempting to participate in the University of Hartford's education program or activity or otherwise has a reasonable connection to the University of Hartford; and (b) constitutes one of the following:

Community Standards Sexual Misconduct:
Conduct by an individual that does not constitute Title IX Sexual Harassment, but that (a) has continuing adverse effects on or creates a hostile work environment or hostile environment for individuals participating or attempting to participate in the University of Hartford's education program or activity, or otherwise has a reasonable connection to the University of Hartford; and (b) constitutes one of the following:

Community Standards Sex Discrimination:
Discrimination on the basis of sex. Community Standards Sexual Harassment: Pursuant to Connecticut law, any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic grade, salary, benefit, or service; (2) submission to or rejection of such conduct by an individual is used as the basis for employment, academic grading, or other decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.

Community Standards Gender-Based Harassment:
Harassment based on sex or gender, sexual orientation, gender identity, or gender expression, which may include acts of intimidation or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature. Examples of conduct that may constitute Sexual or Gender-Based Harassment include, but are not limited to:

Physical assaults of a sexual nature, such as (1) rape, sexual battery, molestation or attempts to commit these assaults; or (2) intentional physical contact which is sexual in nature, such as patting, pinching, brushing against another's body, etc.;

Unwanted sexual advances, propositions or other sexual comments and jokes, including remarks about the individual's body or gender;

Inappropriate verbal conduct, such as lewd or sexually suggestive comments, jokes, or innuendoes, or unwelcome comments about an individual's gender, sexual orientation, gender identity, or gender expression;

Inappropriate written conduct, such as letters, notes, or electronic communications, containing comments, words, jokes, or images that are lewd or sexually suggestive or relate in an unwelcome manner to an individual's gender, sexual orientation, gender identity, or gender expression;

Inappropriate physical conduct, such as unwelcome touching or sexual advances on campus or within the working or learning environment;

Persistent and inappropriate personal attention from one colleague to another in the face of rejection;

Sexual or discriminatory displays, publications, or other visual material on the University of Hartford property;

Sexual gestures through body movements or hands or other types of nonverbal sexually explicit behavior.

Community Standards Sexual Assault:
Pursuant to Connecticut Law, penetration or attempted penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration or attempted penetration by a sex organ of another person, without consent.

Community Standards Non-Consensual Sexual Contact:
Pursuant to Connecticut law, intentional sexual touching however slight with any body part or object by a person upon another person that is without consent. Sexual touching includes: Intentional contact with private parts of the body such as the breasts, groin, genitals, anus, or mouth of another, or making another touch you or their private parts.

Community Standards Statutory Rape:
Sexual intercourse with a person who is under the statutory age of consent pursuant to Connecticut law.

Community Standards Intimate Partner/Dating/Domestic Violence:
Pursuant to Connecticut law, relationship violence is a pattern of behavior in a domestic, intimate or dating relationship that is used to establish power and control over another person through fear and intimidation. This behavior can be verbal, emotional, or physical. Examples include, but are not limited to: striking another person, property damage, public humiliation, harassment, and verbal or physical threats. It includes threatening or causing physical harm or engaging in other conduct that threatens or endangers the health or safety of another person. Any such conduct or any offense under the University's Code of Community Standards will be considered Prohibited Conduct and resolved under this Policy if it arises out of an intimate partner, dating or domestic relationship (even if such relationship has ended). The University will evaluate the existence of the relationship taking into consideration such as the length of the relationship, the type of relationship, and the frequency of interaction between the individuals involved in the relationship.

Community Standards Stalking:
Stalking includes any conduct prohibited by Connecticut General Statutes 53a-181 or any course of conduct directed to a specific person that would cause a reasonable person to (A) fear for the person's safety or the safety of others; or (B) suffer emotional distress, including but not limited to, two or more acts directly or through a third party which monitors, observes, surveils, threatens, or communicates to or about a person. This misconduct can involve, but is not limited to: (i) lying in wait or knowingly repeatedly running into the person; (ii) unwelcome excessive phone calls, text messages, notes, etc.; (iii) watching or recording the person; (iv) threats to harm a person or a person's family, friends, teachers, pets, or property whether the threats are delivered personally or through a third party; (v) vandalism of the person's property; (vi) sending unwanted gifts, or leaving items that hold significance within the relationship between the person and stalker. It also includes cyberstalking, which occurs through electronic devices and includes, but is not limited to: (i) posting online, the use of websites, email, text messaging, online social media, phone calls, and instant messaging; (ii) creating multiple online accounts to harass a person; (iii) hacking into the person's personal website, email account(s), phone account(s) or social media account(s); or (i v) continuous posting of malicious or untrue information online to websites or social media.

Community Standards Sexual Exploitation:
Taking advantage of a person due to their sex or gender identity for personal gain or gratification, such as abuse of a position of vulnerability, differential power, or trust for sexual purposes. Examples include, but are not limited to:

- Recording, photographing, disseminating, or posting images of private sexual activity or a person's intimate parts (such as genitalia, groin, breasts, or buttocks) without consent;
- Threatening to disseminate sensitive personal material of a sexual nature (e.g. photos, videos) by any means to any person or entity without consent;
    - Allowing third parties to observe private sexual activity from a hidden location without consent (e.g., closet) or through electronic means (e.g., Skype or livestreaming of images);
- Stealing articles of clothing for personal sexual gain or satisfaction;
- Manipulation of contraception;
- Peeping or voyeurism;
- Prostituting another person;
- Intentionally or knowingly exposing another person to a sexually transmitted infection or virus without the other's knowledge;
- Possessing, distributing, viewing or forcing others to view illegal pornography.

Community Standards False Claims:
Deliberately false or malicious reports under this Policy (as opposed to allegations found to be erroneous but made in good faith) are a serious offense subject to disciplinary action under this Policy.

Community Standards Other Prohibited Conduct:
Other forms of misconduct, when gender-based, are Prohibited Conduct under this Policy, including but not limited to:

- Sex offenses (other than those listed above) under applicable federal and state law;
- Gender-based Hazing;
- Assisting another person in committing Prohibited Conduct;
- Gender-based threats or actions which inflict physical injury or emotional distress on others;

- Gender-based acts injurious or creating a risk of injury to a person under the age of 18.

The University will exercise jurisdiction to the extent practical and possible over all cases alleging violations of this Code of Conduct, including on University premises, in connection with University sponsored activities(whether on-campus or off-campus), and any conduct that occurs off-campus if the incident poses a threat to the safety or well-being of any member of the University community, the conduct is likely to have a substantial effect on a University- community member's campus life or activities; or the conduct affects a compelling interest of the University. This Policy applies to the University of Hartford's education programs and activities (defined as including locations, events, or circumstances in which the University exercises substantial control over both the Respondent and the context in which the conduct occurred), circumstances where the University of Hartford has disciplinary authority, and to misconduct occurring within any building owned or controlled by a University of Hartford recognized student organization. This Policy may also apply to the effects of off-campus misconduct that limit or deny a person's access to the University of Hartford's education program or activities.

A substantial University of Hartford interest includes:
1) Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law. 2) Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student, employee, or other individual. 3) Any situation that significantly impinges upon the rights, property, or achievements of others, significantly breaches the peace, and/or causes social disorder. 4) Any situation that substantially interferes with the University's educational interests or mission. For disciplinary action to be issued under this Policy, the Respondent must be a University faculty member, student, or employee at the time of the alleged incident. If the Respondent is unknown or is not a member of the University community, the AVP Equity & Opportunity/Title IX Compliance will offer to assist the Complainant in identifying appropriate institutional and local resources and support options and will implement appropriate supportive measures and/or remedial actions (e.g., trespassing a person from campus). The University can also assist in contacting local or institutional law enforcement if the individual would like to file a police report about criminal conduct. All vendors serving the University of Hartford through third-party contracts are subject to the policies and procedures of their employers and/or to this Policy and procedures to which their employer has agreed to be bound by their contracts. When the Respondent is enrolled in or employed by another institution, the AVP Equity & Opportunity/Title IX Compliance can assist the Complainant in contacting the appropriate individual at that institution, as it may be possible to pursue action under that institution's policies. Similarly, the AVP Equity & Opportunity/Title IX Compliance may be able to assist and support a student or employee Complainant who experiences discrimination in an externship, study abroad program, or other environment external to the University where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give the Complainant recourse. If there are effects of that external conduct that impact a student or employee's work or educational environment, those effects can often be addressed remedially by the AVP Equity & Opportunity/Title IX Compliance if brought to their attention.

3. Steps in the Disciplinary Process

Prior to an investigation, the AVP Equity & Opportunity/Title IX Compliance will provide the Parties with a detailed written NOIA. Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various allegations. For climate/culture investigations that do not have an identifiable Respondent, the NOIA will be sent to the department/office/program head for the area/program being investigated. The NOIA typically includes:

• A meaningful summary of all allegations
• The identity of the involved Parties (if known)
• The precise misconduct being alleged
• The date and location of the alleged incident(s) (if known)
• The specific policies/offenses implicated
• A description of, link to, or copy of the applicable procedures
• A statement that the Parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence
• The name(s) of the Investigator(s), along with a process to identify to the AVP Equity & Opportunity/Title IX Compliance, in advance of the interview process, any conflict of interest that the Investigator(s) may have
• A statement that the University presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination
• A statement that determinations of responsibility are made at the conclusion of the process and that the Parties will be given an opportunity during the review and comment period to inspect and review all relevant evidence
• A statement that retaliation is prohibited
• Information about the confidentiality of the process, including that the Parties and their Advisors (if applicable) may not share University work product obtained through the Resolution Process
• A statement that the Parties may have an Advisor of their choice who may accompany them through all steps of the Resolution Process. A statement informing the Parties that the University's Policy prohibits knowingly making false statements, including knowingly submitting false information during the Resolution Process
• Detail on how a party may request disability accommodations during the Resolution Process
• An instruction to preserve any evidence that is directly related to the allegations Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the Parties as indicated in official University records, or emailed to the Parties' University-issued email or designated accounts. Once mailed, emailed, and/or received in person, the notification will be presumptively delivered.

Resolution Timeline

The University will make a good faith effort to complete the Resolution Process within sixty to ninety (60-90) business days, including any appeals, which can be extended as necessary for appropriate cause by the AVP Equity & Opportunity/Title IX Compliance. The Parties will receive regular updates on the progress of the Resolution Process, as well as notification and a rationale for any extensions or delays, and an estimate of how much additional time will be needed to complete the process. Investigations are completed expeditiously, normally within sixty (60) business days, though some investigations may take longer, depending on issues such as the nature, extent, and complexity of the allegations, witness availability, law enforcement involvement, and other

factors. If a party or witness chooses not to participate in the Resolution Process or becomes unresponsive, the University reserves the right to continue it without their participation to ensure a prompt resolution. Non-participatory or unresponsive Parties retain the rights outlined in this Policy and the opportunity to participate in the Resolution Process. The University may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to a request from law enforcement to delay the investigation temporarily, the need for language assistance, the absence of Parties and/or witnesses, and/or health conditions. The University will promptly resume its Resolution Process as soon as feasible. During such a delay, the University will implement and maintain supportive measures for the Parties as deemed appropriate. The University's action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.
The University will make a good faith effort to complete the Resolution Process as promptly as circumstances permit and will communicate regularly with the Parties to update them on the progress and timing of the process.

Ensuring Impartiality
Any individual materially involved in the administration of the Resolution Process, including the AVP Equity & Opportunity/Title IX Compliance, Investigator(s), and Decision-maker(s), may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent. The AVP Equity & Opportunity/Title IX Compliance will vet the assigned Investigator(s), Decisionmaker(s), and Appeals officers for impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. At any time during the Resolution Process, the Parties may raise a concern regarding bias or conflict of interest, and the AVP Equity & Opportunity/Title IX Compliance will determine whether the concern is reasonable and supportable. If so, another Pool member will be assigned, and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the AVP Equity & Opportunity/Title IX Compliance, concerns should be raised with university's chief diversity officer or other cabinet- level officer as designed by the president. The Resolution Process involves an objective evaluation of all available relevant and not otherwise impermissible evidence, including evidence that supports that the Respondent engaged in a Policy violation and evidence that supports that the Respondent did not engage in a Policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness. All Parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence, and to receive a written investigation report that accurately summarizes this evidence.
Investigator Appointment
Once an investigation is initiated, the AVP Equity & Opportunity/Title IX Compliance appoints an Investigator(s) to conduct it. These Investigators may be members of the Resolution Process Pool, or any other properly trained Investigator, whether internal or external to the University's community.

Witness Role and Participation in the Investigation
Employees (not including Complainant and Respondent) are required to cooperate with and participate in the University's investigation and Resolution Process. Student witnesses and witnesses from outside the University community cannot be required to participate but are encouraged to cooperate with University investigations and to share what they know about a Complaint. Interviews may be conducted in person, via online video platforms (e.g., Zoom, Microsoft Teams, FaceTime, WebEx, etc.), or, in limited circumstances, by telephone. The University will take appropriate steps to ensure the security/privacy of remote interviews. Parties and witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred.

Interview Recording
It is standard practice for Investigators to create record of all interviews pertaining to the Resolution Process (other than Informal Resolution meetings). The Parties may review copies of their own interviews, upon request. No unauthorized audio or video recording of any kind is permitted during investigation meetings. If an Investigator(s) elects to audio and/or video record interviews, all involved individuals should be made aware of audio and/or video recording. All interviews are recorded. The recording and/or transcript of those meetings will be provided to the Parties for their review, after which the Parties may pose additional questions to each other. Those subsequent meetings or interviews are also recorded and/or transcribed and shared with the Parties.

Evidentiary Considerations
The Investigator(s) and the Decision-maker(s) will only consider evidence that is deemed relevant and not otherwise impermissible. Relevant evidence is that which may aid in determining whether the allegation occurred, or whether the behavior constitutes a violation of Policy. Impermissible evidence is defined as evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless 1) evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the Respondent committed the alleged conduct, or 2) is evidence about specific incidents of the Complainant's prior sexual conduct with the Respondent that is offered to prove consent. The fact of prior consensual sexual conduct between the Complainant and Respondent does not by itself demonstrate or imply the Complainant's consent or preclude a determination that sex-based harassment occurred. Previous disciplinary action of any kind involving the Respondent may not be considered unless there is an allegation of a pattern of misconduct. Such information may also be considered in determining an appropriate sanction upon a determination of responsibility. Barring a pattern allegation, this information is only considered at the sanction stage of the process and is not shared until then. Within the limitations stated above, the investigation and determination can consider character evidence, if offered, but that evidence is unlikely to be relevant unless it is fact evidence or relates to a pattern of conduct.

Respondent Admits Responsibility
At any point in the proceedings, if a Respondent elects to admit to the charged violations and waive further process, the Decision-maker is authorized to accept that admission, adopt it as their finding/final determination, and administer sanctions. This would also waive all rights to appeal for the Respondent. If the Respondent rejects the finding/final determination/sanctions, or does not admit to all conduct charged, the Resolution Process continues to its conclusion.

Investigation
All investigations are adequate, thorough, reliable, impartial, prompt, and fair. They involve interviews with all relevant Parties and witnesses, obtaining relevant evidence, and identifying sources of expert information, as necessary. After an interview, Parties and witnesses will be asked to verify the accuracy of the recording, transcript, or summary of their interview. They may submit changes, edits, or clarifications. If the Parties or witnesses do not respond within the time period designated for verification, objections to the accuracy of the recording, transcript, or summary will be deemed to have been waived, and no changes will be permitted. The University may consolidate Complaints against more than one Respondent, or by more than one Complainant against

one or more Respondents, when the allegations arise from the same facts or circumstances or implicate a pattern, collusion, and/or other shared or similar actions. The Investigator(s) typically take(s) the following steps, if not already completed and not necessarily in this order:
• Determine the identity and contact information of the Complainant.
• Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all specific policies implicated.
• Assist the AVP Equity & Opportunity/Title IX Compliance, if needed, with conducting a prompt initial evaluation to determine if the allegations indicate a potential Policy violation.
• Work with the AVP Equity & Opportunity/Title IX Compliance, as necessary, to prepare the initial Notice of Investigation and Allegations (NOIA). The NOIA may be amended with any additional or dismissed allegations.
• Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for the Parties and witnesses.
• When participation of a party is expected, provide that party with written notification of the date, time, and location of the meeting, as well as the expected participants and purpose.
• Make good faith efforts to notify each party of any meeting or interview involving another party, in advance when possible.
• Interview the Complainant and the Respondent and conduct follow-up interviews with each, as necessary. • Interview all available, relevant witnesses and conduct follow-up interviews as necessary.
• Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes(or transcript or recording) of the relevant evidence/testimony from their respective interviews and meetings.
• Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of another party and/or witnesses. Document in the investigation report which questions were asked, with a rationale for any changes or omissions.
• Where possible, complete the investigation promptly and without unreasonable deviation from the intended timeline.
• Provide the Parties with regular status updates throughout the investigation.
• Prior to the conclusion of the investigation, provide the Parties and their respective Advisors with a list of witnesses whose information will be used to render a finding.
• Ask the Parties to provide a list of questions they would like asked of the other party or any witnesses. The Investigator will ask those questions deemed relevant, and for any question deemed not relevant, will provide a rationale for not asking the question.
• Write a draft investigation report that gathers, assesses, and synthesizes the evidence, accurately summarizes the investigation, and party and witness interviews, and provides all relevant evidence.
• Provide the Parties and their respective Advisors an electronic copy of the draft investigation report as well as an opportunity to inspect and review all relevant evidence obtained as part of the investigation for a review and comment period of ten (10) business days so that each party may meaningfully respond to the evidence. The Parties may elect to waive all or part of the review period.
• The Investigator may share the investigation report with the AVP Equity & Opportunity/Title IX Compliance and/or legal counsel for their review and feedback.

Administrative Resolution Process
The Administrative Resolution Process is used for all Complaints of discrimination on the basis of protected characteristics, harassment, retaliation, and Other Prohibited Behaviors (as defined in Policy) or when Informal Resolution is either not elected or is unsuccessful. The Administrative Resolution Process consists of a hand-off of the investigation report and all relevant evidence to the Decision-maker to make a finding and determine sanctions (if applicable). At the discretion of AVP Equity & Opportunity/Title IX Compliance, the assigned Decision-maker will be an individual or a panel drawn from the Resolution Process Pool, or other trained individuals either internal or external to the institution. Once the Decision-maker receives and reviews the file, they can recommend dismissal to the AVP Equity & Opportunity/Title IX Compliance, if they believe the grounds are met. The Administrative Resolution Process typically takes approximately thirty (30) business days to complete, beginning with the Decision-maker's receipt of the Draft Investigation Report. The Parties will be updated regularly on the timing and any significant deviation from this typical timeline.

Investigator-led Questioning Meetings
• The AVP Equity & Opportunity/Title IX Compliance provides the Draft Investigation Report to the Decision-maker and the Parties simultaneously for review. The Decision- maker can then provide the Investigator with a list of relevant questions to ask the Parties or any witnesses. To the extent credibility is in dispute and relevant to one or more of the allegations, the questions provided by the Decision-maker may also explore credibility.
• The Investigator will also ask each of the Parties to provide a proposed list of questions to ask the other Parties and any witnesses. To the extent credibility is in dispute and relevant to one or more of the allegations, questions proposed by the Parties may also explore credibility. All party questions must be posed during this phase of the process and cannot be posed later unless authorized by the Decision-maker. The Investigator will share all party-proposed questions with the Decision-maker, who will finalize the list with the Investigator to ensure all questions are both relevant and permissible.
• The Investigator will then hold individual meetings with the Parties and witnesses to ask the questions posed by the Decision-maker, as well as the questions proposed by the Parties that have been deemed relevant and not duplicative, including questions intended to assess credibility. These meetings will be recorded and transcribed. For any question deemed not relevant or duplicative, the Investigator will provide a rationale for not asking the question, either during the recorded meeting, or in writing (typically as an Appendix to the report).
• Typically, within three (3) business days of the last of these meetings, the recordings or transcripts of them will be provided to the Parties for their review. The Parties will then have five (5) business days to review these recordings or transcripts and propose follow- up questions to be asked by the Investigator.
• The Investigator will review the proposed questions with the Decision-maker, to determine relevance and permissibility. If deemed necessary, the Investigator will then meet individually with the Parties or witnesses for whom there are relevant, and not duplicative, follow-up questions. These follow-up meetings will also be recorded, and the Parties will receive the recordings or transcripts of these meetings. This final round of questioning is the last such round permitted, unless leave is granted to extend, by the Decision-maker.
• The Investigator will then incorporate any new, relevant evidence and information obtained through the Parties' review of the Draft Investigation Report, the questioning, and follow-up meetings into a Final Investigation Report.
• The Investigator will also respond in writing (typically within the Final Investigation Report) to the relevant elements of the Parties' responses to the Draft Investigation Report and incorporate relevant elements of the Parties' written responses, additional relevant evidence, and any necessary revisions into the Final Investigation Report.
• The Investigator will then share the investigation report with the AVP Equity & Opportunity/Title IX Compliance and/or legal counsel for their review and feedback.
• The Final Investigation Report and investigation file will then be provided to the AVP Equity & Opportunity/Title IX Compliance. The Decision-maker's

Determination
• The AVP Equity & Opportunity/Title IX Compliance will provide the Decision-maker with the Final Investigation Report and investigation file, including the evidence and information obtained through the Investigator-led Questioning meetings.
• The Decision-maker will review the Final Investigation Report, all appendices, and the investigation file.
• If the record is incomplete, the Decision-maker may direct a re-opening of the investigation, or may direct or conduct any additional inquiry necessary, including informally meeting with the Parties or any witnesses, if needed.
• Upon reviewing the relevant evidence, the Decision-maker may also choose to pose additional questions:

To the extent credibility is in dispute and relevant to one or more of the allegations, the Decision-maker may meet individually with the Parties and witnesses to question them in order to assess their credibility. These meetings will be recorded and shared with the Parties. At their discretion, the Decision-maker may also meet with any party or witness to ask additional relevant questions that will aid the Decision-maker in making their findings. These meetings will be recorded and shared with the Parties.

• The Decision-maker will then apply the preponderance of the evidence standard to decide on each of the allegations and, if applicable, any attendant sanctions.
• Timeline. The Decision-maker's determination process typically takes approximately ten (10) business days, but this timeframe can vary based on a number of factors and variables. The Parties will be notified of any delays.
• Impact Statements. Prior to a determination, the AVP Equity & Opportunity/Title IX Compliance will also provide the Parties an opportunity to submit a written impact and/or mitigation statement. The AVP Equity & Opportunity/Title IX Compliance will review these statements upon receipt to determine whether there are any immediate needs, issues, or concerns, but will otherwise hold them until after the Decision-maker has made determinations on the allegations. If there are any findings of a Policy violation, the Decision-maker will request the Impact Statements from the AVP Equity & Opportunity/Title IX Compliance and review them prior to determining sanctions. They will also be exchanged between the Parties at that time.
• If it is later determined that a party or witness intentionally provided false or misleading information, that action could be grounds for re-opening a Resolution Process at any time, and/or referring that information to another process for resolution.

4. Anticipated Timelines

There is no time limitation on providing Notice/Complaints to the AVP Equity & Opportunity/Title IX Compliance/deputy/or designee. However, if the Respondent is no longer subject to the University's jurisdiction and/or significant time has passed, the ability to investigate, respond, and/or provide remedies may be more limited or impossible. Acting on Notice/Complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of Policy) is at the AVP Equity & Opportunity/Title IX Compliance or their designee's discretion; they may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

5. Decision-Making Process

After closing statements from the Parties, the Decision-maker will deliberate in closed session to determine whether the Respondent is responsible for the alleged Policy violation(s) based on the standard of proof. If a panel is used, a simple majority vote is required to determine the finding. Deliberations are not recorded. When there is a finding of responsibility for one or more of the allegations, the Decision- maker may then consider any previously submitted impact and/or mitigation statement(s) provided by the Parties in determining appropriate sanction(s). The AVP Equity & Opportunity/Title IX Compliance will ensure that any submitted statements are exchanged between the Parties if they are viewed by the Decision-maker. Impact/mitigation statements do not influence the finding, they only potentially influence the sanctions. The Decision-maker will then prepare and provide the AVP Equity & Opportunity/Title IX Compliance with a written outcome letter detailing all findings and final determinations, the rationale(s) explaining the decision(s), the relevant and not impermissible evidence used in support of the determination(s), the evidence not relied upon in the determination(s), any credibility assessments, and any sanction(s) and rationales explaining the sanction(s). This statement is usually five to fifteen (5-15) pages in length and is typically submitted to the AVP Equity & Opportunity/Title IX Compliance within ten (10) business days from the conclusion of the hearing, unless the AVP Equity & Opportunity/Title IX Compliance grants an extension. The AVP Equity & Opportunity/Title IX Compliance will notify the Parties of any extension.

6. Standard of Evidence

The University of Hartford uses the preponderance of the evidence standard of proof when determining whether a Policy violation occurred. This means that the University will decide whether it is more likely than not, based upon the available information at the time of the decision, that the Respondent is in violation of the alleged Policy violation(s).

7. Possible Sanctions

Factors considered by the Decision-maker when determining sanctions and responsive actions may include, but are not limited to:
• The nature, severity of, and circumstances surrounding the violation(s)
• The Respondent's disciplinary history
• The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
• The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
• The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
• The impact on the Parties
• Any other information deemed relevant by the Decision-maker(s) The sanctions will be implemented as soon as it is feasible once a determination is final, either upon the outcome of any appeal or the expiration of the window to appeal, without an appeal being requested.

Student Sanctions
The following are the common sanctions that may be imposed upon students singly or in combination:
• Reprimand: A formal statement that the conduct was unacceptable and a warning that further violation of any University Policy, procedure, or directive will result in more severe sanctions/responsive actions.

• Required Counseling: A mandate to meet with and engage in either University- sponsored or external counseling to better comprehend the misconduct and its effects.
• Restrictions: A student may be restricted in their activities, including, but not limited to, being restricted from locations, programs, participation in certain activities or extracurriculars, study abroad, or from holding leadership in student organizations.
• Probation: An official sanction for violation of institutional Policy, providing for more severe disciplinary sanctions in the event that the student is found in violation of any institutional Policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
• Suspension: Suspension is a disciplinary separation from the University involving denial of all student privileges. Suspension shall be effective on the date of notice of the suspension, or later if so, stated in the notice; and shall prescribe the date and conditions upon which the student may petition for readmission. No coursework will be permitted during the suspension. Upon readmission to the University, the suspended student will be on Disciplinary Probation for the semester immediately following this return. Conditions for readmission may include but are not limited to: Disciplinary Probation for a specified length of time, no residence on campus, restricted visitation to specified University facilities, and/or written evaluative statements from an accredited mental health professional, medical doctor or others to review the capability of the student to function successfully at the University. Students separated from the University by Suspension may not enter University premises, University-related premises, attend University-sponsored activities or be present on campus without securing approval from the Dean of Students, or designee. A student suspended is not entitled to any financial refund for the semester in progress.
• Expulsion: Permanent separation from the institution. The student is banned from institutional property, and the student's presence at any institution- sponsored activity or event is prohibited. This action may be enforced with a trespass action, as necessary.
• Withholding Diploma: The University may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities as a sanction if the student is found responsible for violating this Policy.
• Revocation of Degree: While very rarely employed, the University reserves the right to revoke a degree previously awarded from the University for fraud, misrepresentation, and/or other violation of University policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
• Other Actions: In addition to, or in place of, the above sanctions, the University may assign any other sanctions as deemed appropriate.

Student Group and Organization Sanctions
The following are the common sanctions that may be imposed upon student organizations singly or in combination:
• Warning: A formal statement that the conduct was unacceptable and a warning that further violation of any University Policy, procedure, or directive will result in more severe sanctions/responsive actions.
• Probation: An official sanction for violation of institutional Policy, providing for more severe disciplinary sanctions in the event that the group or organization is found in violation of any institutional Policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social and event privileges, denial of University funds, ineligibility for honors and awards, restrictions on new member recruitment, no- contact orders, and/or other measures deemed appropriate.
• Suspension: Termination of student group or organization recognition and/or institutional support for a definite period of time not to exceed two years and/or until specific criteria are met. During the suspension period, a student group or organization may not conduct any formal or informal business or participate in University-related activities, whether they occur on- or off-campus. Re- recognition is possible but not guaranteed and will only be considered after the end of the suspension period and based on meeting all re-recognition criteria and obtaining clearance from the University.
• Expulsion: Permanent termination of student group organization recognition and revocation of the privilege to congregate and conduct business on campus as an organization for any reason.
• Loss of Privileges: Restricted from accessing specific University privileges for a specified period of time.
• Other Actions: In addition to or in place of the above sanctions, the University may assign any other sanctions as deemed appropriate

8. Range of Protective Measures Available to a Victim Alleging Misconduct

The University will offer and implement appropriate and reasonable supportive measures to the Parties upon Notice of alleged discrimination, harassment, and/or retaliation. Supportive measures are monodisciplinary, non-punitive individualized services offered as appropriate and reasonably available. They are offered, without fee or charge to the Parties, to restore or preserve access to the University's education program or activity, including measures designed to protect the safety of all Parties and/or the University's educational environment and/or to deter discrimination, harassment, and/or retaliation.

The AVP Equity & Opportunity/Title IX Compliance promptly makes supportive measures available to the Parties upon receiving Notice/Knowledge or a Complaint. At the time that supportive measures are offered, if a Complaint has not been filed, the University will inform the Complainant, in writing, that they may file a Complaint with the University either at that time or in the future. The AVP Equity & Opportunity/Title IX Compliance or designee will work with a party to ensure that their wishes are considered with respect to any planned and implemented supportive measures. The University will maintain the confidentiality of the supportive measures, provided that confidentiality does not impair the University's ability to provide those supportive measures. The University will act to ensure as minimal an academic/occupational impact on the Parties as possible. The University will implement measures in a way that does not unreasonably burden any party. These actions may include, but are not limited to:
• Referral to counseling, medical, and/or other healthcare services
• Referral to community-based service providers
• Student financial aid counseling
• Education to the institutional community or community subgroup(s)
• Altering campus housing assignment(s)
• Altering work arrangements for student-employees
• Safety planning
• Providing campus safety escorts
• Providing transportation assistance
• Implementing contact limitations (no contact orders) between the Parties

• Academic support, extensions of deadlines, or other course/program-related adjustments
• Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders
• Timely warnings
• Class schedule modifications, withdrawals, or leaves of absence
• Increased security and monitoring of certain areas of the campus
• Any other actions deemed appropriate by the Title IX Coordinator/Deputy or designee Violations of no contact orders/agreements or other restrictions may be referred to appropriate student or employee conduct processes for enforcement or added as collateral misconduct allegations to an ongoing Complaint under this Policy. The Parties will be provided with a timely opportunity to seek modification or reversal of the University's decision to provide, deny, modify, or terminate supportive measures applicable to them. A request to do so should be made in writing to the AVP Equity & Opportunity/Title IX Compliance. An impartial employee other than the employee who implemented the supportive measures, who has authority to modify or reverse the decision, will determine whether to provide, deny, modify, or terminate the supportive measures if they are inconsistent with the definition of supportive measures in § 106.2 of the federal Title IX Regulations. The University will also provide the Parties with the opportunity to seek additional modification or termination of supportive measures applicable to them if circumstances change materially. The University renders decisions on supportive measures within receiving a request and provides a written determination to the impacted party(ies) and the AVP Equity & Opportunity/Title IX Compliance.

Equal Opportunity, Harassment, And Non-Discrimination Policy:

Applicable to Employee Respondents that do not meet the threshold for Title IX: students accused of domestic violence, dating violence, sexual assault and stalking.

Applicable to employees accused of domestic violence, dating violence, sexual assault and stalking.

1. ***How to File a Disciplinary Complaint Under this Policy***

Reports or Complaints of discrimination, harassment, and/or retaliation may be made using any of the following options:
1) File a Complaint with, or give verbal Notice directly to, the AVP Equity & Opportunity/Title IX Compliance /Deputy or designee. Such a Complaint may be made at any time (including during non-business hours) by using the telephone number, email address, or by mail to the office of the AVP Equity & Opportunity/Title IX Compliance /deputy/or designee listed in this Policy.
2) Submit online Notice
Anonymous Notice is accepted, but the Notice may give rise to a need to try to determine the Parties' identities. Anonymous Notice typically limits the University's ability to investigate, respond, and provide remedies, depending on what information is shared. Measures intended to protect the community or redress or mitigate harm may be enacted. It also may not be possible to provide supportive measures to Complainants who are the subject of anonymous Notice. Reporting carries no obligation to initiate a Complaint, and in most situations, the University is able to respect a Complainant's request to not initiate a resolution process. However, there may be circumstances, such as pattern behavior, allegations of severe misconduct, or a compelling threat to health and/or safety, where the University may need to initiate a resolution process. If a Complainant does not wish to file a Complaint, the University will maintain the privacy of information to the extent possible. The Complainant should not fear a loss of confidentiality by giving Notice that allows the University to discuss and/or provide supportive measures, in most circumstances.
3) Other ways to report on campus: Whistleblower Hotline online: 844.256.3946.

2. ***How the University Determines Whether This Policy will be Used***

The University will act on any Notice, Complaint, or Knowledge of a potential violation of the Equal Opportunity, Harassment, and Nondiscrimination Policy ("the Policy") that is received by the AVP for EO/Title IX Compliance or any other Mandated Reporter by applying the Resolution Process below. The procedures below apply to all allegations of discrimination on the basis of an actual or perceived protected characteristic, harassment, retaliation, or Other Prohibited Conduct as involving students, staff, administrators, faculty members, or third parties. Unionized/other categorized employees are subject to the terms of their agreements/employees' rights to the extent those agreements do not conflict with federal or state compliance obligations.

The University will act on any Notice, Complaint, or Knowledge of a potential violation of the Equal Opportunity, Harassment, and Nondiscrimination Policy ("the Policy") that is received by the AVP Equity & Opportunity/Title IX Compliance or any other Mandated Reporter by applying the Resolution Process below. The procedures below apply to all allegations of discrimination on the basis of an actual or perceived protected characteristic, harassment, retaliation, or Other Prohibited Conduct as involving students, staff, administrators, faculty members, or third parties. Unionized/other categorized employees are subject to the terms of their agreements/employees' rights to the extent those agreements do not conflict with federal or state compliance obligations.

In order to constitute Title IX Sexual Harassment, the alleged misconduct must have occurred (i) in the United States, and (ii) in the University of Hartford's education program or activity, which is defined as locations, events or circumstances over which the University of Hartford exercised substantial control over both Respondent and the context in which the misconduct occurred, or any building owned or controlled by a student organization officially recognized by the Institution. Community Standards Gender-based Misconduct Conduct by an individual that does not constitute Title IX Sexual Harassment, but that (a) has continuing adverse effects on or creates a hostile work environment or hostile environment for individuals participating or attempting to participate in the University of Hartford's education program or activity or otherwise has a reasonable connection to the University of Hartford; and (b) constitutes one of the following:

Community Standards Sexual Misconduct:
Conduct by an individual that does not constitute Title IX Sexual Harassment, but that (a) has continuing adverse effects on or creates a hostile work environment or hostile environment for individuals participating or attempting to participate in the University of Hartford's education program or activity, or otherwise has a reasonable connection to the University of Hartford; and (b) constitutes one of the following:

Community Standards Sex Discrimination:
Discrimination on the basis of sex. Community Standards Sexual Harassment: Pursuant to Connecticut law, any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic grade, salary, benefit, or service; (2) submission to or rejection of such conduct by an

individual is used as the basis for employment, academic grading, or other decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.

Community Standards Gender-Based Harassment:
Harassment based on sex or gender, sexual orientation, gender identity, or gender expression, which may include acts of intimidation or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature. Examples of conduct that may constitute Sexual or Gender-Based Harassment include, but are not limited to:

Physical assaults of a sexual nature, such as (1) rape, sexual battery, molestation or attempts to commit these assaults; or (2) intentional physical contact which is sexual in nature, such as patting, pinching, brushing against another's body, etc.;

Unwanted sexual advances, propositions or other sexual comments and jokes, including remarks about the individual's body or gender;

Inappropriate verbal conduct, such as lewd or sexually suggestive comments, jokes, or innuendoes, or unwelcome comments about an individual's gender, sexual orientation, gender identity, or gender expression;

Inappropriate written conduct, such as letters, notes, or electronic communications, containing comments, words, jokes, or images that are lewd or sexually suggestive or relate in an unwelcome manner to an individual's gender, sexual orientation, gender identity, or gender expression;

Inappropriate physical conduct, such as unwelcome touching or sexual advances on campus or within the working or learning environment;

Persistent and inappropriate personal attention from one colleague to another in the face of rejection;

Sexual or discriminatory displays, publications, or other visual material on the University of Hartford property;

Sexual gestures through body movements or hands or other types of nonverbal sexually explicit behavior.

Community Standards Sexual Assault:
Pursuant to Connecticut Law, penetration or attempted penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration or attempted penetration by a sex organ of another person, without consent.

Community Standards Non-Consensual Sexual Contact:
Pursuant to Connecticut law, intentional sexual touching however slight with any body part or object by a person upon another person that is without consent. Sexual touching includes: Intentional contact with private parts of the body such as the breasts, groin, genitals, anus, or mouth of another, or making another touch you or their private parts.

Community Standards Statutory Rape:
Sexual intercourse with a person who is under the statutory age of consent pursuant to Connecticut law.

Community Standards Intimate Partner/Dating/Domestic Violence:
Pursuant to Connecticut law, relationship violence is a pattern of behavior in a domestic, intimate or dating relationship that is used to establish power and control over another person through fear and intimidation. This behavior can be verbal, emotional, or physical. Examples include, but are not limited to: striking another person, property damage, public humiliation, harassment, and verbal or physical threats. It includes threatening or causing physical harm or engaging in other conduct that threatens or endangers the health or safety of another person. Any such conduct or any offense under the University's Code of Community Standards will be considered Prohibited Conduct and resolved under this Policy if it arises out of an intimate partner, dating or domestic relationship (even if such relationship has ended). The University will evaluate the existence of the relationship taking into consideration such as the length of the relationship, the type of relationship, and the frequency of interaction between the individuals involved in the relationship.

Community Standards Stalking:
Stalking includes any conduct prohibited by Connecticut General Statutes 53a-181 or any course of conduct directed to a specific person that would cause a reasonable person to (A) fear for the person's safety or the safety of others; or (B) suffer emotional distress, including but not limited to, two or more acts directly or through a third party which monitors, observes, surveils, threatens, or communicates to or about a person. This misconduct can involve, but is not limited to: (i) lying in wait or knowingly repeatedly running into the person; (ii) unwelcome excessive phone calls, text messages, notes, etc.; (iii) watching or recording the person; (iv) threats to harm a person or a person's family, friends, teachers, pets, or property whether the threats are delivered personally or through a third party; (v) vandalism of the person's property; (vi) sending unwanted gifts, or leaving items that hold significance within the relationship between the person and stalker. It also includes CYBERSTALKING, which occurs through electronic devices and includes, but is not limited to: (i) posting online, the use of websites, email, text messaging, online social media, phone calls, and instant messaging; (ii) creating multiple online accounts to harass a person; (iii) hacking into the person's personal website, email account(s), phone account(s) or social media account(s); or (i v) continuous posting of malicious or untrue information online to websites or social media.

Community Standards Sexual Exploitation:
Taking advantage of a person due to their sex or gender identity for personal gain or gratification, such as abuse of a position of vulnerability, differential power, or trust for sexual purposes. Examples include, but are not limited to:

- Recording, photographing, disseminating, or posting images of private sexual activity or a person's intimate parts (such as genitalia, groin, breasts, or buttocks) without consent;
- Threatening to disseminate sensitive personal material of a sexual nature (e.g. photos, videos) by any means to any person or entity without consent; o Allowing third parties to observe private sexual activity from a hidden location without consent (e.g., closet) or through electronic means (e.g., Skype or livestreaming of images);
- Stealing articles of clothing for personal sexual gain or satisfaction;
- Manipulation of contraception;
- Peeping or voyeurism;
- Prostituting another person;
- Intentionally or knowingly exposing another person to a sexually transmitted infection or virus without the other's knowledge;
- Possessing, distributing, viewing or forcing others to view illegal pornography.

Community Standards False Claims:
Deliberately false or malicious reports under this Policy (as opposed to allegations found to be erroneous but made in good faith) are a serious offense subject to disciplinary action under this Policy.

Community Standards Other Prohibited Conduct:
Other forms of misconduct, when gender-based, are Prohibited Conduct under this Policy, including but not limited to:

- Sex offenses (other than those listed above) under applicable federal and state law;
- Gender-based Hazing;
- Assisting another person in committing Prohibited Conduct;
- Gender-based threats or actions which inflict physical injury or emotional distress on others;
- Gender-based acts injurious or creating a risk of injury to a person under the age of 18.

The University will exercise jurisdiction to the extent practical and possible over all cases alleging violations of this Code of Conduct, including on University premises, in connection with University sponsored activities(whether on-campus or off-campus), and any conduct that occurs off-campus if the incident poses a threat to the safety or well-being of any member of the University community, the conduct is likely to have a substantial effect on a University- community member's campus life or activities; or the conduct affects a compelling interest of the University. This Policy applies to the University of Hartford's education programs and activities (defined as including locations, events, or circumstances in which the University exercises substantial control over both the Respondent and the context in which the conduct occurred), circumstances where the University of Hartford has disciplinary authority, and to misconduct occurring within any building owned or controlled by a University of Hartford recognized student organization. This Policy may also apply to the effects of off-campus misconduct that limit or deny a person's access to the University of Hartford's education program or activities.

A substantial University of Hartford interest includes:
1) Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law. 2) Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student, employee, or other individual. 3) Any situation that significantly impinges upon the rights, property, or achievements of others, significantly breaches the peace, and/or causes social disorder. 4) Any situation that substantially interferes with the University's educational interests or mission. For disciplinary action to be issued under this Policy, the Respondent must be a University faculty member, student, or employee at the time of the alleged incident. If the Respondent is unknown or is not a member of the University community, the AVP Equity & Opportunity/Title IX Compliance will offer to assist the Complainant in identifying appropriate institutional and local resources and support options and will implement appropriate supportive measures and/or remedial actions (e.g., trespassing a person from campus). The University can also assist in contacting local or institutional law enforcement if the individual would like to file a police report about criminal conduct. All vendors serving the University of Hartford through third-party contracts are subject to the policies and procedures of their employers and/or to this Policy and procedures to which their employer has agreed to be bound by their contracts. When the Respondent is enrolled in or employed by another institution, the AVP Equity & Opportunity/Title IX Compliance can assist the Complainant in contacting the appropriate individual at that institution, as it may be possible to pursue action under that institution's policies. Similarly, the AVP Equity & Opportunity/Title IX Compliance may be able to assist and support a student or employee Complainant who experiences discrimination in an externship, study abroad program, or other environment external to the University where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give the Complainant recourse. If there are effects of that external conduct that impact a student or employee's work or educational environment, those effects can often be addressed remedially by the AVP Equity & Opportunity/Title IX Compliance if brought to their attention.

3. Steps in the Disciplinary Process

Prior to an investigation, the AVP for EO/Title IX Compliance will provide the Parties with a detailed written NOIA. Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various allegations. For climate/culture investigations that do not have an identifiable Respondent, the NOIA will be sent to the department/office/program head for the area/program being investigated. The NOIA typically includes:
• A meaningful summary of all allegations
• The identity of the involved Parties (if known)
• The precise misconduct being alleged
• The date and location of the alleged incident(s) (if known)
• The specific policies/offenses implicated
• A description of, link to, or copy of the applicable procedures
• A statement that the Parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence
• The name(s) of the Investigator(s), along with a process to identify to the AVP for EO/Title IX Compliance, in advance of the interview process, any conflict of interest that the Investigator(s) may have

• A statement that the University presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination
• A statement that determinations of responsibility are made at the conclusion of the process and that the Parties will be given an opportunity during the review and comment period to inspect and review all relevant evidence
• A statement that retaliation is prohibited
• Information about the confidentiality of the process, including that the Parties and their Advisors (if applicable) may not share University work product obtained through the Resolution Process
• A statement that the Parties may have an Advisor of their choice who may accompany them through all steps of the Resolution Process
• A statement informing the Parties that the University's Policy prohibits knowingly making false statements, including knowingly submitting false information during the Resolution Process
• Detail on how a party may request disability accommodations during the Resolution Process
• An instruction to preserve any evidence that is directly related to the allegations Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the Parties as indicated in official University records, or emailed to the Parties' University-issued email or designated accounts. Once mailed, emailed, and/or received in person, the notification will be presumptively delivered.

Resolution Timeline
The University will make a good faith effort to complete the Resolution Process within sixty to ninety (60-90) business days, including any appeals, which can be extended as necessary for appropriate cause by the AVP for EO/Title IX Compliance. The Parties will receive regular updates on the progress of the Resolution Process, as well as notification and a rationale for any extensions or delays, and an estimate of how much additional time will be needed to complete the process. Investigations are completed expeditiously, normally within sixty (60) business days, though some investigations may take longer, depending on issues such as the nature, extent, and complexity of the allegations, witness availability, law enforcement involvement, and other factors. If a party or witness chooses not to participate in the Resolution Process or becomes unresponsive, the University reserves the right to continue it without their participation to ensure a prompt resolution. Non-participatory or unresponsive Parties retain the rights outlined in this Policy and the opportunity to participate in the Resolution Process. The University may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to a request from law enforcement to delay the investigation temporarily, the need for language assistance, the absence of Parties and/or witnesses, and/or health conditions. The University will promptly resume its Resolution Process as soon as feasible. During such a delay, the University will implement and maintain supportive measures for the Parties as deemed appropriate. The University's action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.
The University will make a good faith effort to complete the Resolution Process as promptly as circumstances permit and will communicate regularly with the Parties to update them on the progress and timing of the process.
Ensuring Impartiality Any individual materially involved in the administration of the Resolution Process, including the AVP for EO/Title IX Compliance, Investigator(s), and Decision-maker(s), may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent. The AVP for EO/Title IX Compliance will vet the assigned Investigator(s), Decisionmaker(s), and Appeals officers for impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. At any time during the Resolution Process, the Parties may raise a concern regarding bias or conflict of interest, and the AVP Equity & Opportunity/Title IX Compliance will determine whether the concern is reasonable and supportable. If so, another Pool member will be assigned, and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the AVP Equity & Opportunity/Title IX Compliance, concerns should be raised with university's chief diversity officer or other cabinet-level officer as designed by the president. The Resolution Process involves an objective evaluation of all available relevant and not otherwise impermissible evidence, including evidence that supports that the Respondent engaged in a Policy violation and evidence that supports that the Respondent did not engage in a Policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness. All Parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence, and to receive a written investigation report that accurately summarizes this evidence.
Investigator Appointment Once an investigation is initiated, the AVP for EO/Title IX Compliance appoints an Investigator(s) to conduct it. These Investigators may be members of the Resolution Process Pool, or any other properly trained Investigator, whether internal or external to the University's community.

Witness Role and Participation in the Investigation
Employees (not including Complainant and Respondent) are required to cooperate with and participate in the University's investigation and Resolution Process. Student witnesses and witnesses from outside the University community cannot be required to participate but are encouraged to cooperate with University investigations and to share what they know about a Complaint. Interviews may be conducted in person, via online video platforms (e.g., Zoom, Microsoft Teams, FaceTime, WebEx, etc.), or, in limited circumstances, by telephone. The University will take appropriate steps to ensure the security/privacy of remote interviews. Parties and witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred.

Interview Recording
It is standard practice for Investigators to create record of all interviews pertaining to the Resolution Process (other than Informal Resolution meetings). The Parties may review copies of their own interviews, upon request. No unauthorized audio or video recording of any kind is permitted during investigation meetings. If an Investigator(s) elects to audio and/or video record interviews, all involved individuals should be made aware of audio and/or video recording. All interviews are recorded. The recording and/or transcript of those meetings will be provided to the Parties for their review, after which the Parties may pose additional questions to each other. Those subsequent meetings or interviews are also recorded and/or transcribed and shared with the Parties.

Evidentiary Considerations
The Investigator(s) and the Decision-maker(s) will only consider evidence that is deemed relevant and not otherwise impermissible. Relevant evidence is that which may aid in determining whether the allegation occurred, or whether the behavior constitutes a violation of Policy. Impermissible evidence is defined as evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless 1) evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the Respondent committed the alleged conduct, or 2) is evidence about specific incidents of the

Complainant's prior sexual conduct with the Respondent that is offered to prove consent. The fact of prior consensual sexual conduct between the Complainant and Respondent does not by itself demonstrate or imply the Complainant's consent or preclude a determination that sex-based harassment occurred. Previous disciplinary action of any kind involving the Respondent may not be considered unless there is an allegation of a pattern of misconduct. Such information may also be considered in determining an appropriate sanction upon a determination of responsibility. Barring a pattern allegation, this information is only considered at the sanction stage of the process and is not shared until then. Within the limitations stated above, the investigation and determination can consider character evidence, if offered, but that evidence is unlikely to be relevant unless it is fact evidence or relates to a pattern of conduct.

Respondent Admits Responsibility

At any point in the proceedings, if a Respondent elects to admit to the charged violations and waive further process, the Decision-maker is authorized to accept that admission, adopt it as their finding/final determination, and administer sanctions. This would also waive all rights to appeal for the Respondent. If the Respondent rejects the finding/final determination/sanctions, or does not admit to all conduct charged, the Resolution Process continues to its conclusion.

Investigation

All investigations are adequate, thorough, reliable, impartial, prompt, and fair. They involve interviews with all relevant Parties and witnesses, obtaining relevant evidence, and identifying sources of expert information, as necessary. After an interview, Parties and witnesses will be asked to verify the accuracy of the recording, transcript, or summary of their interview. They may submit changes, edits, or clarifications. If the Parties or witnesses do not respond within the time period designated for verification, objections to the accuracy of the recording, transcript, or summary will be deemed to have been waived, and no changes will be permitted. The University may consolidate Complaints against more than one Respondent, or by more than one Complainant against one or more Respondents, when the allegations arise from the same facts or circumstances or implicate a pattern, collusion, and/or other shared or similar actions. The Investigator(s) typically take(s) the following steps, if not already completed and not necessarily in this order:

• Determine the identity and contact information of the Complainant.
• Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all specific policies implicated.
• Assist the AVP Equity & Opportunity/Title IX Compliance, if needed, with conducting a prompt initial evaluation to determine if the allegations indicate a potential Policy violation.
• Work with the AVP Equity & Opportunity/Title IX Compliance, as necessary, to prepare the initial Notice of Investigation and Allegations (NOIA). The NOIA may be amended with any additional or dismissed allegations.
• Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for the Parties and witnesses.
• When participation of a party is expected, provide that party with written notification of the date, time, and location of the meeting, as well as the expected participants and purpose.
• Make good faith efforts to notify each party of any meeting or interview involving another party, in advance when possible.
• Interview the Complainant and the Respondent and conduct follow-up interviews with each, as necessary.
• Interview all available, relevant witnesses and conduct follow-up interviews as necessary.
• Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes(or transcript or recording) of the relevant evidence/testimony from their respective interviews and meetings.
• Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of another party and/or witnesses. Document in the investigation report which questions were asked, with a rationale for any changes or omissions.
• Where possible, complete the investigation promptly and without unreasonable deviation from the intended timeline.
• Provide the Parties with regular status updates throughout the investigation.
• Prior to the conclusion of the investigation, provide the Parties and their respective Advisors with a list of witnesses whose information will be used to render a finding.
• Ask the Parties to provide a list of questions they would like asked of the other party or any witnesses. The Investigator will ask those questions deemed relevant, and for any question deemed not relevant, will provide a rationale for not asking the question.
• Write a draft investigation report that gathers, assesses, and synthesizes the evidence, accurately summarizes the investigation, and party and witness interviews, and provides all relevant evidence.
• Provide the Parties and their respective Advisors an electronic copy of the draft investigation report as well as an opportunity to inspect and review all relevant evidence obtained as part of the investigation for a review and comment period of ten (10) business days so that each party may meaningfully respond to the evidence. The Parties may elect to waive all or part of the review period.
• The Investigator may share the investigation report with the AVP for EO/Title IX Compliance and/or legal counsel for their review and feedback.

Administrative Resolution Process

The Administrative Resolution Process is used for all Complaints of discrimination on the basis of protected characteristics, harassment, retaliation, and Other Prohibited Behaviors (as defined in Policy) or when Informal Resolution is either not elected or is unsuccessful. The Administrative Resolution Process consists of a hand-off of the investigation report and all relevant evidence to the Decision-maker to make a finding and determine sanctions (if applicable). At the discretion of AVP Equity & Opportunity/Title IX Compliance, the assigned Decision-maker will be an individual or a panel drawn from the Resolution Process Pool, or other trained individuals either internal or external to the institution. Once the Decision-maker receives and reviews the file, they can recommend dismissal to the AVP Equity & Opportunity/Title IX Compliance, if they believe the grounds are met. The Administrative Resolution Process typically takes approximately thirty (30) business days to complete, beginning with the Decision-maker's receipt of the Draft Investigation Report. The Parties will be updated regularly on the timing and any significant deviation from this typical timeline.

Investigator-led Questioning Meetings

• The AVP Equity & Opportunity/Title IX Compliance provides the Draft Investigation Report to the Decision-maker and the Parties simultaneously for review. The Decision- maker can then provide the Investigator with a list of relevant questions to ask the Parties or any witnesses. To the extent credibility is in dispute and relevant to one or more of the allegations, the questions provided by the Decision-maker may also explore credibility.
• The Investigator will also ask each of the Parties to provide a proposed list of questions to ask the other Parties and any witnesses. To the extent credibility is in dispute and relevant to one or more of the allegations, questions proposed by the Parties may also explore credibility. All party questions must be posed during this phase of the process and cannot be posed later unless authorized by the Decision-maker. The Investigator will share all party-proposed questions

with the Decision-maker, who will finalize the list with the Investigator to ensure all questions are both relevant and permissible.
• The Investigator will then hold individual meetings with the Parties and witnesses to ask the questions posed by the Decision-maker, as well as the questions proposed by the Parties that have been deemed relevant and not duplicative, including questions intended to assess credibility. These meetings will be recorded and transcribed. For any question deemed not relevant or duplicative, the Investigator will provide a rationale for not asking the question, either during the recorded meeting, or in writing (typically as an Appendix to the report).
• Typically, within three (3) business days of the last of these meetings, the recordings or transcripts of them will be provided to the Parties for their review. The Parties will then have five (5) business days to review these recordings or transcripts and propose follow- up questions to be asked by the Investigator.
• The Investigator will review the proposed questions with the Decision-maker, to determine relevance and permissibility. If deemed necessary, the Investigator will then meet individually with the Parties or witnesses for whom there are relevant, and not duplicative, follow-up questions. These follow-up meetings will also be recorded, and the Parties will receive the recordings or transcripts of these meetings. This final round of questioning is the last such round permitted, unless leave is granted to extend, by the Decision-maker.
• The Investigator will then incorporate any new, relevant evidence and information obtained through the Parties' review of the Draft Investigation Report, the questioning, and follow-up meetings into a Final Investigation Report.
• The Investigator will also respond in writing (typically within the Final Investigation Report) to the relevant elements of the Parties' responses to the Draft Investigation Report and incorporate relevant elements of the Parties' written responses, additional relevant evidence, and any necessary revisions into the Final Investigation Report.
• The Investigator will then share the investigation report with the AVP for EO/Title IX Compliance and/or legal counsel for their review and feedback.
• The Final Investigation Report and investigation file will then be provided to the AVP Equity & Opportunity/Title IX Compliance. The Decision-maker's Determination
• The AVP for EO/Title IX Compliance will provide the Decision-maker with the Final Investigation Report and investigation file, including the evidence and information obtained through the Investigator-led Questioning meetings.
• The Decision-maker will review the Final Investigation Report, all appendices, and the investigation file.
• If the record is incomplete, the Decision-maker may direct a re-opening of the investigation, or may direct or conduct any additional inquiry necessary, including informally meeting with the Parties or any witnesses, if needed.
• Upon reviewing the relevant evidence, the Decision-maker may also choose to pose additional questions: To the extent credibility is in dispute and relevant to one or more of the allegations, the Decision-maker may meet individually with the Parties and witnesses to question them in order to assess their credibility. These meetings will be recorded and shared with the Parties. At their discretion, the Decision-maker may also meet with any party or witness to ask additional relevant questions that will aid the Decision-maker in making their findings. These meetings will be recorded and shared with the Parties.
• The Decision-maker will then apply the preponderance of the evidence standard to decide on each of the allegations and, if applicable, any attendant sanctions.
• Timeline. The Decision-maker's determination process typically takes approximately ten (10) business days, but this timeframe can vary based on a number of factors and variables. The Parties will be notified of any delays.
• Impact Statements. Prior to a determination, the AVP Equity & Opportunity/Title IX Compliance will also provide the Parties an opportunity to submit a written impact and/or mitigation statement. The AVP Equity & Opportunity/Title IX Compliance will review these statements upon receipt to determine whether there are any immediate needs, issues, or concerns, but will otherwise hold them until after the Decision-maker has made determinations on the allegations. If there are any findings of a Policy violation, the Decision-maker will request the Impact Statements from the AVP for EO/Title IX Compliance and review them prior to determining sanctions. They will also be exchanged between the Parties at that time.
• If it is later determined that a party or witness intentionally provided false or misleading information, that action could be grounds for re-opening a Resolution Process at any time, and/or referring that information to another process for resolution.

4. Anticipated Timelines

There is no time limitation on providing Notice/Complaints to the AVP for EO/Title IX Compliance/deputy/or designee. However, if the Respondent is no longer subject to the University's jurisdiction and/or significant time has passed, the ability to investigate, respond, and/or provide remedies may be more limited or impossible. Acting on Notice/Complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of Policy) is at the AVP for EO/Title IX Compliance or their designee's discretion; they may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

5. Decision-Making Process

After closing statements from the Parties, the Decision-maker will deliberate in closed session to determine whether the Respondent is responsible for the alleged Policy violation(s) based on the standard of proof. If a panel is used, a simple majority vote is required to determine the finding. Deliberations are not recorded. When there is a finding of responsibility for one or more of the allegations, the Decision- maker may then consider any previously submitted impact and/or mitigation statement(s) provided by the Parties in determining appropriate sanction(s). The AVP for EO/Title IX Compliance will ensure that any submitted statements are exchanged between the Parties if they are viewed by the Decision-maker. Impact/mitigation statements do not influence the finding; they only potentially influence the sanctions. The Decision-maker will then prepare and provide the AVP for EO/Title IX Compliance with a written outcome letter detailing all findings and final determinations, the rationale(s) explaining the decision(s), the relevant and not impermissible evidence used in support of the determination(s), the evidence not relied upon in the determination(s), any credibility assessments, and any sanction(s) and rationales explaining the sanction(s). This statement is usually five to fifteen (5-15) pages in length and is typically submitted to the AVP Equity & Opportunity/Title IX Compliance within ten (10) business days from the conclusion of the hearing, unless the AVP for EO/Title IX Compliance grants an extension. The AVP for EO/Title IX Compliance will notify the Parties of any extension.

6. Standard of Evidence

The University of Hartford uses the preponderance of the evidence standard of proof when determining whether a Policy violation occurred. This means that the University will decide whether it is more likely than not, based upon the available information at the time of the decision, that the Respondent is in violation of the alleged Policy violation(s).

7. Possible Sanctions

Factors considered by the Decision-maker when determining sanctions and responsive actions may include, but are not limited to:
• The nature, severity of, and circumstances surrounding the violation(s)
• The Respondent's disciplinary history
• The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
• The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
• The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
• The impact on the Parties
• Any other information deemed relevant by the Decision-maker(s) The sanctions will be implemented as soon as it is feasible once a determination is final, either upon the outcome of any appeal or the expiration of the window to appeal, without an appeal being requested.

Employee Sanctions/Responsive/Corrective Actions
Responsive actions for an employee who has engaged in harassment, discrimination, and/or retaliation include:
• Verbal or Written Warning
• Performance Improvement Plan/Management Process
• Enhanced Supervision, Observation, or Review
• Required Counseling
• Required Training or Education
• Probation
• Denial of Pay Increase/Pay Grade
• Loss of Oversight or Supervisory Responsibility
• Demotion
• Transfer
• Shift or schedule adjustments
• Reassignment
• Delay of (or referral for delay of) Tenure Track Progress
• Assignment to New Supervisor
• Restriction of Stipends, Research, and/or Professional Development Resources
• Suspension/Administrative Leave with Pay
• Suspension/Administrative Leave without Pay
• Termination
• Other Actions: In addition to or in place of the above sanctions/responsive actions, the University may assign any other responsive actions as deemed appropriate.

8. Range of Protective Measures Available to a Victim Alleging Misconduct

The University will offer and implement appropriate and reasonable supportive measures to the Parties upon Notice of alleged discrimination, harassment, and/or retaliation. Supportive measures are monodisciplinary, non-punitive individualized services offered as appropriate and reasonably available. They are offered, without fee or charge to the Parties, to restore or preserve access to the University's education program or activity, including measures designed to protect the safety of all Parties and/or the University's educational environment and/or to deter discrimination, harassment, and/or retaliation.

The AVP Equity & Opportunity/Title IX Compliance promptly makes supportive measures available to the Parties upon receiving Notice/Knowledge or a Complaint. At the time that supportive measures are offered, if a Complaint has not been filed, the University will inform the Complainant, in writing, that they may file a Complaint with the University either at that time or in the future. The AVP Equity & Opportunity/Title IX Compliance or designee will work with a party to ensure that their wishes are considered with respect to any planned and implemented supportive measures. The University will maintain the confidentiality of the supportive measures, provided that confidentiality does not impair the University's ability to provide those supportive measures. The University will act to ensure as minimal an academic/occupational impact on the Parties as possible. The University will implement measures in a way that does not unreasonably burden any party. These actions may include, but are not limited to:
• Referral to counseling, medical, and/or other healthcare services
• Referral to the Employee Assistance Program
• Referral to community-based service providers
• Education to the institutional community or community subgroup(s)
• Altering work arrangements for employees
• Safety planning
• Providing campus safety escorts
• Providing transportation assistance
• Implementing contact limitations (no contact orders) between the Parties
• Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders
• Timely warnings
• Leaves of absence
• Increased security and monitoring of certain areas of the campus
• Any other actions deemed appropriate by the Title IX Coordinator/Deputy or designee Violations of no contact orders/agreements or other restrictions may be referred to appropriate student or employee conduct processes for enforcement or added as collateral misconduct allegations to an ongoing Complaint under this Policy. The Parties will be provided with a timely opportunity to seek modification or reversal of the University's decision to provide, deny, modify, or terminate supportive measures applicable to them. A request to do so should be made in writing to the AVP Equity & Opportunity/Title IX Compliance. An impartial employee other than the employee who implemented the supportive measures, who has authority to modify or reverse the decision, will determine whether to provide, deny, modify, or terminate the supportive measures if they are inconsistent with the definition of supportive measures in § 106.2 of the federal Title IX Regulations. The University will

also provide the Parties with the opportunity to seek additional modification or termination of supportive measures applicable to them if circumstances change materially. The University renders decisions on supportive measures within receiving a request and provides a written determination to the impacted party(ies) and the AVP Equity & Opportunity/Title IX Compliance.

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APPENDIX G

UNIVERSITY OF HARTFORD STUDENT CODE OF CONDUCT

I. INTRODUCTION

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of the whole student, and the betterment of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. The University strives to maintain an educational community which fosters the development of students who are ethically sensitive and responsible persons. Thus, the primary goal for the administration of discipline under the Code is to develop ethically responsible students, as well as to protect the campus community. Those persons responsible for the administration of this Code shall make reasonable efforts to foster students' personal and social growth. The purpose of this document is to set forth the specific authority and responsibility of the University in maintaining social discipline, the educational process in determining student accountability for violating the regulations, and the proper procedures to be followed in the process which protects the respondent from unfair impositions of penalties and sanctions. University of Hartford students are responsible for knowing the information, policies and procedures outlined in the Student Code of Conduct. The University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check the University of Hartford's website for updated versions of all policies and procedures.

II. BASIC PREMISE

The University has the power and responsibility to take proper disciplinary action against students whose behavior threatens or disrupts the mission of the University. This is the general principle governing the jurisdiction of the disciplinary authorities of the University. It means that the disciplinary powers of the University extend to behavior that disrupts the educational process and other activities that are recognized as the lawful mission of the University. It also means that it extends to behavior that violates the peace and order of the University in such a manner that members of the University cannot go about their proper business secure in their persons and property. Behaviors that violate the Code of Student Conduct may also violate criminal or civil law, and as such may be additionally subject to proceedings under the external justice system. The Code of Student Conduct in no way precludes a person who incurs damage or injury from seeking redress in the civil or criminal courts. Students have responsibility for knowing and abiding by the policies of the University.

III. AUTHORITY AND RESPONSIBILITY

Daily responsibility for good conduct rests with students as individuals. All members of the University community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others. The ultimate responsibility and authority to enforce the Code resides with the President of the University of Hartford. The President may, and has, delegated responsibility for the administration of the Code of Student Conduct to the Dean of Students. The Dean of Students, in turn, delegates the authority to authorized and responsible staff for the implementation and enforcement of the Code of Student Conduct. This responsibility includes formulating and implementing appropriate policies and procedures, in conjunction with other appropriate University bodies, for the consideration of conduct complaints, infractions, and the imposition of sanctions in an efficient, consistent, legal, and equitable manner which supports the University's educational mission.

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. The Code of Student Conduct was established in accordance with the concept of "due process." Due process, as used herein, shall mean generally that the student will be notified of a complaint alleging any violation of the Code of Conduct; be provided the opportunity to review the complaint; and, be given an opportunity to respond to the complaint before a decision is rendered. The University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated, for any misconduct that occurred prior to the leave, withdrawal or graduation (including during graduation). If sanctioned, a hold may be placed on the student's ability to re-enroll, conduct certain transactions and/or participate in University events. All sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the respondent has graduated, the University may invoke these procedures.

IV. DEFINITIONS

A. The term "University" means the University of Hartford.
B. The term ''student" includes all persons taking courses at the University, either full-time or part- time, pursuing undergraduate or graduate/continuing studies and begins once the person has sent the University their deposit. Persons are considered 'students' (1) until the end of the person's associated commencement exercise(s) or (2) whenever representing the University in post-commencement University-sponsored educational programs (i.e., participation in study abroad, club-sponsored trip, athletics competitions etc.), whichever occurs later. Persons who withdraw after allegedly violating the Code of Conduct or who are not officially enrolled for a particular term but who have a continuing relationship with the University, are also considered ''students.'' This Student Code of Conduct applies at all University locations.
C. The term "faculty member" means any person hired by the University to conduct classroom or teaching

activities or who is otherwise considered by the University to be a member of its faculty.

D. The term "University official" includes any person employed by the University, performing assigned administrative or professional responsibilities.
E. The term "member of the University community" includes any person who is a student, faculty member, University official or any other person employed by the University. A person's status in a particular situation shall be determined by the Executive Director of Student Conduct & Conflict Resolution.
F. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
G. The term "organization" means any number of persons who have complied with the formal requirements for University recognition or registration within a particular College or School, Office of Greek Life, and/or by the Student Government Association (SGA).
H. The term "hearing officer" means a Division of Student Success professional staff member or designee appointed by the Dean of Students to determine whether a student has violated the Code of Conduct and to recommend and/or impose sanctions when a Code of Conduct violation has been committed.
I. The term "administrative hearing" means an administrative proceeding implemented to determine responsibility and to devise appropriate resolutions, as needed. Administrative hearings are conducted with a hearing officer and student(s).
J. The term "Student Conduct Board Hearing" is an administrative proceeding which is implemented to determine responsibility and devise appropriate resolutions. Student Conduct Board Hearings are comprised of University faculty and staff who serve as the hearing officers. The Executive Director of Student Conduct & Conflict Resolution, or designee, will act as the Chair of a Student Conduct Board Hearing.
K. The term "shall" is used in the imperative sense.
L. The term "may" is used in the permissive sense.
M. The Dean of Students or designee and the Executive Director of Student Conduct & Conflict Resolution are the persons designated to be responsible for the administration of the Student Code of Conduct.
N. The term "policy," "guidelines," "rules" means the written regulations of the University as found in, but not limited to, the Student Code of Conduct, The Source, The Bulletin (University Course Catalog), The Housing Agreement, and/or the University website.
O. The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
P. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
Q. The term "complainant" means any person who submits a complaint alleging that a student violated this Code of Conduct. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Code of Conduct as are provided to the Complainant, even if another member of the University community submitted the complaint itself.
R. The term "respondent" means the accused student.
S. The term "Dean of Students" means the University of Hartford Dean of Students or individual appointed by the President to serve as a designee.
T. The term 'day' refers to a business day, unless otherwise described.
U. The term 'in writing' means communication sent via University e-mail or letter via U.S. mail.

V. CODE OF CONDUCT AUTHORITY

A. The Dean of Students, or designee, shall determine who serves as hearing and appeal officers.
B. The Executive Director of the Office of Student Conduct & Conflict Resolution (OSCCR) shall develop policies for the administration of the student conduct system and procedural rules for hearings that are consistent with provisions of the Code of Conduct.
C. Decisions made by hearing officers shall be final, pending the normal appeal process.

VI. STUDENT CONDUCT CODE OF REGULATIONS

This section establishes behavioral standards which all students of the University of Hartford are expected to follow. They are made in any exercise of the powers associated with the University's duty to protect its educational purposes by setting and distributing standards of student conduct and scholarship, and by regulating the use of University facilities and premises. Students have a right to expect enforcement of these regulations. The University also has the right to expect students to abide by these regulations in a manner that benefits the responsibilities given to students as members of the University community. Knowledge of these regulations can prove most beneficial to students in utilizing and protecting their rights. It is important to add, however, that unfamiliarity with institutional regulations or rules is not grounds for excusing infractions. Students have an individual obligation to ensure that the Code of Conduct is followed by taking an active role in reporting and discussing violations with the appropriate staff, administrator, or committee when they believe an offense has occurred. The following

statements constitute the official record of Student Code of Conduct Regulations at the University of Hartford. Students are expected to abide by these regulations and administrators are required to enforce them. Additional rules and regulations may be promulgated from time to time. The Student Code of Conduct also applies to guests of community members. Hosts of guests may be held accountable for the behavior of their guests.

A student who is found responsible for violation of any Code of Conduct regulation as set forth below shall be subject to the maximum sanction of Expulsion or any lesser sanction authorized by this Code. The University will exercise jurisdiction to the extent practical and possible over all cases alleging violations of this Code of Conduct, including on University premises, in connection with University-sponsored activities (whether on-campus or off-campus), and any conduct that occurs off-campus if the incident poses a threat to the safety or well-being of any member of the University community, the conduct is likely to have a substantial effect on a University-community member's campus life or activities; or the conduct affects a compelling interest of the University.

A. Student Conduct—Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article VII, sub-section B. The Student Code of Conduct prohibits the following behaviors:

1. Acts of dishonesty, including but not limited to the following:
   a) Cheating, plagiarism, or other forms of academic dishonesty.
   b) Knowingly furnishing false information to any University official, faculty member, or office or furnishing false information about the University to anyone.
   c) Forgery, alteration, or misuse of any University document, record, or instrument of identification.
2. Disruption or obstruction of classes, seminars, research projects, administration, or activities of the University willfully, or through careless disregard of the rights of others.
3. Violation of the University's Equal Opportunity, Harassment and Non-Discrimination Policy
4. Actual or threatened physical assault, or physical abuse or injury to persons. Threatened physical assault/abuse includes, but is not limited to, intimidation and/or conduct which threatens or endangers the physical health or safety of any person or group. Physical assault/abuse includes, but is not limited to, hitting, kicking, slapping, punching, pushing, and/or spitting on another person or persons.
5. Threatening harm or criminal activity against persons or property.
6. Harassment and/or abusive behavior toward persons. This includes, but is not limited to:
   a. Intimidation, invasion of privacy, verbal abuse, or any conduct constituting harassment, abuse or threats to the well-being of a person or group, including, but not limited to, communication via electronic means.
   b. Harassment and/or intimidation of persons involved in a campus disciplinary hearing, or of persons of authority who are in the process of discharging their responsibilities.
7. Behavior which is disorderly, or which unnecessarily infringes on the rights of individuals or groups. Such conduct includes, but is not limited to, unwelcome physical contact, and/or disorderly conduct which is unreasonable for the area, time, or manner in which it occurs.
8. Violation of the Controlled Substance/Drug Policy.
9. Violation of the Alcohol Policy.
10. Behavior or activities committed intentionally, recklessly, or negligently that either cause physical harm or endanger the health or safety of any person. This includes, but is not limited to: arson, tampering/damaging or misusing fire equipment, exit signs, defibrillators, striking others, creating a hazard, intoxication, and other behavior which does, or could, result in harm.
11. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus.
12. Violation of the Hazing Policy.[appendix D]
13. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
14. Unauthorized possession, duplication or use of keys/University ID card to any University premises or unauthorized entry to or use of University premises.
15. Unauthorized presence or entry in a University facility or University related premises, and/or the unauthorized attempted entry into a University facility or University-related premises.
16. False reporting of an emergency including, but not limited to, activating a fire alarm without evidence of fire and/or false report of a bomb, fire, or other emergency.
17. Violation of the Gambling Policy.
18. Unauthorized use or possession of keys or access cards. No one may use or possess any University key without authorization by a University staff member. No student is allowed to duplicate a University key or be in possession of more than one access card.
19. Failure to report a violation of the Student Code of Conduct by a student who has witnessed the offense or has reason to believe that an offense has been committed. Students have an obligation to report or discuss such violations with the appropriate staff or administrator in a timely manner. Students, however, are not obligated to testify against themselves.

20. Violation of the Weapons Guidelines, as described in The Source.
21. Rioting, or aiding, abetting, conspiring, encouraging, or participating in a riot.
22. Falsification. Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments. Falsification may include, but is not limited to: knowingly making false statements to any University staff member in performance of his/her duties, use or possession of a false ID card or, by falsely identifying oneself as a University staff member.
23. Unauthorized use of the name or insignia of the University by individuals or groups.
24. Misuse of University documents. Including but not limited to: forging, transferring, altering, or otherwise misusing any student fee card, identification card, course registration material, schedule card, other University identification, academic record, or any other document or record.
25. Use or attempted use of University property or services in a manner inconsistent with their designated purpose.
26. Public Exposure - deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.
27. Violation of any student conduct code regulation while on disciplinary probation; or, failure to comply with any of the restrictions, conditions, or terms of any sanction resulting from a previously held disciplinary hearing.
28. Violation of the Responsible Technology Use Policy.
29. Discriminatory behavior based upon race, color, religious creed, age, marital status, national origin, ancestry, sex, gender, sexual orientation, gender identity or expression, disability, genetic information, veteran status, and any other basis protected by law.
30. Students are required to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community.
31. Violation of rules, regulations, or policies published in *The Source*, including but not limited to Residential Life policies.
32. Retaliatory behavior is prohibited. Any intimidating or threatening actions, harassment, making false statements about another person in print or verbally with intent to harm their reputation, or physical harm against an individual who is
    a. reporting a violation of the Student Code of Conduct;
    b. assisting someone with reporting a violation; or
    c. participating in any manner in an investigation or resolution of a violation.
33. Violation of University publications, postings, agreements, or notices, where the violation in question is not otherwise proscribed in this Article.
34. Any behavior which is prohibited by local ordinance or by state or federal law that also interferes with aims, purposes, activities, and responsibilities of the University and is not otherwise proscribed in this Article.

VIOLATION OF LAW & THE STUDENT CONDUCT PROCESS & UNIVERSITY STUDENT ORGANIZATION GROUP STUDENT CONDUCT PROCESS

1. The University student conduct process may be instituted against a student who potentially violated both the criminal law and this Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Students, or designee.

   Determinations made or sanctions imposed under this Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

2. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. The University will not provide legal counsel to the student. If the alleged offense is also being processed under the Code of Conduct, the University may advise off-campus authorities of the existence of the Code of Conduct and of how such matters are typically handled within the University community. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

3. University Student Organization's (including 'Recognized,' 'Affiliated,' 'Greek-Lettered,' 'Student Fee-Funded Organizations,' and academic-affiliated student groups) internal or self-discipline procedures and the Student Conduct Process:

   Behavior subject to review under separate organizational discipline (i.e. Greek-Lettered Judicial Board review etc.) may be subject to the student conduct process as described in Article VII. Such a determination is made by the Dean of Students or designee.

   Student organizations may be found responsible for violations when behaviors include but are not limited to those

listed below:

- The conduct is endorsed by the University Student Organization (USO) or any of its officers including, but not limited to, active or passive consent or support, having prior knowledge that the conduct was likely to occur and not taking any substantive action to prevent it (e.g., canceling the event, notifying the Office of Student Conduct & Conflict Resolution, Public Safety or local police, etc.), or helping to plan, advertise, or promote the conduct;
- The conduct is committed during an activity paid for by the USO, or paid for as a result of one or more members of the USO contributing personal funds in lieu of or in addition to organizational funds to support the activity or conduct in question;
- The conduct occurred on property owned, controlled, rented, leased, or used by the USO or any of its members for an organizational event;
- The purpose of the activity was related to initiation, admission into, affiliation with, or as a condition for continued membership in the USO;
- Non-members of the USO learned of the activity through members, advertisements, or communications associated with the USO, or otherwise formed a reasonable belief that the conduct or activity was affiliated with or endorsed by the USO;
- Members of the USO attempted to conceal the activity of other members who were involved; or
- One or more officer(s) of the USO had prior knowledge or reasonably should have known that the conduct would take place.

It is important to note that when persons are functioning in the capacity of members of a USO, a USO and its leaders (elected, appointed, or volunteer) may be held collectively and individually responsible for violations of the Student Code of Conduct. USOs may be held accountable for violations without regard to whether members of such organizations are individually held accountable for the same behavior.

A position of leadership in a USO entails responsibility. Student officers or leaders cannot knowingly plan, permit, condone, or participate in any violation of the Code by the group/organization. In their role as a student leader, they have a responsibility to act to prevent violations of the Student Code of Conduct, and at minimum to notify the appropriate staff/advisor if they become aware of a potential violation of the Student Code of Conduct. Failure to do so could implicate them in a Student Code of Conduct violation.

VII. STUDENT CONDUCT CODE PROCEDURES

A. CHARGES AND STUDENT CONDUCT HEARINGS

The following procedures relate to alleged violations of the Student Code of Conduct, except for those allegations involving potential violations of the Equal Opportunity, Harassment, and Non-Discrimination Policy.

1. INITIATION OF A CONDUCT COMPLAINT

Any member of the University community may bring a conduct complaint against a student for behavior in violation of the Student Code of Conduct by submitting a written complaint to the Office of Student Conduct & Conflict Resolution, by using University email. In order for the University to process a complaint, the complainant must submit a written incident report(s) detailing the incident(s), including: (a) a narrative describing the incident(s), (b) all available information on the specific date, time, and location which the alleged violation(s) occurred, and (c) the name, address, telephone number, and e-mail address of the complainant. Complainants are also encouraged to include the following in with their complaint whenever possible: a) any written supportive documentation related to the complaint including authenticated written statements from identified individuals with knowledge related to the complaint; b) the known names and any known contact information of parties involved in the incident; c) a listing of the alleged behaviors prohibited by the Student Code of Conduct.

If the complaint involves alleged violation(s) of the University's Policy on Sexual and Gender-Based Interpersonal Violence and Harassment, complainants are encouraged to follow the complaint process found in the University's:

The Equal Opportunity, Harassment, and Non-Discrimination Policy

The complaint must be received within five (5) business days of the alleged violation(s) unless: the complaint involves unlawful behavior that may jeopardize the safety of individuals, may affect a substantial University interest, involves behavior of a continuing nature, involves behavior that has a continuing effect, or, calls into question the accused student's suitability as a member of the community. The Dean of Students, or designee, has the authority, at his or her sole discretion, to reasonably extend the time limit. When a conduct complaint is submitted, the complainant(s) consent to release of both their identity and written reports or summaries of written reports to the accused student and/or other individuals involved in investigation or review of the complaint. Individuals involved in conduct complaint proceedings, including complainants and accused students, are reminded that information introduced during conduct

complaint proceedings may be subject to release as required by law, in conjunction with related criminal or civil proceedings.

Communication Regarding Complaints: written notifications and communications regarding conduct complaints will generally be made via University email, although notifications may also be made by hard copy correspondence delivered by hand to an involved party's address of record with the University, or by other reasonable means.

2. REVIEW OF A CONDUCT COMPLAINT

When a written complaint is received within the prescribed timeframe, or within an approved timeframe extended by the Dean of Students, or designee, an investigation and review of the complaint will be conducted to determine the applicability of cited Student Code of Conduct Regulations and whether, based on the information submitted and/or obtained through investigation, there is a reasonable basis for the complaint to be reviewed through the hearing process. The Dean of Students, or designee, at his or her discretion, has the authority to modify or dismiss all or some of a complaint if he or she determines that: a) the complaint has not been made within the proscribed timeline or an approved extended timeframe, or b) the Student Code of Conduct Regulations cited are not applicable to the complaint made, or c) that there is not a reasonable basis for the complaint to be reviewed based on the information provided or d) seek an alternate resolution process (i.e. guided/ facilitated conversation) separate from the Student Conduct hearing process. Whenever a complaint is modified or dismissed, the Dean of Students, or designee, will notify the complainant in writing. If the University determines that the complaint is not properly filed, it will provide written notice to the complainant. The complainant(s) can request withdrawal of the complaint at any time. The Dean of Students, or designee, however, has the authority to either continue the hearing process or dismiss the complaint regardless of whether the complainant requests to withdraw their complaint.

3. NOTIFICATION OF COMPLAINT & SCHEDULING

When a complaint is referred to the hearing process, the respondent shall be informed of the complaint and notified of a scheduled hearing and hearing date. Notifications are generally sent to University email account(s). Confirmation of delivery by the University's email server will be considered the confirmed delivery date and time of notification when delivery is made via University email. Once notified of the complaint, the respondent is expected to check University student email account at least once each business day until the matter is resolved, including during vacation and summer periods. Conduct complaint proceedings, including hearings, are scheduled at times designated at the discretion of the hearing officer and are based on availability of staff. Scheduled meetings, hearings, and/ or conferences are generally scheduled around the posted class schedule of the respondent and complainant. Requests to schedule around work, club, sport, or other schedules are generally not approved.

4. ADVISORS

The respondent(s), complainant(s), and/or student witness(es) may have an advisor accompany them to any scheduled conduct complaint proceeding. The advisor must not be licensed or trained in the field of law or a family member but shall be a current full-time faculty or staff member of the University community and not otherwise involved in the incident, who agrees to serve as an advisor to the respondent(s), complainant(s) and/or student witness(es). Anyone, however, may consult with a lawyer outside the hearing procedures, at their own expense and on their own initiative.

An advisor's presence at any conduct complaint proceeding is contingent upon following this procedure. Advisors may not: (a) address any person involved in the hearing except for the student they are advising, or (b) disclose any student record information obtained through the student conduct process except as permitted by law. Advisors who do not comply with these requirements may be dismissed by the presiding administrator, required to immediately leave, and will not be allowed to participate in future proceedings unless authorized by the Dean of Students. In the event an advisor is dismissed from a scheduled proceeding, the proceeding will continue as scheduled. The student may request to have a different advisor, if available, for the duration of the hearing as well as for any additionally scheduled proceedings. Hearings are not scheduled around advisor availability.

5. HEARINGS

Hearings are administrative proceedings which are implemented to determine responsibility and devise appropriate resolutions. There are Administrative Hearings and Student Conduct Board Hearings. Hearings follow an investigatory model, in which:

a. involved student(s) are informed of how to access the Student Code of Conduct,
b. involved student(s) are provided information and can ask questions regarding how the pending allegations will be reviewed, how information is communicated to involved parties, and availability of the appeal process.
c. hearing officer(s) review the complaint,
d. hearing officer(s) review and investigate the complaint with the respondent
e. hearing officer(s) request that the respondent respond to the complaint,
f. hearing officer(s) review and investigate the complaint with the complainant (in a board
g. hearing)

h. hearing officer(s) investigate the complaint further with witnesses, involved parties, or others as deemed appropriate by the hearing officer,
i. hearing officer(s) consider documentation, records, reports, authenticated written accounts; additional information submitted by, or at the request of the involved student(s) related to the complaint; any other relevant documents,
j. hearing officer(s) determine whether the accused student is responsible for one or more of the cited Student Code of Conduct Regulations based upon a preponderance of the evidence (determined by "what a reasonable person believes more likely than not tohave occurred based upon the available information reviewed"),
k. hearing officer(s) consider(s) information available and set(s) forth findings, andif applicable, sanctions.

Prior to the hearing, the student will be notified in writing that a complaint has been made and the Student Code of Conduct Regulations alleged to have been violated. The date, time, and location of the hearing and the name of the presiding hearing officer will also be provided in the notification. If a respondent fails to attend the hearing and the University has made a reasonable attempt to notify the respondent decisions will be made, and resolutions determined, based upon available information. Sanction(s), as deemed appropriate, will be assigned. The respondent will then be issued a written hearing resolution notification.

Student Conduct Board Hearings are a special type of hearing which may be convened in extenuating circumstances deemed warranted by the Dean of Students. At all Student Conduct Board Hearings, the community member who initiated the complaint, or a designated member of Public Safety or Division of Student Success staff shall attend and present information relative to the complaint made. When a case is referred to a Student Conduct Board Hearing, the Board will be comprised of three professional staff and/or faculty members appointed by the Dean of Students or designee. The Dean of Students or designee shall also appoint a fourth member to serve as nonvoting chair of the Board; this person will chair the hearing and ensure that appropriate records are made.

6. **ADDITIONAL HEARING GUIDELINES:**

i. The student will be provided written notice of the date, time, and location of a Hearing, delivered not less than two (2) business days before the hearing, unless the respondent requests that the notification period be waived.
ii. All hearings shall be conducted in an informal manner, and technical rules of evidence will not apply. Statements of information purported to be relevant to the complaint may be considered at the discretion of the hearing officer(s). All individuals providing such information are subject to be interviewed by the hearing officer.
iii. If requested in advance prior to the hearing and determined to be an appropriate and reasonable accommodation from the Access Ability Director or the Assistant Vice President for Student Health and Wellness, notices, reports and/or written materials will be provided in an alternate format.
iv. All hearings will be held in closed session.
v. The respondent will have the opportunity to state whether he or she is "responsible" or "not responsible" for each alleged violation of the Student Code of Conduct.
vi. The accounts of individuals, other than the respondent or complainant, who are presented as having relevant information related to the complaint, may beconsidered by the hearing officer.
vii. The respondent and the complainant will be given the opportunity to present information from individuals purported to have relevant information related to the complaint. The hearing officer will determine and weigh the relevancy ofinformation presented as part of their investigation of the complaint. Individuals providing information must be available to answer questions directed by the Hearing Officeror Student Conduct Board during the hearing.
viii. Only the hearing officer may directly question the respondent, complainant or any other individual involved in any Hearing.
ix. The names of individuals asked to present information at a Student Conduct Board Hearing must be provided in writing to the Chair a minimum of two business days in advance of the hearing.
x. Supportive written documentation, data or information relevant to the hearing officer(s) determination of responsibility or recommendation of sanctions for violation of the Student Code of Conduct from a source who does not have direct information related to the complaint including, but not limited to: a medical or mental health provider providing unredacted supportive documentation, may, at the discretion of the hearing officer or Student Conduct Board Hearing Chair, be presented provided that the information submitted is signed and notarized or signed and submitted in person by the source to the hearing officer or Chair, submitted in a timely manner and with the agreement that the documentation's author/ source agrees to answer questions from the hearing officer or Chair.
xi. If the respondent does not attend a scheduled hearing, absence shall be noted without prejudice. The hearing shall proceed at the discretion of the hearing officer or Student Conduct Board Hearing Chair; and, may be conducted in the student's absence. If a complainant does not attend a scheduled hearing, the hearing may proceed at the discretion of the hearing officer or Student Conduct Board Hearing Chair and be conducted in the complainant's absence. Reported direct knowledge of incident(s) by the complainant may not be considered if the complainant is not present and available to answer questions directed by the hearing officer or Student Conduct Board Hearing during the hearing.
xii. Hearings will be controlled in order to complete the review within a reasonable amount of time and to avoid needless consumption of time and/ or repetition of information.

xiii. During summer, vacation periods, and in extenuating circumstances as determined by the Director of Office of Student Conduct & Conflict Resolution, the hearing officer may approve alternative arrangements for individuals to participate in hearings including, but not limited to, the use of audio or video technology.

xiv. In cases where responsibility is acknowledged or determined, but prior to the determination of the sanction, the Student Conduct Board Hearing, or hearing officer, may consider any written character references provided by the respondent.

xv. In cases where responsibility is acknowledged or determined, but prior to the determination of the sanction, the Student Conduct Board Hearing, or hearing officer, may consider any provided written statement(s) of impact submitted by the complainant(s).

xvi. The respondent will receive written notice outlining the hearing resolution. Unless otherwise stated, notification will be made via University student email. University officials with a legitimate educational interest, and/ or those who can be legally notified, may also be informed of all or part of the hearing outcome.

xvii. In situations involving both a respondent(s) (or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the respondent(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

xviii. All written accounts, records and/or supportive documentation presented at a Student Conduct Board Hearing must be provided to the Executive Director of Student Conduct & Conflict Resolution no less than two business days prior to the Student Conduct Board Hearing.

xix. The Dean of Students or designee may, at his or her discretion, approve alternative arrangements for parties to participate in a Student Conduct Board Hearing from separate locations provided a reasonable mechanism is arranged that allows for hearing and viewing information presented by both the complainant and the accused and allows for the Student Conduct Board Hearing Chair to communicate directly with involved parties remotely.

xx. The respondent and complainant will be given the opportunity to respond to information presented at a Student Conduct Board Hearing and make a closing statement prior to deliberation by the Student Conduct Board.

xxi. In a Student Conduct Board Hearing, any committee member may request to go into private session to discuss or decide a matter. This request must be supported by a majority vote. The hearing can be recessed at any time by the chair. The chair will ensure that all procedures are appropriately followed. Following a Student Conduct Board Hearing, decisions on each allegation and any related sanction recommendations shall be made by majority vote. A tie vote will constitute a vote of not responsible. The Chair cannot vote.

xxii. Student Conduct Board Hearing deliberations and decisions will be made in private. The Student Conduct Board Hearing Chair will notify the Dean of Students of their determination of whether the respondent was responsible for each alleged violation of the Student Code of Conduct. If there is a responsible finding, a recommendation of sanctions will be forwarded to the Dean of Students.

B. **HEARING ACTIONS (SANCTIONS)**

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

1. Expulsion

Expulsion is permanent disciplinary separation from the University involving denial of all student privileges. Expulsion shall be effective on the date stated in the notice. A student separated from the University by Expulsion may not enter University premises, University- related premises, attend University sponsored activities or be present on campus without securing prior approval from the Dean of Students or designee. A student expelled is not entitled to any financial refund for the semester in progress. The Registrar's Office will insert the phrase, "NON-ACADEMIC EXPULSION," on the transcript original of students who have been expelled from the University in accordance with the Student Code of Conduct.

2. *University Suspension*

Suspension is a disciplinary separation from the University involving denial of all student privileges. Suspension shall be effective on the date of notice of the suspension, or later if so stated in the notice; and shall prescribe the date and conditions upon which the student may petition for readmission. No coursework will be permitted during the suspension. Upon readmission to the University, the suspended student will be on Disciplinary Probation for the semester immediately following this return. Conditions for readmission may include but are not limited to: Disciplinary Probation for a specified length of time, no residence on campus, restricted visitation to specified University facilities, and/or written evaluative statements from an accredited mental health professional, medical doctor or others to review the capability of the student to function successfully at the University. Students separated from the University by Suspension may not enter University premises, University-related premises, attend University-sponsored activities or be present on campus without securing approval from the Dean of Students, or designee. A student suspended is not entitled to any financial refund for the semester in progress.

3. *Deferred University Suspension*

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

4. *Suspension or Permanent Removal (Expulsion) from Housing*

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

5. *Disciplinary Probation*

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

6. *Residence Hall Restriction*

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

7. *Loss of Privileges—Restrictions & Bans*

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

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

8. *Disciplinary Warning*

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

9. *Restitution*

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

10. *Special Assignment*

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

11. *Reprimand*

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

12. *Housing Selection Ineligibility*

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

Organizational-based sanctions:

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

C. **INTERIM MEASURES**

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

1. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.
2. During the interim suspension, a student shall be denied access to the residence halls and/ or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Dean of Students, or designee, may determine to be appropriate.
3. The interim suspension does not replace the regular student conduct process.

In certain circumstances, student-employment and/or student-athlete status may be impacted through interim or other measures taken by supervisor/athletics separate from the Student Code of Conduct. Such status will not contradict or undermine University policy, including the Student Code of Conduct.

D. **APPEALS**

1. Eligibility, timeline, means, and grounds
    a) Only the respondent shall be entitled to appeal the hearing resolution decision.
    b) The appealing party shall submit an appeal to the Dean of Students, or designee, within five (5) calendar days of the party's receipt of the hearing resolution notification.
    c) Appeals will be transmitted electronically via the self-service portal.
    d) Appeals may only be submitted on the following grounds:
        i. To allege a material procedural error within the investigation and resolution process that would substantially change the outcome; or
        ii. To consider new evidence that was not known at the time of the investigation that would substantially change the outcome (this appeal ground cannot be used if student did not attend the scheduled hearing)
    e) Appeals will not be considered on any other basis.
2. Upon timely receipt of the appeal letter, the Dean of Students, or designee, shall transmit the appeal letter and associated hearing records to the Appeal Review Officer for review.
3. Appeal Procedures

a) The Executive Director of the Office of Student Conduct & Conflict Resolution (OSCCR), or designee, will conduct an initial review to determine if the appeal request meets the limited grounds and is timely.
b) If the appealing party has presented a timely appeal on the basis of the grounds set forth above, the Executive Director of OSCCR, or designee, will notify the complainant that an appeal has been made.
c) If deemed appropriate, the Executive Director of OSCCR, or designee, will share the appeal with the complainant, who may file a written response.
d) If the appealing party has presented an appeal on the basis of the grounds set forth above, the Executive Director of OSCCR, or designee, will further review the appeal and make a determination to uphold, reverse or modify the Hearing Resolution. When deemed necessary, the Executive Director of OSCCR, or designee, may seek additional information and/or refer the matter back to the hearing officer, prior to making a determination.
e) Following review of the appeal, the Executive Director of OSCCR, or designee, will issue a written decision to the parties in which the decision may uphold, reverse or modify the original Hearing Resolution.
f) All appeal decisions are final.

ARTICLE VIII: INTERPRETATION AND REVISION

A. Any question of interpretation or application of the Code of Conduct shall be referred to the Executive Director of Student Conduct & Conflict Resolution, or designee, for final determination.
B. The Code of Conduct shall be reviewed annually under the direction of the Executive Director of Student Conduct, Conflict Resolution & Compliance.

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APPENDIX H

MISSING STUDENT POLICY

In accordance with the Higher Education Opportunity Act, the University of Hartford must develop and implement certain procedures to be followed when residential students are determined to be missing for 24 hours when a student who resides in a university residential halls or apartments is unaccounted for, a report must be made to UHDPS as soon as possible. In addition, this will be communicated to the Division of Student Affairs and/or the Office of Residential Life to assist UHDPS in identifying a thorough check within the student's residential hall and the academic areas as determine by the student's course schedule. UHDPS will lead this investigation immediately to attempt to locate the student. Please note that a student does not need to be missing 24 hours for UHDPS to begin their efforts to locate the missing person.

Missing student reports can be made by calling UHDPS at 860.768.7985 or by dialing 860.768.7777. Residential students in campus housing will be informed annually that each student has the option to register the name of a confidential contact person to be notified by the University of Hartford no later than 24 hours, if they are determined to be missing for 24 hours by the designated University officials authorized to make the determination specifically, UHDPS or the local law enforcement agency in which the student went missing. This confidential name will be the first who will be contacted to confirm the student's whereabouts. This name can be the same or different from the emergency contact person. When students are informed of their option to provide a confidential contact, they are advised that their contact information will be registered confidentially, and that only authorized University officials and law enforcement working on a missing person investigation will have access to this information.

According to the Higher Education Opportunity Act (HEOA), colleges and universities are guided to inform the law enforcement agency of the missing student's hometown. Additionally, this HEOA directs institutions to contact the parent or guardian of any student under 18 years of age and not emancipated within 24 hours of determining the student is missing.

University of Hartford will notify any missing student's confidential contact(s), if provided, within 24 hours of the determination that the student is missing. Students are advised that, in the event a student under 18 years of age and not emancipated, University of Hartford must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, students are also advised that, in addition to notifying any additional contact person designated by the student. Students are advised that for all missing students, University of Hartford will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

Suspected missing students should be reported immediately to the UHDPS. If members of the University of Hartford community believe that a student has been missing for 24 hours, it is critical that they report that information to UHDPS by calling 860.768.7777. A student is determined to be missing when the UHDPS have verified that reported information is credible and circumstances warrant declaring the person missing. Should the UHDPS investigate and determine that a residential student is missing, contact will then be made to the missing person contact, if contact information has been provided, within twenty-four (24) hours of the determination that the student is missing by the UHDPS If the student is under the age of 18 and is not an emancipated individual, UHDPS will notify the student' parent of guardian and any other designated contact person within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, University of Hartford will inform the Local PD (or the local law enforcement with jurisdiction) that the student is missing within 24 hours.

All students attempting to register for campus housing will be notified of this policy at the time of application to student housing. During the online registration process, emergency contact information related to campus housing will be verified via banner (student information system).

The confidential contact may be a person designated by the student in addition to the declared emergency contact. Should the student not formally declare a separate missing person contact, the emergency contact on record will be notified.

All members of the University community should report any missing students or suspected missing students regardless of whether they reside on campus and without regard to how long they have been missing. If the reported missing student resides off-campus, the UHDPS will immediately notify the appropriate local law enforcement agency.

For a copy of the University Missing Student Policy, please contact the University of Hartford Department of Public Safety: Non-Emergency Line 860-768-7985.

MISSING STUDENT REPORTING

Suspected Missing student reports should be reported immediately by calling UHDPS at 860.768.7985 or by dialing 860.768.7777. If members of the University of Hartford community believe that a student has been missing for 24 hours, it is critical that they report that information to UHDPS by calling 860.768.7985. Residential students in campus housing will be informed annually that each student has the option to register the name of a confidential contact person to be notified by the

University of Hartford no later than 24 hours, if they are later determined to be missing by the designated University officials authorized to make the determination specifically, UHDPS or the local law enforcement agency in which the student went missing. This confidential name will be the first who will be contacted to confirm the student's whereabouts. This name can be the same or different from the emergency contact person. Only authorized University officials and law enforcement working on a missing person investigation will have access to this information.

According to the Higher Education Opportunity Act (HEOA), colleges and universities are guided to inform the law enforcement agency of the missing student's hometown. Additionally, the HEOA directs institutions to contact the parent or guardian of any student under 18 years of age and not emancipated within 24 hours of determining the student is missing.

The University of Hartford will notify any missing student's confidential contact(s), if provided, within 24 hours of the determination that the student is missing. In the event a student under 18 years of age and not emancipated, University of Hartford must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. For all missing students, the University of Hartford will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

A student is determined to be missing when the UHDPS have verified that reported information is credible and circumstances warrant declaring the person missing. Should the UHDPS investigate and determine that a residential student is missing, contact will then be made to the missing person contact, if contact information has been provided, within twenty-four (24) hours of the determination that the student is missing by the UHDPS and if the student is under 18 years of age and is not emancipated, UHDPS will notify the student's custodial parent or guardian and any other designated contact person within twenty-four (24) hours, regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor. The University of Hartford will inform the Local PD (or the local law enforcement with jurisdiction) that the student is missing within 24 hours.

NOTIFICATION PROCEDURE: MISSING STUDENTS/MISSING PERSONS

All reports of missing students/persons (or suspected missing students/persons) should be made to the University of Hartford Department of Public Safety (UHDPS) at (860) 768-7985. If any University faculty or staff member receives a report of a missing student/person, she/he should immediately contact the University of Hartford Department of Public Safety (UHDPS).

When a student who resides in on the University of Hartford residential halls or apartments is unaccounted for, a report must be made to Public Safety as soon as possible. In addition, this will be communicated to the Division of Student Success and/or the Office of Residential Life to assist Public Safety in identifying a thorough check within the student's residential hall and the academic areas as determine by the student's course schedule.

Public Safety will lead this investigation immediately to attempt to locate the student. Please note that a student does not need to be missing 24 hours for Public Safety to begin their efforts to locate the missing person. Missing student reports can be made by calling Public Safety dispatch at 860.768.7985 or by dialing 860.768.7777.

Residential students can register the name of a confidential contact person to be notified if they are later determined to be missing. This confidential name will be the first who will be contacted to confirm your whereabouts. This name can be the same or different from your emergency contact person. Only authorized university officials working on a missing person investigation will have access to this information.

To register a confidential missing person, contact the Residential Life office at 860.768.7792.

Be advised that according to Higher Education Opportunity Act (HEOA), colleges and universities are guided to inform the law enforcement agency of the missing student's hometown. Additionally, this HEOA directs institutions to contact the parent or guardian of any student under 18 years of age and not emancipated within 24 hours of determining the student is missing.

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APPENDIX I

CLERY GEOGRAPHY

The Clery Act requires institutions to disclose statistics for reported crimes based on the following four criteria:

1. Where the crimes occurred
2. To whom the crimes were reported
3. Types of crimes reported
4. Year in which the crimes were reported

The first of the four reporting criteria "where the crimes occurred" is known as Clery Act Geography and commonly referred to as such. The definitions for Clery Act Geography are Clery Act-specific and are the same for every institution regardless of its physical size or configuration. There are three general Clery Act Geography categories:

1. On-Campus
2. Public Property within or immediately adjacent to the campus
3. In or on noncampus buildings or property that the institution owns or controls

CLERY GEOGRAPHY DEFINITIONS

On-campus — any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including:

a. residence halls

b. property within the same reasonably contiguous geographic area of the institution that is owned by the institution but is controlled by another person

c. is frequently used by students

d. supports institutional purposes (such as food or other retail vendor).

On-Campus Subset: Student Housing Facilities *(on-campus)* - Under the Clery Act, an institution that has on-campus student housing facilities must separately disclose two sets of on-campus statistics:

- The total number of crimes that occurred on campus, including crimes that occurred in student housing facilities; and
- The number of crimes that occurred in on-campus student housing facilities as a subset of the total.

Public Property — is defined as all public property (including thoroughfares, streets, sidewalks and parking facilities) that is within the campus, or immediately adjacent to and accessible from the campus.

Noncampus Buildings or Property — is defined as any building or property owned or controlled by a student organization *officially* recognized by the institution and any building or property (other than a branch campus) owned or controlled by an institution of higher education that:

a. Is used in direct support of, or in relation to, the institution's educational purposes,
b. Is *frequently* used by students, and
c. Is not within the same reasonably contiguous geographic area of the institution.

CLERY DESIGNATED CRIMES

The University of Hartford is required to report crime statistics as defined by the Clery Act for the following crimes if the crimes are reported and occur in geographic locations (Clery Act Geography) as defined above. There are four (4) general categories of crimes, they are commonly referred to as Clery Act Crimes:

1. Criminal Offenses
2. Hate Crimes

3. VAWA Offenses
4. Arrests and Referrals for Disciplinary Action

CRIME CATEGORIES

Under the Clery Act, definitions for the above listed four categories of crimes are based on the definitions provided by the following federal systems:

- Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program
- Summary Reporting System (SRS) User Manual from the FBI's UCR Program
- FBI's National Incident-Based Reporting System (NIBRS)Data Collection Guidelines edition of the UCR
- FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual
- Violence Against Women Act of 1994 (VAWA)

For additional information. please refer to the UCR, citation's 34 CFR 668.46(c)(7) and 34 CFR 668.46(c)(6)(A)(i).

CRIMINAL OFFENSE DEFINITIONS (#1)

Murder/Non-Negligent Manslaughter – The killing of one human being by another.

Manslaughter by Negligence – The killing of another person through gross negligence.

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

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

Robbery – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary – The unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft – The theft or attempted theft of a vehicle.

Arson – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.

HATE CRIME DEFINITIONS (#2)

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Bias – a preformed negative opinion or attitude toward a group of persons based on their: race, religion, gender, gender identity, disability, sexual orientation, or ethnicity/national origin.

Bias Crime – a criminal offense committed against a person or property that is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin; also known as Hate Crime.

Although there are many possible categories of bias, under the Clery Act, only eight categories are reported. To ensure uniformity in reporting nationwide, the following definitions have been adopted for use in hate crime reporting:

1. **Race** – A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks, or African Americans, whites.
2. **Religion** – A preformed negative opinion or attitude toward a group of personas who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
3. **Sexual Orientation** – *A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.* Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
4. **Gender** – A preformed negative opinion or attitude toward a person or group of persons based on their actual perceived gender, e.g., male or female.
5. **Gender Identity** – A preformed negative opinion or attitude toward a person or group of persons based on their actual perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be lesbian, gay, bisexual, or transgender person but may be perceived as such.
6. **Ethnicity** – A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.
7. **National origin –** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.
8. **Disability** – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Hate Crimes must show evidence of bias and include any of the above listed criminal offenses. Additionally, on August 14, 2008, the Clery Act was amended to include the following as reportable categories for Hate Crimes only:

- Larceny
- Simple assault
- Intimidation
- Destruction/damage/vandalism (except arson)

Note: Even if the offender was mistaken in their perception that the victim was a member of the group the offender was acting against, the offense is still a bias crime because the offender was motivated by bias against the group.

For additional information regarding Hate Crimes, please refer to the UCR, citation 34 CFR 668.46(c)(4).

VAWA OFFENSE DEFINITIONS (#3)

The third category of crime statistics is the Violence Against Women Act (VAWA), which includes the following three categories:

1. Domestic Violence
2. Dating Violence
3. Stalking

Sexual Assault included by the FBI as a Criminal Offense and falls under VAWA offenses but is included in the criminal offense's category listed above for Clery Act reporting purposes. For additional information regarding VAWA Offenses, please refer to the UCR, citation 34 CFR 668.46(c)(1)(iv).

Domestic Violence: a felony or misdemeanor crime of violence committed:

- by a current or former spouse or intimate partner of the victim;
- by a person with whom the victim shares a child in common;
- by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;

- by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

Dating Violence: violence committed by a person;

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- the existence of such a relationship shall be determined based on the reporting party's statement with consideration of:
    - the length of the relationship
    - the type of relationship
    - the frequency of interaction between the persons involved in the relationship

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

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

For the purposes of complying with the requirements of this section and section §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

ARREST AND DISCIPLINARY REFERRALS FOR WEAPONS VIOLATIONS, DRUG ABUSE AND LIQUOR LAWS: DEFINITIONS (#4)

The fourth category of crime statistics is the number of arrests and number of persons referred for disciplinary action for the following three law violations:

1. Weapons: Carrying, Possessing, Etc.
2. Drug Abuse Violations
3. Liquor Law Violations

The above listed violations may result in an arrest, disciplinary referral, or both. For additional information, please refer to the UCR, citation 34 CFR 668.46(c)(1)(ii).

Weapon Law Violations - The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations - Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations - The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Unfounded Crime Reports – According to Uniform Crime Report (UCR) guidelines, a reported offense can be cleared as unfounded by a sworn law enforcement authority "if the investigation shows that no offense occurred nor was attempted."

These cases thus remain as official crime reports and are included in the departmental statistics; however, they are explicitly labeled as "unfounded" cases within UCR reports on the various index crimes. According to UCR guidelines, the statistics on unfounded cases should include crime reports that are either: False or Baseless.

HAZING INCIDENTS (#5)

See Appendix D (above) for the definition of hazing under the University of Hartford Hazing Policy, as aligned with the Stop Campus Hazing Act.

CAMPUS SECURITY AUTHORITY

The Clery Act defines a Campus Security Authority (CSA) as any official of a post-secondary institution who has significant responsibility for students and campus activities. Some examples of CSAs are:

- Anyone who monitors entry or access to a campus facility such as an employee who checks in visitors to the dorms
- Director of Athletics and coaches including Assistant Directors and Assistant Coaches
- Faculty Adviser to a student group
- Anyone who oversees student extracurricular activities
- Coordinator for Greek Affairs
- Resident Assistants and Resident Directors
- Student Center and Student Life Staff

WHAT IS THE ROLE OF A CSA?

The role of a CSA is to collect information on certain criminal offenses, if such offenses are reported to them and report that information to the proper authorities (Public Safety). Reporting of such crimes must be timely to allow for issuance of a Timely Warning, if deemed necessary.

It is important that CSAs also refer victims to seek other assistance if they so choose, including offering to help them contact Public Safety, the University Counseling Center, Health Services, or other outside agencies.

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APPENDIX J

FIRE SAFETY REPORT

ABOUT THE FIRE SAFETY REPORT

In addition to the disclosure of campus crime statistics and security information, the The Clery Act requires institutions of higher education (public and private) to record and disclose campus fire statistics as well as fire safety policies and procedures. Disclosure occurs annually by October 1. Notification regarding the publication of the Annual Security and Fire Safety Report is sent to students by electronic mail with hyperlinks to the report on the University's website.

The Annual Security and Fire Safety Report includes information regarding University of Hartford's fire safety policies, fire prevention programs and other important information regarding the University's fire safety system as well as fire statistics for all on-campus student housing facilities.

For more information regarding the Annual Security and Fire Safety Report view The Handbook for Campus Safety and Security Reporting 2016 Edition.

The Annual Security and Fire Safety Report may be viewed on the University website.

FIRE SAFETY REPORTING STATUTE

On Aug. 14, 2008, the Higher Education Opportunity Act (HEOA), Public Law 110-315, reauthorized and expanded the Higher Education Act of 1965 (HEA), as amended. Specifically, HEOA amended the Clery Act and created additional safety- and security-related requirements for institutions of higher education. The amendment added fire safety reporting requirements for institutions with on- campus student housing facilities.

In compliance with appropriate provisions of federal law, the University is required to make reports available to the University community and to prospective students and their parents pertaining to fire safety. Institutions maintaining on-campus student housing facilities must collect fire statistics, publish an Annual Fire Safety Report and keep a Fire Log.

FIRE INCIDENT REPORTING

For EMERGENCIES, dial extension 7777 from any campus landline phone or dial 860.768.7777 from any other phone to be connected to UHDPS Dispatch.

Dial 911 to be connected to a Local Emergency Dispatch Center

Per federal law, the University of Hartford is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Therefore, if you encounter a live fire in one of these facilities, you should immediately get to a safe place, and then dial 911. All fire incidents should be reported to the UHDPS immediately. If a member of the University community finds evidence of a fire that has been extinguished, the community member should immediately notify the UHDPS at 860.768.7985 or by dialing 860.768.7777 to investigate and document the incident. In the event of a fire incident, regardless of size, and regardless of when it occurred the incident is documented by the UHDPS through a departmental incident reporting system. Each incident is investigated by the UHDPS and either the City of Hartford Fire Department or the Town of West Hartford Fire Department, depending on jurisdiction. Pertinent information from each of these incidents is recorded into the UHDPS's daily fire log and for disclosure in the University's annual fire statistics.

DAILY FIRE LOG

A daily fire log is maintained by the UHDPS. The fire log is available for public viewing at the UHDPS Offices on Main Campus, the Handel Performing Arts Center and the Asylum Avenue Campus. Data is also collected from each incident report pertaining to a residence hall fire and included in a chart as part of this annual report. The data collected includes date and time of each fire, the cause of the fire, number of injuries or deaths related to the fire, and value of damage. This information is also submitted to the Department of Education (DOE).

The Fire Log is available on campus in the UHDPS in the Operations Building adjacent to Parking Lot E during normal business hours. Normal business hours are Monday through Friday, 8:00 a.m. to 4:00 p.m.

FIRE SAFETY POLICY

To minimize the potential for fire in residence halls, the University policy prohibits unsafe behavior and storage of certain items in residence halls. This policy is enforced by the Office of Residential Life and the UHDPS. Inspections are conducted monthly by Residential Life and UHDPS to identify prohibited items and unsafe conditions. If prohibited items are found, the items are subject to confiscation by either Residential Life Staff or UHDPS Officers and students are subject to referral to the Office of Student Conduct. If unsafe conditions are found, all efforts will be made to rectify the situation immediately without disruption to the students. If it is not feasible to rectify a situation without disruption or the situation is too severe students in the affected area or residence hall will be

relocated to a safer location until the situation can be rectified. Follow-up inspections are conducted to ensure that the appropriate corrections were made.

POLICY ON PROHIBITED ITEMS AND MISCELLANEOUS FIRE SAFETY POLICIES

The following items or actions are prohibited. Prohibited items will be subject to immediate confiscation if found by Residential Life or UHDPS Officers.

- Smoking: Smoking is not permitted in any University residence hall, apartment, academic or administrative building. Unless otherwise prohibited and posted smoking is permitted on campus at least 25 feet from the entrance to any building.

- Cooking or kitchen type Devices: Residents are prohibited from using certain types of cooking equipment in the residence halls. This includes, but is not limited to, toaster ovens, oil-based popcorn makers, dishwashers, "George Foreman" type grills, Charcoal or Gas grills, hot-plates, crock pots, toasters or coffeemakers with an open- coil heating device. The use of toaster ovens and "George Foreman" type grills are permitted to be used in full kitchen areas in Park River, the Village Apartments and the Asylum Avenue Campus Townhouses. Coffeemakers with an auto shut off feature or "Keurig" type coffeemakers are permitted to be used in all residence halls. Charcoal and Gas grills are also prohibited from exterior use.

- Portable Heaters and Other Electrical Devices: Residents are prohibited from using certain electrical items in the residence halls. This includes but is not limited to space heaters, halogen lamps, multi-headed lamps with plastic covers, electric heating blankets, air conditioners, extension cords, multi-plug outlet adapters. Underwriters Laboratory (UL) approved surge protectors are permitted in all residence halls.

- Open flames and Candles: The use or possession of open flames, candles or incense is prohibited.

- Flammable or Combustible Materials: Possession, storage or use of flammable and/or combustible liquids are not permitted in any of the residence halls. Flammable/combustible liquids include but are not limited to gasoline, kerosene, motor oil, lighter fluid, paints and paint thinners. Flammable/combustible and/or wet materials may not be hung above heaters, on walls or on ceilings. This includes but is not limited to drapes, clothes or banners. Storage, possession or use of gasoline-powered machines, fireworks, oil lamps and oil warmers in a residence hall is also prohibited.

- Holiday Decorations: Residents are permitted to decorate their rooms during holiday periods, provided such decorations do not restrict access to and from residents' rooms and public areas. Items are not permitted to be attached to the ceiling, light fixtures, sprinkler heads, smoke detectors or exit signs. Decorations shall not impede the effective operation of sprinklers heads and smoke detectors and shall not obstruct the view of exit signs and emergency lights. Live cut Christmas trees and strands of holiday lights are not permitted. Artificial Christmas trees are permitted.

- Tampering with Fire & Life Safety Equipment or False reporting of a fire: Tampering with any fire/safety type device or falsely reporting a fire is a serious offense. Any individual found tampering with fire/safety equipment or falsely reporting a fire is subject to both a referral to the Office of Student Conduct and/or criminal arrest. Individuals are also subject to immediate and potentially permanent removal from on campus housing. Fire & Life Safety equipment includes but is not limited to Pull stations, Smoke Detectors, Heat Detectors, Carbon Monoxide Detectors, sprinkler system components, exit signs, emergency lights, evacuation maps, floor numbering signs and fire extinguishers. False reporting of a fire includes but is not limited to malicious activation of a pull station or an emergency phone call to UHDPS and/or 911.

FIRE EMERGENCY EVACUATION PROCEDURES: STUDENT HOUSING

When the fire alarm sounds, all persons are to evacuate the building using the nearest available exit. Do not attempt to fight a fire unless you have been trained to do so.

- Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.
- Use the stairs. Do not use elevators.
- Shut doors behind you as you leave.
- Take keys and essential personal items only. Do not waste time by gathering too many items.

- Resident life staff members who are present on their floors should facilitate the evacuation of their floor/section if possible. When the alarm sounds shout (Example: there is an emergency in the building leave by the nearest exit) and knock- on doors as they make their way to the nearest exit and out the building.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.
- Upon evacuation from a building, move at least 100 feet away from the building to a safe area and that does not impede access of emergency responders. All building occupants shall await further instructions from emergency personnel before leaving the area.
- Do not re-enter the building until instructed by emergency personnel. (If the alarms have stopped sounding it is NOT an indication that it is safe to re-enter).

PROCEDURES TO FOLLOW IN CASE OF A FIRE: STUDENTS AND EMPLOYEES

- If you see a fire – pull the alarm – exit the building using the NEAREST exit, not the one you are most comfortable with.
- Know more than one way out of a building or area if possible.
- Students - DO NOT attempt to extinguish the fire yourself.
- Faculty/Staff – may use a fire extinguisher. But only if trained, it is safe to do so and as a last resort.
- Once safely outside a building, it is appropriate to contact **911** and **UHDPS**.
- If you hear an alarm – exit the building. Failure to leave may result in disciplinary action.
- If in a room of any kind, behind a closed door, before opening it, check the top of your door for heat – DO NOT open the door if it is hot to the touch.
- If there is only one way out of your area and you become trapped, find a room with a door and window if possible. Close the door to that room. Move toward the window and stay low to the ground. Use a phone if possible and call 911 or UHDPS at 7777 to report the fire and your location. Indicate that you are trapped! If you do not have a phone, try to signal for help by yelling out the window, by banging on the window, or as a last resort, break the window.
- Once outside do not stand near the exits. Move at least 100 feet away from the building as stated above. Residents shall gather outside the building at the location identified by your Resident Assistant as the meeting place for your floor.
- No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

FIRE SAFETY EDUCATION AND EVACUATION DRILLS

Fire Safety is every one's responsibility. The UHDPS, with the support of the Office of Residential Life, is dedicated to maintaining a safe and healthy environment for the campus community. The University and the UHDPS seeks the cooperation of the University community in fulfilling this responsibility. The University campuses are serviced by the Hartford and West Hartford Fire Departments. The University's facilities consist of 54 on campus buildings 34 of which are residence halls.

During Office of Residential Life floor meetings and routine rounds fire safety tips, evacuation procedures, and fire reporting procedures are discussed with the students. All students are required to evacuate any building immediately during a fire alarm activation. Failure to do so will result in a student conduct referral.

SAFETY SYSTEMS AND EVACUATION DRILLS

The UHDPS conducts a minimum of one (1) evacuation drill each semester in each residential facility. During these drills, the fire alarm is activated, and occupants are required to evacuate the building and have three (3) minutes, to safely evacuate to the rally point. After three(3) minutes, Residential Life Staff and the Department of Public Safety meet with the group of participants to discuss what happened and what to do during future alarm activations.

Across the country, one common reason for a decreased evacuation rate is false alarms caused by steam, hair spray or improperly vented cooking. The causes of false alarms result in the residents forming a sense of complacency.

The department works hard to analyze the cause of each alarm to help reduce them and therefore keep the residents diligent in evacuating. Evacuation drills are conducted periodically in the academic facilities and done in a similar method as the residential buildings but are executed only by UHDPS.

RESIDENTIAL HALL FIRE PREVENTION INFORMATION

All living areas are equipped with smoke alarms and fire alarm pull boxes as part of a Simplex fire alarm system. In some cases, heat detectors are also present and part of the same system. Some areas are provided with battery operated or hard wired/battery backup smoke detectors for added protection. Complexes A, B, C, D, Hawk Hall, Park River Apartments and Regents Park Apartments all have a full fire sprinkler system. Each of the Village Apartments has a partial fire sprinkler

system. In addition to these systems, Hawk Hall is also equipped with Carbon Monoxide detection alarms. The smoke detectors, heat detectors and pull stations that are part of the Simplex fire alarm system as well as all sprinkler systems and the Carbon monoxide detection system in Hawk Hall are monitored 24 hours a day, seven days a week by the UHDPS Dispatch Center through a proprietary alarm system. Trained UHDPS Officers are dispatched to any alarm activation to assess the situation and summon the appropriate emergency services as necessary. Battery operated or back up devices as mentioned above are not monitored by UHDPS Dispatch. Response to these battery- operated devices is based on routine patrol observation by UHDPS officers and/or notification from a resident or residential life staff.

FIRE SAFETY SYSTEMS AND FIRE SAFETY SYSTEMS INSPECTIONS

All University residence halls are equipped in some way with a fire alarm system, and/or an automatic fire sprinkler system. Limited areas are also equipped with a Carbon Monoxide system, all of which are monitored 24 hours a day, 7 days a week by the UHDPS Dispatch Center. These systems are inspected quarterly, semiannually, or annually depending on the type of system and the requirements of the CT Fire Prevention Code. These inspections are conducted by trained and licensed contractor service providers. Fire Extinguishers, exit signs, emergency lighting and battery operated, or battery backup smoke detectors are inspected and tested monthly by University staff. Fire Extinguishers are further inspected annually by University staff and are tested at five- or six-year intervals, depending on the extinguisher type, by trained and licensed contracted service providers.

PLANS FOR FUTURE IMPROVEMENTS: FIRE SAFETY

The University is committed to maintaining fire safety equipment and assessing any potential needs for future improvements to fire safety systems. At this point there are no improvements scheduled to any of the fire safety systems. However, there are plans to improve the frequency and quality of evacuation drills in non-residence halls.
There are also plans to improve the quality of fire safety awareness, tips, and training for students and employees.

DEFINITIONS

Fire: For the purposes of fire safety reporting, a fire is "any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner."

Arson: Any willful or malicious burning to attempt to burn—with or without intent to defraud—a dwelling house, public building, motor vehicle or aircraft, or personal property of another. All instances of arson are Clery Act-reportable crimes. Therefore, any fire that is determined to be arson must be reported both as a fire statistic and as a crime statistic.

On-Campus Student Housing Facility: For purposes of the Clery Act regulations, "any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility."

Fire Safety System: The Higher Education Opportunity Act defines a fire safety system as "any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire."

Fire Log: The HEOA directive requires an institution with on-campus student housing to maintain a log of all fires that occur in on-campus student housing. This fire log must include the date, time, nature of the fire and location of the fire. Additions to the log must be made within two business days. The log must be available for public inspection for the most recent 60-day period. Log entries greater than 60 days must be available within two business days. The Fire Log must be kept for three (3) years following the publication of the last annual report to which it applies (in effect seven years).

Fire Safety Report: The statistics gathered for the present year and past two years are compiled and reported in the Annual Security and Fire Safety Report to be published on October 1 of each year. The Fire Safety Report will contain statistics concerning the number of fires in the institution's on-campus student housing, the cause of each fire, the number of injuries and deaths because of each fire and the amount of property damage caused by each fire, if applicable. To view the Fire Log, contact UHDPS. The Fire Safety report is found online.

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Statistics and Related Information Regarding Fires in Residential Facilities for **2025**

Residential Facilities (Name and Address)	Total Number of Fires in Each Building	Fire Number	Category and Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire (in USD)
A Complex – Andrews 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
A Complex – Barlow 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
A Complex – Crandall 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
A Complex – Olmstead 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
B Complex – Reeve 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
B Complex – Beecher 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
B Complex – Stevens 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
B Complex – Warner 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
C Complex – Poe 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
C Complex – Willard 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
C Complex – Malcolm X 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
C Complex – Dubois 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
D Complex – King 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
D Complex – Smith 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
D Complex – Occum 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
D Complex- Roth 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
E Complex - Bushnell 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
E Complex - Garvey 200 Bloomfield Ave, W. Hartford CT 06117	1	1	Unintentional/ electrical arc	0	0	$0-99

Residential Facilities (Name and Address) (Cont'd 2025)	Total Number of Fires in Each Building	Fire Number	Category and Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire (in USD)
E Complex Hillyer 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
E Complex Whitney 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
F Complex Gallaudet 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
F Complex Barnard 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
F Complex Webster 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
F Complex Stowe 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
Hawk Hall 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
Park River 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
Regents Park 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
Village Apartments 1 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
Village Apartments 2 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
Village Apartments 3 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
Village Apartments 4 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
Village Apartments 5 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
Village Apartments 6 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
Village Apartments 7 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a

Statistics and Related Information Regarding Fires in Residential Facilities for **2024**

Residential Facilities (Name and Address)	Total Number of Fires in Each Building	Fire Number	Category and Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire (in USD)
A Complex – Andrews 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
A Complex – Barlow 200 Bloomfield Ave, W. Hartford CT 06117	1	1	Unintentional/ electrical arc	0	0	$0-99
A Complex – Crandall 200 Bloomfield Ave, W. Hartford CT 06117	1	1	Unintentional/ electrical arc	0	0	$0-99
A Complex – Olmstead 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
B Complex – Reeve 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
B Complex – Beecher 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
B Complex – Stevens 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
B Complex – Warner 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
C Complex – Poe 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
C Complex – Willard 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
C Complex – Malcolm X 200 Bloomfield Ave, W. Hartford CT 06117	1	1	Unintentional/ electrical arc	0	0	$0-99
C Complex – Dubois 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
D Complex – King 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
D Complex – Smith 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
D Complex – Occum 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
D Complex- Roth 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
E Complex - Bushnell 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
E Complex - Garvey 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a

Residential Facilities (Name and Address) (Cont'd 2024)	Total Number of Fires in Each Building	Fire Number	Category and Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire (in USD)
E Complex Hillyer 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
E Complex Whitney 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
F Complex Gallaudet 200 Bloomfield Ave, W. Hartford CT 06117	1	1	Unintentional/ electrical arc	0	0	$0-99
F Complex Barnard 200 Bloomfield Ave, W. Hartford CT 06117	1	1	Unintentional/ electrical arc	0	0	$0-99
F Complex Webster 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
F Complex Stowe 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
Hawk Hall 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
Park River 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
Regents Park 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
Village Apartments 1 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
Village Apartments 2 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
Village Apartments 3 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
Village Apartments 4 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
Village Apartments 5 200 Bloomfield Ave, W. Hartford CT 06117	1	1	Intentional/ Arson	0	0	$0-99
Village Apartments 6 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
Village Apartments 7 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a

Statistics and Related Information Regarding Fires in Residential Facilities for **2023**

Residential Facilities (Name and Address)	Total Number of Fires in Each Building	Fire Number	Category and Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire (in USD)
A Complex – Andrews 200 Bloomfield Ave, W. Hartford CT 06117	1	1	Unintentional/ electric outlet	0	0	$0-99
A Complex – Barlow 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
A Complex – Crandall 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
A Complex – Olmstead 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
B Complex – Reeve 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
B Complex – Beecher 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
B Complex – Stevens 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
B Complex – Warner 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
C Complex – Poe 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
C Complex – Willard 200 Bloomfield Ave, W. Hartford CT 06117	1	1	Unintentional/ electrical arc	0	0	$0-99
C Complex – Malcolm X 200 Bloomfield Ave, W. Hartford CT 06117	1	1	Unintentional/ dryer	0	0	$0-99
C Complex – Dubois 200 Bloomfield Ave, W. Hartford CT 06117	1	1	Unintentional/ towel lit by accident	0	0	$0-99
D Complex – King 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
D Complex – Smith 200 Bloomfield Ave, W. Hartford CT 06117	1	1	Unintentional/ electrical arc	0	0	$0-99
D Complex – Occum 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
D Complex- Roth 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
E Complex - Bushnell 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
E Complex - Garvey 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a

Residential Facilities (Name and Address) (Cont'd 2023)	Total Number of Fires in Each Building	Fire Number	Category and Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire (in USD)
E Complex Hillyer 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
E Complex Whitney 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
F Complex Gallaudet 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
F Complex Barnard 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
F Complex Webster 200 Bloomfield Ave, W. Hartford CT 06117	1	1	Unintentional/ arc electrical	0	0	$0-99
F Complex Stowe 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
Hawk Hall 200 Bloomfield Ave, W. Hartford CT 06117	1	1	Unintentional/cooking	0	0	$0-99
Park River 200 Bloomfield Ave, W. Hartford CT 06117	1	1	Unintentional/cooking	0	0	$0-99
Regents Park 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
Village Apartments 1 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
Village Apartments 2 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
Village Apartments 3 200 Bloomfield Ave, W. Hartford CT 06117	1	1	Unintentional/cooking	0	0	$0-99
Village Apartments 4 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
Village Apartments 5 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
Village Apartments 6 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a
Village Apartments 7 200 Bloomfield Ave, W. Hartford CT 06117	0	0	n/a	0	0	n/a

2025 Safety Systems and Evacuation Drills

Main Campus at 200 Bloomfield Avenue, West Hartford, CT 06117

Residential Facilities	Fire alarm monitoring done on site	Partial sprinkler System*	Full sprinkler System**	Smoke detection	Fire extinguisher devices	Evacuation plans / placards	No. of evacuation (fire) drills previous calendar year
A-Complex – Andrews 200 Bloomfield Ave, W. Hartford CT 06117	X		X	X		X	2
A-Complex – Barlow 200 Bloomfield Ave, W. Hartford CT 06117	X		X	X	X	X	
A-Complex -Crandall 200 Bloomfield Ave, W. Hartford CT 06117	X		X	X	X	X	
A-Complex – Olmstead 200 Bloomfield Ave, W. Hartford CT 06117	X		X	X		X	
B-Complex – Reeve 200 Bloomfield Ave, W. Hartford CT 06117	X		X	X		X	2
B-Complex – Beecher 200 Bloomfield Ave, W. Hartford CT 06117	X		X	X		X	
B-Complex – Stevens 200 Bloomfield Ave, W. Hartford CT 06117	X		X	X	X	X	
B-Complex – Warner 200 Bloomfield Ave, W. Hartford CT 06117	X		X	X		X	
C-Complex – Poe 200 Bloomfield Ave, W. Hartford CT 06117	X		X	X		X	2
C-Complex – Willard 200 Bloomfield Ave, W. Hartford CT 06117	X		X	X		X	
C-Complex - Malcolm X 200 Bloomfield Ave, W. Hartford CT 06117	X		X	X		X	
C-Complex – Dubois 200 Bloomfield Ave, W. Hartford CT 06117	X		X	X	X	X	
D-Complex – King 200 Bloomfield Ave, W. Hartford CT 06117	X		X	X		X	2
D-Complex – Smith 200 Bloomfield Ave, W. Hartford CT 06117	X		X	X	X	X	
D-Complex – Occum 200 Bloomfield Ave, W. Hartford CT 06117	X		X	X		X	
D-Complex – Roth 200 Bloomfield Ave, W. Hartford CT 06117	X		X	X		X	

E-Complex – Bushnell 200 Bloomfield Ave, W. Hartford CT 06117	X			X	X	X	2
E-Complex – Garvey 200 Bloomfield Ave, W. Hartford CT 06117	X			X		X	
E-Complex – Hillyer 200 Bloomfield Ave, W. Hartford CT 06117	X			X		X	
E-Complex – Whitney 200 Bloomfield Ave, W. Hartford CT 06117	X			X		X	
F-Complex – Gallaudet 200 Bloomfield Ave, W. Hartford CT 06117	X			X	X	X	2
F-Complex – Barnard 200 Bloomfield Ave, W. Hartford CT 06117	X			X	X	X	
F-Complex – Webster 200 Bloomfield Ave, W. Hartford CT 06117	X			X		X	
F-Complex – Stowe 200 Bloomfield Ave, W. Hartford CT 06117	X			X	X	X	

Hawk Hall 200 Bloomfield Ave, W. Hartford CT 06117	X		X	X	X	X	2
Park River 200 Bloomfield Ave, W. Hartford CT 06117	X		X	X	X	X	2
Regents Park 200 Bloomfield Ave, W. Hartford CT 06117	X		X	X		X	2
Village Apartments 1 200 Bloomfield Ave, W. Hartford CT 06117	X	X		X	X		2
Village Apartments 2 200 Bloomfield Ave, W. Hartford CT 06117	X	X		X	X		2
Village Apartments 3 200 Bloomfield Ave, W. Hartford CT 06117	X	X		X	X		2
Village Apartments 4 200 Bloomfield Ave, W. Hartford CT 06117	X	X		X	X		2
Village Apartments 5 200 Bloomfield Ave, W. Hartford CT 06117	X	X		X	X		2
Village Apartments 6 200 Bloomfield Ave, W. Hartford CT 06117	X	X		X	X		2

Village Apartments 7 200 Bloomfield Ave, W. Hartford CT 06117	X	X		X	X		2

* Partial Sprinkler System is defined as having sprinklers in the common areas of village apartments on floors 2 and 3 for three-story apartments. Village Apartments have sprinklers in laundry rooms.

** Full Sprinkler system is defined as having sprinklers in both the common areas and individual rooms.

The HPAC Campus does not have residential facilities.

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Thank you for reading the 2026 Annual Security and Fire Safety Report

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