Dear Friends,

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

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

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

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

Best wishes,

Gregory Woodward
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INTRODUCTION

About The Source

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

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

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

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

University of Hartford Mission Statement

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

University Values Statement

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

Diversity Statement

As an institution of higher learning, the University of Hartford strives to be more than merely a mirror of the larger society; it should foster learning and encourage the personal growth of students in an environment that promotes and celebrates diversity. Accordingly, our goals are:
• to become an open, honest, disciplined, and caring community
• where the unique qualities of each person are fully appreciated
• to create on the campus a community reasonably reflective of the wide diversity of the larger society—but in which that diversity is managed and supported for the benefit of all
• to balance the rights of individuals and the concerns of the institution, so that all of our members are treated with respect and the larger goals of the University are fully understood.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Freedom of Association
Within the scope of University policies, students are free to organize and join associations for educational, political, social, religious, or cultural purposes.
Right to Institutional Participation
Students have the right to participate in institutional policymaking through a representative student government. The role and responsibilities of the student government should be and are clearly articulated.

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

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

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

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

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

A. Members of the University community or guests/visitors under the age of 21 in possession or use of alcoholic beverages.
B. Individuals who distribute, transport, serve and/or purchase alcohol to/for minors.
C. Students who are disruptive as a result of intoxicated behaviors due to the consumption of alcohol.
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), but not to exceed 60 beers (12 oz containers) OR 3.0 liters of wine OR 1 liter (2 pints) of hard alcohol in a living unit, regardless of the number of occupants/visitors of the legal drinking age.
   - Empty containers will be counted towards the quantity limits.
   - Possession of kegs or other large alcohol storage devices/common sources (i.e. trash cans, beer balls etc) is prohibited.
F. Large gatherings or events where alcohol is present.
G. 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.
H. Use of alcohol containers, packaging or signage for decoration.
I. Possession or consumption of alcoholic beverages in public areas, except where designated, or at university events where alcohol is not served, regardless of age.
J. Selling alcoholic beverages.
K. Violations of other University alcohol policies or federal, state, and local laws pertaining to alcohol.

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

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

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

Chalking may not be done on any vertical surfaces. Horizontal surfaces uncovered by overhangs or awnings are the only surfaces approved for chalking. The general rule of thumb is that if you lie on your back and look up from where you want to chalk and see only sky, it is appropriate to chalk. If you lie on your back and look up and see anything but sky, you may not chalk that surface!
Chalking may not include profanity or any depictions deemed inappropriate by campus community standards. The appropriateness of the depictions or language will be determined by the Dean of Students or designee during the approval process.

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

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

**b. Violations of This Policy**

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

**Controlled Substance Policy (Drug Policy):**

A. The possession and/or use of illegal or harmful drugs is prohibited.

B. The manufacture, distribution, possession with intent to sell and/or sale of prescription medication, illegal or harmful drugs is prohibited.

C. The possession and/or use of drug paraphernalia is prohibited.

D. The improper possession and/or misuse of prescription medication is prohibited.

**Good Samaritan Amnesty Policy**

I. **Philosophy**

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

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

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

II. **Policy**

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

Under this policy:

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

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

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

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

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

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

(i) attend a meeting scheduled by the Director of Student Conduct Administration or designee;
(ii) attend a meeting with a staff member in the Wellness Center if required by the Director of Student Conduct Administration or designee; and,
(iii) act in accordance with all student expectations outlined in this policy.

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

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

h. This policy is applied after an incident has been reviewed in the Office of Student Conduct Administration. University personnel responding to an incident will follow all protocols on the scene, including documentation of the incident and of those involved.

i. This University policy does not prevent action by local, state, and/or federal authorities.

**Hazing Policy**

This policy applies to all student organizations, clubs, and teams, and their members, not just Greek-letter organizations. The following definition of hazing has been provided by the Fraternity Executives Association:
Any action taken or situation created intentionally, whether on or off University premises, to produce mental or physical discomfort, embarrassment, ridicule, or any behavior that would constitute bullying and harassment. Such activities and situations include paddling in any form; creations of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside the confines of the house; wearing, publicly, apparel that is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games or activities; and any other activities that are not consistent with fraternal law, ritual, or policy or the regulations and policies of the educational institution.

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

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

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

Painting the Anchor Policy
A long-standing tradition at the University of Hartford is the painting of the anchor. Groups or individuals wishing to paint the anchor must schedule their painting through the Dean of Students office in Gengras Student Union 307.
The following rules must be adhered to during the painting of the anchor:
- There must be no obstruction of traffic.
- The contact person is to have the required form (acquired from the Dean of Students office) with them during the painting.
- Painting may not include any profanity or any depictions deemed inappropriate by campus community standards. The appropriateness of the depictions or language will be determined by the Dean of Students or designee.
- Any person/group painting the anchor at an unapproved time will lose painting privileges for a period of at least one academic year.

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

Solicitation Policy
1. University buildings and grounds are private property and are for the use of registered students, University guests, and visitors. Uninvited or unapproved enterprises and solicitations by external agents are prohibited.

2. The University name may not be used in any form for personal profit by any member of the University community or by non-University personnel, nor may it be printed, other than for official University business, without prior permission by the Dean of Students and by the assistant vice president for finance for faculty, staff, or non-University personnel.

3. Students, faculty, and staff may not make solicitations for personal profit or on behalf of any group or organization (University sponsored or non-University) and may not use University buildings or property for personal profit without preliminary clearance. No solicitors, salespeople, or agents (student or others) are allowed to contact students room to room in the residence halls for commercial purposes (examples include club promotions, magazine or food sellers, etc.).

4. Advertisements by organizations other than University of Hartford clubs, organizations, and committees will be allowed in the student centers and Residential Life areas with prior approval from those departments on a space-available basis. Acceptance of outside advertising in student centers and Residential Life does not imply endorsement or sanction of the program, event, or product.

5. Religious materials brought forth by off-campus organizations must be submitted to the Department of Campus Ministries for approval before hanging in any area of the Gengras Student Union or Residential Life.

6. Off-campus housing and ride-share information/solicitations may only be posted in the areas of the Gengras Student Union specifically designated for such purposes and should not be posted on general-use bulletin boards.

7. Advertising flyers/posters may not be hung on walls, windows, doors, or other areas that are not designated for such purpose on the interior or exterior of any campus facility. Temporary signs and banners are not to be hung on permanent University signs, light poles, building exteriors, or traffic signs. There will be no posting of signs of any
type at the main entrance to the University.

8. University departments, clubs, and organizations advertising on-campus programs, and/or University-sponsored events
   • may post flyers on public bulletin boards inside academic buildings and on outdoor bulletin boards in residential areas on display cases, kiosks, or any other public posting areas without prior approval, as long as the content is not lewd and/or pornographic and does not include advertisements encouraging the use of alcohol or drugs
   • must bring six copies of a flyer to Gengras Student Union 205, to receive approval for advertising in Gengras Student Union, University Commons, and the Konover Campus Center; once stamped approved, Gengras Student Union staff will hang advertisements on designated bulletin boards in Gengras Student Union, University Commons, and Konover Campus Center.
   Gengras Student Union will also accept larger posters to be mounted on easels for display in the lobby, hallway, or other area according to the availability of easels.
   • may post inside residential facilities with the advance permission of the Residential Life professional staff of that area
   • may advertise on signs and banners inside the Sports Center with the approval of the Sports Center director; once approved, Sports Center staff will hang signs and banners
   • must submit to the Residence Hall Association banners for approval/hanging inside the University Commons cafeteria
   • may place temporary free-standing signs outdoors in strategic locations around campus only with prior approval from the director of Public Safety.

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

Weapons
The possession and/or use on University property of firearms, non-functional representations of firearms that could reasonably be perceived to be real firearms, deadly weapons, and dangerous instruments is not permitted.
Firearms include any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver or other weapon, whether loaded or unloaded, from which a shot may be discharged are prohibited.
Deadly weapons include any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles.
Dangerous instruments include any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, to include hunting bows, knives, paintball guns or paraphernalia, air-soft guns, electronic defense weapons (commonly referred as ‘tazers’) and other weapons as defined under Connecticut General Statute 53a-3.
Note: Kitchen cutlery stored and utilized in University dining facilities or in residential kitchens shall not be subjected to the provisions of this policy unless used in a manner inconsistent with their design.
FEDERAL GOVERNMENT POLICIES

The Family Educational Rights and Privacy Act of 1974 (FERPA)
The purpose of FERPA is twofold: first, to afford present and former students “the right to inspect and review” their “education records;” second, to protect students’ rights to privacy by limiting the transfer of their Records without their consent.

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

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

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

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

Section 504
The University of Hartford hereby provides notice to its students, employees, applicants, and others that it supports the language and intent of section 504 of the Rehabilitation Act of 1973 (and regulations issued pursuant hereto, effective June 3, 1977), which prohibits discrimination on the basis of disability in its educational programs and its activities.
This policy and the requirement of nondiscrimination extend to admission to, access to, and employment at the University. Pursuant to section 504 and implementing regulations, the University also gives notice that the Dean of Students is the individual designated to coordinate efforts by the University to comply with and carry out requirements and responsibilities under section 504 and serves as the University’s compliance officer. The Dean of Students is located in Gengras Student Union 307, and can be contacted at 860.768.4285. The assistant vice president for student health and wellness will serve as the coordinator for disabled-student services, providing direct advice and assistance to persons with disabilities.

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

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

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

**Right to Contact U.S. Department of Education**

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

**Complaints Regarding Administrative Decisions**

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

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

- for a housing or disciplinary matter:  
  Dean of Students, Gengras Student Union 307, 860.768.4285;
- for a financial aid matter or issue with academic records:  
  Provost, Computer Center 332, 860.768.4505; or
- for general financial or billing matters:  
  Vice President for Finance and Administration, Computer Center 328, 860.768.5307.
If the matter has not been satisfactorily resolved after completing each step described above, then the student may choose to contact either or both of the following:

**Connecticut Office of Higher Education**
61 Woodland Street
Hartford, CT 06105-2326
800.842.0229
[www.ctohe.org/studentcomplaints.shtml](http://www.ctohe.org/studentcomplaints.shtml)

**New England Association of Schools and Colleges**
3 Burlington Woods Drive
Suite 100
Burlington, MA 01803-4531
cihe@neasc.org; 781.425.7714
[https://cihe.neasc.org](https://cihe.neasc.org)
### Phone Directory

<table>
<thead>
<tr>
<th>Service</th>
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<tr>
<td>Accessibility Services</td>
<td>860.768.4312</td>
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<tr>
<td>Admission and Student Financial Assistance</td>
<td>860.768.4296</td>
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<td>Athletics</td>
<td>860.768.4658</td>
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<td>Bank of America</td>
<td>800.841.4000</td>
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<td>Bookstore</td>
<td>860.768.4801</td>
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<td>Campus Ministries</td>
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<td>Catholic</td>
<td>860.216.1254</td>
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<tr>
<td>Jewish</td>
<td>860.768.7956</td>
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<tr>
<td>Protestant</td>
<td>860.768.4899</td>
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<tr>
<td>Career Services</td>
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<td>Center for Community Service</td>
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<tr>
<td>Center for Reading and Writing</td>
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<td>Center for Student Success</td>
<td>860.768.7003</td>
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<td>Colleges/Schools Dean's Offices</td>
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<td>Barney School of Business</td>
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<td>College of Arts and Sciences</td>
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<td>College of Education, Nursing and Health Professions</td>
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<tr>
<td>College of Engineering, Technology, and Architecture</td>
<td>860.768.4844</td>
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<td>Hartford Art School</td>
<td>860.768.4393</td>
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<td>Hartt School, The</td>
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<td>Hillyer College</td>
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<td>Counseling and Psychological Services</td>
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<td>Dean of Students Office</td>
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<td>University Commons</td>
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<td>Hawks Ticket Office</td>
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<td>Health, Education, &amp; Wellness Center</td>
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<td>Health Services</td>
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<td>International Center</td>
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<td>Allen Music Library</td>
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<td>Director, Libraries</td>
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<td>Mail Services</td>
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<tr>
<td>Mort and Irma Handel Performing Arts Center</td>
<td>860.768.2488</td>
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<tr>
<td>Multicultural Office</td>
<td>860.768.5122</td>
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<tr>
<td>Orientation</td>
<td>860.768.7003</td>
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<tr>
<td>Office of Technology Services</td>
<td>860.768.5907</td>
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<td>Public Safety (routine)</td>
<td>860.768.7985</td>
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<td>EMERGENCY</td>
<td>860.768.7777</td>
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<td>WSAM—University Commons</td>
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<tr>
<td>WWUH—Gray Center</td>
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<tr>
<td>Residential Life</td>
<td>860.768.7792</td>
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<td>Sports Center</td>
<td>860.768.5070</td>
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<td>STN2 News</td>
<td>860.768.5213</td>
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<tr>
<td>Student Activities</td>
<td>860.768.5128</td>
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<td>Student Administrative Services Center (SASC)</td>
<td>860.768.4999</td>
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<tr>
<td>Student Centers Administration</td>
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<tr>
<td>Office of Student Conduct Administration</td>
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<td>Student Government</td>
<td>860.768.4775</td>
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<tr>
<td>University of Hartford Box Office</td>
<td>860.768.4228</td>
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<td>WSAM Radio</td>
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<td>WWUH Radio</td>
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</table>
STUDENT SERVICES

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

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

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

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

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

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

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

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

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

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

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

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

Students testing in Access-Ability services must:

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

All documentation should be sent to: Director of Access-Ability Services, Auerbach Hall, Room 209, 200 Bloomfield Avenue, West Hartford, CT 06117 or the information can be sent via fax to: 860.768.4183. The office phone number is 860.768.4312.
Website: http://www.hartford.edu/access-ability
Campus Ministries

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

Newman Club
The Newman Club is the Catholic student organization on campus. The group is dedicated to the mission of spiritual education, social justice, and a welcoming community. The Newman Club, which meets bi-weekly, is open to students of all faiths.
For more information email newmanc@hartford.edu or call 860.216.1254.

Newman Choristers
The Newman Choristers are a dedicated group of singers and musicians who lead the music during the Sunday Mass at the center as well as perform at other campus and community events. Students of all faiths and abilities are encouraged to join.
For more information please email ccm@hartford.edu or call 860.216.1254.

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

Protestant Campus Ministry
Reverend F. Gary Knighton is the Protestant pastor for the campus. He is available for spiritual formation and counseling services for students and faculty/administration personnel.
Pastor Knighton supports the efforts of the Fellowship of Christian Athletes, Intervarsity Christian Fellowship, and the Gospel Choir. An essential function of the ministry is to link students with local area churches to be a part of during their time on campus. Meetings are held on Tuesday nights at 6:00pm for weekly worship services. Email Pastor Knighton at pcm@hartford.edu or call 860.819.9798.

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

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

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

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

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

www.hartford.edu/career

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

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

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

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

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

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

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

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

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

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

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

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

The center is also the entry point for nonmatriculated adult students who wish to enroll in undergraduate courses at the University on a part-time basis. Academic advisors assist with course selection and registration.
The Center for Adult Academic Services and the Graduate Admission office can be contacted at 860.768.4371, or stop by the office in room 231 of the Beatrice Fox Auerbach Computer and Administration Center. Regular office hours are Monday through Thursday, 8:30 a.m. to 7:30 p.m., and Friday, 8:30 a.m. to 4:30 p.m.

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

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

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

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

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

Please visit our comprehensive website for more information on our programs and services:

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

Some of the issues addressed through counseling, consultation, and/or education include:
• relationship and communication skills
• self-esteem
• anxiety
• sexuality
• drugs and alcohol
• eating issues
• stress and time management
• depression and suicide
• grief and loss
It is perfectly normal for any one of us to feel the need for assistance in making difficult decisions, handling troublesome relationships, managing change, or coping with feelings of loneliness, fear, or sadness. Students often come to counseling with issues concerning roommates, friends, dating partners, and family. It is also common that during adjustment to college, self-doubts arise, and some students need help in making the transition. All of us have periods of crisis in our lives and times when it can be very helpful to talk with a counselor.

**What About Confidentiality?**

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

**How Does Counseling Work?**

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

**What Resources Are Available Online?**

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

**Proactive Intervention**

**Policy Statement**

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

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

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

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

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

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

**Contacts**
Individuals holding the following positions, or in the following offices, may serve as resources:
- Resident Directors: 860.768.7792
- Public Safety Personnel: 860.768.7985
- Assistant Vice President for Student Development: 860.768.5122
- Assistant Vice President for Student Health and Wellness: 860.768.4260
- Counseling and Psychological Services Personnel: 860.768.4482
- Director of Access-Apility: 860.768.4312
- Assistant Vice President for Residential Life: 860.768.7793
- Director of the Health Education and Wellness Center: 860.768.5188
- Director of Student Conduct Administration: 860.768.4285
- Student Success Center Personnel: 860.768.7003

**Medical Leave of Absence**
A number of students experience periods of medical or psychological distress during their years at the University. During such periods, the vast majority of students are able to continue their studies and benefit from the structure and support of the collegiate environment. The Office of Counseling and Psychological Services and the Health Services departments are committed to providing evaluation, treatment, and referral services designed to facilitate the continued participation of students in University life while they are dealing with these medical or psychological issues.
Occasionally, students experience medical or psychological problems severe enough to require more intensive treatment or time away from the University environment. This policy is intended to ease the departure process and facilitate the student’s return to the University when enrollment needs to be interrupted for a period of time.

**Requesting a Leave**

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

**Returning to the University**

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

**Required Medical or Psychological Leave of Absence**

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

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

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

**Health Services**

**Basic Services**

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

Student Health Services provides basic health care to students, including routine acute and chronic medical care, women’s health exams, birth-control counseling, and most laboratory testing. The Health Services staff includes a physician, nurse practitioners, registered nurses, and medical assistants. Our providers are experienced in treating common health problems seen on college campuses and have access to a wide range of specialists and emergency services when necessary.
Health Services operates on an appointment system. For students’ convenience, Health Services offers the following for a modest fee: allergy injections using the antigen and instructions supplied by the student’s allergist; PPD, tetanus, flu, hepatitis B, meningitis, varicella, measles, mumps, and rubella injections; women’s health annual exams; pregnancy testing; STD testing, including confidential HIV testing; a variety of medications, including prescription, over-the-counter, and birth-control products.

**Medications**

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

**CVS**

344 North Main St., West Hartford, CT   860.236.3564

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

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

**Insurance**

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

**Local Walk-in Centers/Prompt Care/Emergency Care**

**ProHealth Physicians Extended Hours**

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

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

**AFC Urgent Care**

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

Open 7 days a week. No appointment necessary.

**The Urgent Care Center of Connecticut**

421 Cottage Grove Road, Bloomfield, CT   860.242.0034

Open 7 days a week. No appointment necessary.

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

**Policy on Student Illness**

If you are ill and cannot attend class, email the instructor in advance (or if not possible, email within 24 hours of the missed class) and let him or her know.
Missing an Exam or Assignment
Allowing you to make-up missed exams and assignments is at the instructor’s discretion. For the instructor to consider allowing you to make-up missed exams or assignments, you must do the following:

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

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

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

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

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

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

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

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

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

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

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

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

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

Each residential area is supervised by a professional Resident Director (RD). These RDs are available in their areas for regular office hours during the business day. Resident Assistants are on duty Sunday through Thursday from 7:30 p.m. to 8:30 a.m. and have 24-hour shifts on Friday and Saturday. Residents are encouraged to be responsible and independent in their living areas. Individuals are expected to take responsibility for creating and preserving a positive community. Residents are expected to respect the rights of others, to be considerate, to take care of property, and to act as responsible adults in the community.
Residential Life Staff Contact Information
The most updated information about the Office of Residential Life staff, policies, and important deadlines is listed on our website: www.hartford.edu/reslife. Students can also contact the Office of Residential Life by e-mail at reslife@hartford.edu. Staff can also be reached at the following numbers and locations:

Residential Life Central Office
F Complex, Barnard 860.768.7792

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

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

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

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

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

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

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

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

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

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

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

- help students meet other residents and build a community
- provide support with social, personal, and other issues
- assist in the resolution of conflicts with room/suite/apartment mates
- plan activities to address students’ needs and interests
- uphold the Code of Student Conduct and Residential Life policies and procedures
- serve as a resource and referral agent for students
- educate residents regarding campus resources
- enforce safety and security measures in cooperation with Public Safety
- assist the RD and the Office of Residential Life with administrative tasks
Applications for RA positions are available on a year-round basis. The RA selection process for the following academic year begins during the previous fall semester. For more information about the RA selection process, contact the Office of Residential Life at reslife@hartford.edu or by phone at 860.768.7792.

Residential Living Requirement

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

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

Housing Eligibility and Assignments

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

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

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

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

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

**Housing Agreement Appeal Process**
A student’s housing agreement is binding for the entire year except for students who graduate in December. Releases from the housing agreement are granted only under exceptional circumstances, for example:
- medical reason with documentation
- marriage
- part-time status
- withdrawal from the University

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

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

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

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

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

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

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

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

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

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

**Housing Operations**

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

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

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

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

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

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

• any open-coil heating device (exception: coffee pots with an auto shutoff feature or without an exposed element/hot plate, such as Keurig’s)
• George Foreman grills, toaster ovens, crock pots, toasters and hot plates (exception: these appliances are permitted in areas with full kitchens, such as the Village Apartments, Park River Apartments, and the Asylum Avenue Graduate Townhouses)
• compact personal refrigerators that are larger than 3.6 cubic ft. (students are permitted to have personal refrigerators that are 3.6 cubic ft. or smaller)
• oil-based popcorn poppers and grills
• irons (exception: irons with an auto shutoff feature are permitted)
• halogen lamps, lava lamps, and multi-headed lamps with plastic covers
• air conditioners and space heaters (except those issued by the University)
• dishwashers (except those issued by the University)
• extension cord and multi-plug outlet adapters (surge protectors are allowed)
• outdoor holiday lights and non-UL approved indoor holiday lights
• bed risers/lofts
• decorations or items hanging from the ceiling
• flammable materials (i.e. storing or possessing gasoline or any flammable liquids, including gasoline-powered machines, gas or charcoal grills, and other combustibles or explosive chemicals, fireworks, oil lamps, oil warmers, etc.)
• candles or incense (lit and unlit)
• pets (exception: fish are permitted in no more than a 20-gallon aquarium)
• weapons (i.e. firearms, hunting bows, knives, paintball guns or paraphernalia, and pellet
and air-soft guns, along with any item legally classified as dangerous instruments or deadly weapons), see page 15 for full definition.

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

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

**Keys**

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

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

**Lockouts**

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

**Room Check-in and Check-out**

Residents are given the opportunity to complete a room condition report upon moving in. This report is kept on file and reviewed during the damage billing assessment period at the end of the academic year. Students have the right to not fill out a room condition report. An inspection for damages is also made when a student changes rooms.
Failure to follow appropriate check-in or checkout procedures or to leave by the officially stated time may result in a $50 fee for improper checkout. Students will be notified of the check-in and checkout procedures by the RA or RD of their residential area. Students are also directed to view their e-mail to stay informed of important dates.

**Search Permits**

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

**Emergencies**

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

**Fire Drills and Alarms**

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

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

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

**Property Loss or Damage**

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

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

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

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

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

**Bicycles**
Bicycles are not to be stored in the breezeways of the Village quads, the lounges or lobbies of residential areas, or in the basements or in the stairways of the residence halls. Bicycles and scooters should not be ridden inside of any residential facility. It is strongly recommended that students lock bicycles at all times and to register the bicycles with Public Safety.
Ceiling Hangings
Due to the potential threat to personal safety in the event of fire, no overhead decorations are permitted.

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

Courtesy Hours/Quiet Hours
Residents and staff are responsible for maintaining an atmosphere that is conducive to study and sleep. Therefore, courtesy hours are in effect 24 hours a day. Residents are expected to observe common courtesy and to respond positively to requests to reduce or minimize the noise they are making. As a general rule, musical instruments should not be played in rooms/suites/apartments. Stereos are not amplified to outside areas. Quiet hours are as follows:
Sunday-Thursday, 10 p.m.–10 a.m.
Friday-Saturday, 1 a.m.–10 a.m.
Village Quads 1 and 2 and F Complex – Gallaudet are 24-hour quiet areas during the entire calendar year. Residents may vote to extend quiet hours in their house/complex/building/quad during their community standards meeting but may not reduce them. All areas must adhere to 24-hour quiet policies during final exam periods each semester.

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

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

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

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

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

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

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

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

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

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

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

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

**Pets**

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

**Residential Room Entry Protocol**

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

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

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

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

**Roofs**

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

**Room Occupancy**

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

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

**Smoking**

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

**Tampering with Fire Equipment**

Any student found tampering with fire equipment or activating a false alarm will be referred to the Office of Student Conduct Administration and/or arrested. Any student found tampering with an exit sign will be referred to the Office of Student Conduct Administration.
Unauthorized Use and/or Possession of University Property
Students may not have non-issued University property in their rooms/apartments/suites. Violators will be subject to fines and referred to the Office of Student Conduct Administration, and/or will be charged for the full replacement value of said item(s). This action also covers the misuse of University property.

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

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

Student Centers Administration

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

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

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

Events Services Committee

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

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

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

Gengras Student Union

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

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

**Academic Breaks and Summer**
Monday–Friday, 8 a.m.–5 p.m. (Closed on official holidays)

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

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

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

**Campus Activities Team**
The Campus Activities Team (CAT) is a group of student volunteers who coordinate many exciting activities, including campus concerts, comedians, hypnotists, lecturers, themed dances, and parties, offered to students weekly. CAT also works closely with many student clubs and organizations to cosponsor their events throughout the year and is responsible for Spring Fling. To let them know what you would like for programs and entertainment, and/or to volunteer, contact CAT at 860.768.5135 or go to Gengras Student Union 132 for assistance.

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

**Commuter Student Association**
The Commuter Student Association (CSA) represents the interests of commuter students. It provides services for the benefit of the entire student body and provides a social atmosphere to promote commuter integration into the campus community. The Commuter Student
Association is committed to making the University of Hartford experience enjoyable and successful. Throughout the academic year, the CSA hosts both on- and off-campus events to keep commuter students involved in campus life.

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

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

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

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

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

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

Governing Councils
The University works with the chapters and Greek Council leaders through professional staff in the Office of Student Activities and Greek Life. The office is located in Gengras Student Union 120G and may be reached by calling 860.768.4163. The two councils are as follows:
Panhellenic Council
This student organization coordinates sorority life and the member chapters of the National Panhellenic Conference (NPC) that are recognized at Hartford.

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

Recognized Organizations at the University of Hartford

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<th>National Panhellenic Council—Sororities</th>
<th>Interfraternal Council Fraternities</th>
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Not affiliated or non-recognized Greek Organizations
Alpha Epsilon Phi Sorority
Phi Gamma (Local Sorority)
Phi Delta Theta Fraternity
Tai Epsilon Phi Fraternity

City-wide/Metro or Latino Greek Lettered Organizations
Alpha Kappa Alpha Sorority
Delta Sigma Theta Sorority
Sigma Gamma Rho Sorority
Zeta Phi Beta Sorority

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

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

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

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

Greek Life Ethical Standards
The following are ethical standards mandated by the Greek Life office for all University of Hartford fraternity and sorority members and their chapters: Chapters must promote high academic standards, study skills, and class attendance. All members must respect fellow Greek Life members, University officials, and the University’s community.
Chapters are prohibited from hazing its members or its new members. Any actions or references to racist or sexist behavior, alcohol, or drugs are prohibited. Chapters are responsible for their individual member’s behavior and image in the community. Chapter members, alumni, and University officials must promote personal development and continuous learning through chapter and University opportunities.

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

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

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

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

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

- be responsible for the actions of their members on and off the University of Hartford campus.
- abide by all appropriate rules/regulations of the University and all local, state, and federal laws and statutes, as well as those of the national Panhellenic conference and the National Interfraternal Council and their respective international and national organizations.
- be knowledgeable of and comply with the operating policies of the Panhellenic and Interfraternity councils.
- adhere to the rules and guidelines of recruitment.
- members should exhibit respectful behaviors towards students, other members, other Greek-like chapters, campus organizations, and University property.
- accept collective responsibility for the behavior of members at events and in chapter/meeting rooms and when otherwise acting on behalf of the organization.
- participate in campus activities and contribute to campus life through programs and actions.
- have a working scholarship program that promotes academic development and achievement.
- include anti hazing statements and nondiscrimination policies in chapter literature.
Greek Life Hazing Policy
The Greek Life hazing policy is consistent with the University hazing policy on page 12.

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

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

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

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

* For legal issues unrelated to their student status or to the University, a student may contact the Student Government Association who will put the student in touch with an attorney. SGA will pay a certain amount of legal fees depending on the situation and duration of the attorney’s involvement.
Academic and Social Clubs
More than 70 clubs and organizations exist to encourage students to meet others and to pursue individual interests. Each organization welcomes new members. For more information about a specific group, contact the Student Government Association, Gengras Student Union 120, 860.768.4775.

Campus Media

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

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

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

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

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

**H—University Magazine**

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

**Additional Opportunities**

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

**Dining Services**

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

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

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

**Dining Dollars**

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

**HawkCASH—Increased Flexibility**

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

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

**Residence Hall Students**

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

Students should choose the membership that best fits their lifestyle:

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

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

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

Freshman Exclusive 7-Day All Access
7-Day All-Access Plan with $100 in Dining Dollars per semester
This plan has unlimited meal access to our residential dining hall, University Commons. This plan is supplemented with $100 Dining Dollars and 5 guest meals per semester.

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

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

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

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

Monday–Friday 7 a.m.–8 p.m.
Saturday/Sunday 8 a.m.–7 p.m.
**Kosher Kitchen**
Located in University Commons, the Kosher Kitchen follows all the religious guidelines and is staffed by a certified mashgiach. Kosher meals are available at lunch Monday through Friday and at dinner Monday through Thursday during the semester (holiday closings and shutdown periods not included). Please visit www.hartford.campusdish.com for further information.

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

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

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

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

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

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

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

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

**Einstein Bros. Bagels**

- Monday–Friday 7:30 a.m.–2 p.m.

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

- Monday–Thursday 8 a.m.–9 p.m.
- Friday 8 a.m.–5 p.m.
- Saturday Closed
- Sunday 2–9 p.m.
The Backstage Café*
Located in the Handel Performing Arts Center, the Backstage Café serves deli sandwiches and specials, Starbucks coffee and espresso, specialty coffee drinks, bottled beverages, and an extensive array of convenience products including grab-and-go items. Free WiFi is available at The Backstage!

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<td>Saturday</td>
<td>8 a.m.–4 p.m.</td>
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<td>Sunday</td>
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Convenience Stores

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

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<td>Monday–Sunday</td>
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Village Market Express
Located in the Dana academic building offering grab-and-go items and hot and cold beverages for students on their way to class.

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<td>Friday</td>
<td>8 a.m.–2 p.m.</td>
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<tr>
<td>Saturday/Sunday</td>
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Food Committee
The food committee serves as a consumer-oriented monitor of dining services. Jurisdiction includes services at University Commons, Gengras Food Court, Backstage Café, Market City Deli, Hawk's Nest, and the 1877 Club restaurant. Membership consists of 15 people representing six organizations, but anyone can become a member after attending three consecutive meetings. Contact SGA to become a member.

* This location accepts meal equivalency.
OTHER UNIVERSITY SERVICES AND RESOURCES

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

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

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

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

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

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

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

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

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

5. Notice About Radio and Television
   Local radio and television stations provide limited information and do not offer the complete advisory available on the University’s website and main telephone number as described above. In addition, area radio stations now limit the amount of airtime devoted to announcing weather-related closings and may not be reading the complete list when you are listening. The University provides information to radio stations WTIC (1080 AM/96.5 FM), WRCH (100.5 FM), and WWUH (91.3 FM), and to Hartford’s network TV affiliates (WFSB 3, WTNH 8, WVIT 30, WTIC 61). Please follow up on any announcements on TV or radio by checking the University’s website or by calling 860.768.4100.
Under most circumstances, the University will open 30 minutes prior to the next scheduled class. Faculty and staff are not to arrive on campus prior to this announced opening time.

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

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

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

**Additional Closing/Delay-related Information**
For residential students, the Commons will remain open for dining during its regular hours when the University has closed due to severe weather.

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

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

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

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

**Financial Assistance**
The University of Hartford Office of Student Financial Assistance works with families to maximize their eligibility for federal, state, and institutional aid. We are available Monday through Friday from 8:30 to 4:30 to answer all of your financial aid questions. Each student is assigned to a financial aid counselor who will work with them for their entire time at UHart. That said, any of our financial aid staff can assist all students. The Office of Admission and Student Financial Assistance is located in Bates House. Walk-ins are accommodated during normal business hours or you can contact us by phone at 860.768.4296 or 800.947.4303 or email finaid@hartford.edu.
**Joseloff Gallery**
The Joseloff Gallery provides an expansive yet intimate setting for students and visitors to view notable group exhibitions of contemporary art by internationally known artists, Hartford Art School faculty, and students.

The annual Faculty Exhibition is a chance to see recent work produced by the faculty of the Hartford Art School. All students are encouraged to enter the Alexander A. Goldfarb Juried Student Exhibition, which awards two $1,000 purchase prizes to the top undergraduate artists. The Georgette and Richard Koopman Distinguished Chair in the Visual Arts Exhibition allows students to study the work of current visiting artist professors. The Kohn Joseloff Guest Curator series brings in fresh perspectives on art and art making, presenting group exhibitions arranged by noted curators. The International Distinguished Artists Symposium and Exhibition is a grand showcase for the work of internationally known artists featuring challenging themes and a week of lectures and discussions leading up to the gala opening of the exhibition.

Opening receptions, lectures, panel discussions, and informal gallery talks accompany many exhibitions. Students are encouraged to join the staff as gallery monitors to gain hands-on experience and insight into the workings of a professional gallery. All Joseloff Gallery exhibitions are free and open to the public. Learn more at www.joseloffgallery.org.

**Laundry and Dry Cleaning on Campus**
The Campus Laundry is a full-service laundry and dry cleaner offering the following services:
- wash, dry, and fold laundry service
- pressing shirts and blouses
- professional dry cleaning
- bed and bath linen rentals
- special faculty plans

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

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

**Local Hotels**
The University of Hartford welcomes numerous out-of-town visitors to campus throughout the year for a variety of special events, including academic programs, admission events, Hawktober Weekend, Orientation, sporting events, and Commencement. UHart has partnered with a number of local hotels and inns to offer special pricing for guests visiting campus. These properties can be viewed and reserved online at hartford.edu/hotels.

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

**Off-Campus Housing: General Guidelines**
If upperclass students elect to live within an off-campus neighborhood, there remains the need to respect the rules of civility within that neighborhood. The property should be kept well maintained and students should understand that late night parties and other late activities are
not going to be welcomed by neighbors. Violation of local noise ordinances or other regulations can result in the revocation of the rental permit obtained by the landlord. Loss of the permit would mean the requirement to move from that residence. In addition, be aware that towns around the University regulate the number of unrelated individuals who may occupy a single-family home. While homeowners may wish to rent their homes to students, occupancy may require a permit to be filed by the property owner with the local zoning authority. Ask the property owner if that permit has been obtained. If not, he/she may need to obtain one before prior to moving in.

**Orientation Program**

The University's Orientation program is a student's introduction to the University’s campus community. During Orientation students learn how to make the University of Hartford feel like home away from home, how to take advantage of opportunities for a successful start to a college career, and begin friendships with fellow incoming students. Students will also receive academic advising, meet some of the faculty and staff, and finalize registration for their first semester classes.

Five sessions are offered for traditional first-year students entering in the fall. Sessions 1 through 4 are designed for traditional first-year students. Session 5 is reserved for those who have date conflicts with sessions 1 through 4 and is abbreviated due to move-in weekend. Transfer Orientation is designed specifically for transfer students and their unique needs and is typically held the day prior to Session 5. A spring semester orientation is also held in January the day before the start of classes.

If you have any questions related to orientation, transitioning to the University of Hartford, or to apply to be a Red Cap, please call us at 860-768-7003 or email orientation@hartford.edu.

**Preceptor Program**

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

**Public Safety**

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

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

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

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

If, for any reason, students must operate a motor vehicle not displaying a University of Hartford parking permit, they must post the vehicle online through the University of Hartford’s self-service portal or immediately upon arriving on campus at the Department of Public Safety office. Students must bring their valid vehicle registration and ID to the Public safety office when registering the vehicle.

Commuters who alternate the use of two vehicles may obtain a permit for the second vehicle at a reduced rate upon verification of ownership.

All students registering vehicles for parking online with Public Safety are directed to the electronic version of “Your Car on Campus,” a brochure of the rules and regulations governing parking, available parking lots, and operating a vehicle on campus. It is recommended that a copy of the brochure be printed for reference when the parking agreement is signed electronically.

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

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

Your Car on Campus
Public Safety has authority to enforce the University motor vehicle and traffic regulations as outlined in the Your Car on Campus pamphlet found online at http://www.hartford.edu/publicsafety/Parking/Your%20Car%20On%20Campus%202014.aspx. Questions may be directed to a member of Public Safety.

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

LiveSafe Mobile App
LiveSafe, a free mobile app designed to prevent crime and enable better incident response is being introduced to the UHart community for the 2017-18 academic year. Its core features include quick tip submittal via text with picture and video attachments.
(including the option to stay anonymous), live chat with public safety officials, fast access to emergency phone numbers that initiate location tracking when called, a comprehensive safety map that pinpoints incidents on or near campus, and a peer-to-peer tool called SafeWalk that allows friends to watch out for each other through location monitoring and group chat. The app is available for both Android and iOS devices. Learn more at hartford.edu/livesafe.

**Text Alert Notifications**

UHTXT is a mass notification system that enables University students to receive alerts and updates as text messages on cell phones. Students who have an accurate cell phone number recorded as “Cellular Phone” in the Self-Service Center will receive text alerts in the event of a campus emergency or closing. To confirm, add, or remove your cell phone number, follow the instructions at hartford.edu/alert.

**Red Key Society**

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

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

**Transportation**

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

**Veterans Affairs**

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

**Academic Assistance:**

**Faculty**

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

**Tutoring Programs**

The Center for Student Success (CSS), located behind B-Complex on Alumni Plaza, is the place students can come to have questions answered, schedule appointments for one-on-one tutoring, get advice, share concerns or frustrations, learn about upcoming activities, get connected with programming and leadership opportunities on campus, receive assistance with time-management, or just hang out in a friendly and supportive location.
**Peer Tutoring**
The Center for Student Success coordinates the University’s peer tutoring program. If a student needs a tutor or wants to become a tutor, he/she should stop by the CSS.

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

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

We also teach flexible and efficient strategies for reading, note taking, preparing for tests, and managing time. Specialists are available to work with students of English as a foreign language. Please call 860.768.4131 to make an appointment.

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

**Tutoring in Accounting**
Tutoring is available through the accounting department’s graduate assistants for much of the day Monday through Friday. See the posting outside Auerbach Hall 401A for specific hours. Tutors may also be obtained through the Student Government Association.

**Tutoring in Economics and Quant Courses**
Tutoring is available in several of the introductory Economics, Finance, and Statistics/Quant courses (stop by Auerbach 412, for tutors and times). Students can come with any course-related problems. Contact Dr. Malek Lashgari, Chair, Department of Economics, Finance, and Insurance, in Auerbach 412 G, or email: Lashgari@hartford.edu, for tutoring opportunities in this department.

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

**Mortensen Library**
Circulation phone  860.768.4264  
Reference phone  860.768.4142
**Hours (fall and spring semesters)**
- Monday–Thursday: 7:30 a.m.–1:30 a.m.
- Friday: 7:30 a.m.–6 p.m.
- Saturday: 10 a.m–6 p.m.
- Sunday: noon–1:30 a.m.

**Allen Library**
- Circulation phone: 860.768.4491
- Reference phone: 860.768.4770

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

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

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

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

**Late and Non-returned Materials**
Fines for overdue materials are assessed at the following rates:
- Books and scores are fined at 10 cents per day to a maximum of $10 per item per charge period.
- Reserve materials are fined at $1 per hour to a maximum of $25 per item.
- Mortensen videos are fined at $1 per hour to a maximum of $25 per item.
- Laptop computers are fined at $5 per hour to a maximum of $50 per item.
- Laptop power adapters and mice are fined at $1 per hour to a maximum of $25 per item.
Charges for library materials overdue four weeks (28 days) from the due date are billed through the bursar’s office. Charges include a replacement fee based on the value of the item plus a nonrefundable $15 processing fee and all overdue fines. Credit for the replacement cost should be requested at the time the item is returned. The replacement cost will be credited if the item is returned in usable condition within one year of the due date. Library materials that require replacement when returned in severely damaged condition are also billed through the bursar’s office. Borrowing privileges are suspended (excluding course reserves used in the libraries) when outstanding libraries fees reach $20.

Athletics

Intercollegiate Athletics
The University of Hartford sponsors 17 intercollegiate sports. All teams compete at the NCAA Division I level. The men’s programs are baseball, basketball, cross-country, golf, lacrosse, soccer, and track and field (indoor and outdoor). The women’s programs are softball, basketball, golf, volleyball, cross-country, lacrosse, soccer, and track and field (indoor and outdoor). The University is a member of the America East Conference for all sports except men’s and women’s golf. Men’s golf competes in the Big Sky Conference and women’s golf in the Metro Atlantic Athletic Conference. All teams compete in all sanctioned conference championships. The University is also a member of the College Athletic Conference and the National Collegiate Athletic Conference.

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

Sports Club Program
The Sports Club program is designed for individuals who desire a higher level of competition than is offered by intramurals. The club program is open to all full-time students and provides an opportunity for athletic competition where there is no existing intercollegiate team. Club teams are popular and include (but are not limited to) men’s volleyball, men’s and women’s rugby, and karate. For more information, call or stop into the SGA office, Gengras Student Union 120, 860.768.4775.

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

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

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

**Cultural Events and Opportunities**

**Hartford Art School**

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

**Guest Lectures**

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

**Theater/University Players**

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

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

**The Hartt School**

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

**Lincoln Theater**

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

**Millard Auditorium**

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

**Mort and Irma Handel Performing Arts Center**

All courses for dance and theatre majors are taught at the Mort and Irma Handel Performing Arts Center, which opened in September 2008. This 55,000-square-foot, state-of-the-art facility
has five dance studios, four theatre rehearsal studios, three vocal studios, and two black box theatres—the 300-seat Edward C. and Ann T. Roberts Foundation Black Box Theater and the 100-seat McCray Black Box Theater, given through the generosity of Kent ’51 and Susan McCray. Each theater has Robbins sprung floors and a state-of-the-art computerized light board and sound equipment. Virtually any stage configuration is possible in these venues, providing designers, directors, and choreographers complete flexibility for innovation. Many Theatre and Dance Divisions performances, Hartt Community Dance Division performances, plus recitals, lectures, and concerts, are held in these venues each year. For information, call the University Box Office at 860.768.4228.
STUDENT ACADEMIC CONDUCT

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

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

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

Policy
A. All students are expected to observe generally accepted principles of scholarly writing in all examinations, compositions, papers, essays, tests, quizzes, reports and dissertations whether written in the classroom or outside. Sources of information used by a student in the preparation of work submitted as a basis for credit, or for a grade, or to satisfy graduate or undergraduate thesis requirements shall be clearly indicated in some conventional manner, such as by the use of quotation marks, footnotes, and bibliography. Students are forbidden to falsify or misrepresent any information or citation.

B. Students are forbidden to submit as their own any project, papers, or creative work that is in whole or part the work of another.

C. Students are forbidden to use equipment, software or devices unauthorized by the instructor, including but not limited to calculators, computers, smartphones, smartwatches, on homework, quizzes, project assignments or examinations.

D. The use of a term paper writing service, is prohibited. Also prohibited is the use of term papers obtained from the Internet, in whole or in part.

E. All examinations and quizzes are to be completed without reference to books or notes, except when the instructor of a course shall have given explicit authorization for an “open book examination” or some other specified sort of assistance. Except as authorized by the instructor, no student is to give or receive assistance in the completion of an examination or a quiz.

F. Students are forbidden to use any portion of a paper or project to fulfill the requirements of more than one course unless with instructors’ written permission to do so.

G. Other examples of academic dishonesty include, but are not limited to, the falsification of graded assignments, exams, projects, academic documents such as transcripts, registration materials, withdrawal forms, or grade reports, as well as the unauthorized reading, removing, or copying of any academic document or record maintained by any member of the faculty or administration.
H. Students are forbidden to facilitate, help, or attempt to help another student commit an act of academic dishonesty described here in A-G.

Procedure for a Violation of the Honesty Policy

If an instructor becomes aware of a violation of Sections A through H, or is a University official becomes aware of a violation of Section G, or other dishonest academic action, the following procedures shall be followed:

1. The complainant (instructor or University official) must present the charge and evidence to the student in private conference within ten working days* of the discovery of the alleged violation. The private conference should be in person whenever possible, but when necessary by electronic means.

2. If the complainant is an instructor, the procedure in Step 3 then is followed. If the complainant is a University official alleging a violation of Section G that cannot be resolved by such a conference, the complaint shall be referred to the Dean of Students. The Dean of Students within five working days will determine the Dean or University-wide program Director with whom the complaint will be filed (the procedure in Step 3 is followed), or if the case shall be referred to the University Judicial Board (whose procedures shall apply).

3. If this meeting does not resolve the situation, then either party, complainant or the accused, may file a written complaint with the chair of the unit in which the course is taught or with the director of the relevant University-wide program within seven working days. A meeting is held with the department chair, complainant, and accused within seven working days. The meeting should be in person whenever possible, but when necessary by electronic means. If the complainant is the department chair, then the meeting is held with the Dean of the unit in which the course is taught or the director of the relevant University-wide program.

4. If this meeting does not resolve the situation, then either party, complainant or the accused, may file a written complaint with the Dean of the unit in which the course is taught or with the director of the relevant University-wide program within ten working days. The complaint shall include the penalty proposed by the instructor. The Dean or Director shall ensure that both parties receive copies of the complaint as soon as possible. If the student is matriculated in a college or in a University-wide program other than that in which the violation occurs, a written copy of the complaint shall be sent to the Dean of the college of matriculation or Director of the program of matriculation.

5. The Dean with whom the complaint is filed shall call for a meeting of the College Academic Standing Committee (ASC) to be held within twenty working days of receiving the complaint or at the next scheduled ASC meeting if it is scheduled within 21 days of when the complaint is received. The Director of a University-wide program shall call a meeting to be held within twenty working days of receiving the complaint. The University-wide program Curriculum Committee, which shall function as an ASC.

6. Academic Standing Committee, having received the written complaint from the Dean or Director of a University-wide program, shall:
   a. inform both parties in writing ten working days prior to the meeting of the time, date, place of the meeting, and

*Working Days: For the purposes of this policy, working days are defined as days the University is open to conduct the work of the University, Monday through Friday. It excludes, therefore, days Monday through Friday in which the University is closed due to holidays or inclement weather.
b. invite the Dean of Students, and the appropriate College Dean(s), and/or the Director of the University wide program (when relevant) to attend, (with voice but not vote).

7. For the ASC meeting, the student shall have the right to select a meeting aide. If the student choose to have a meeting aide, it is the student’s responsibility to inform the chair of the college ASC, and to inform the meeting aide of the date and time of the ASC meeting. The meeting aide shall not be licensed in the field of law, shall be a current member of the University community (limited to faculty, staff, and students), and not otherwise involved in the case. The meeting aide shall not address the committee or otherwise directly participate, but the student may request a short recess to consult the meeting aide.

8. The ASC Meeting:
   a. No member of the committee who is otherwise involved in the alleged violation shall sit in judgment during the meeting.
   b. The meeting shall be closed to all non-participants.
   c. Both parties shall be afforded the opportunity to speak, to present evidence and witnesses, and to hear and question adverse witnesses.
   d. The committee’s recommendation must be made within fifteen working days of the initial ASC meeting to the appropriate Dean or Director of a University-wide program.
   e. All of the proceedings pursuant to the investigation of an alleged violation shall be carried forward in a confidential manner. There shall be no general announcement of the identity of the student(s) charged with the violation, or of the recommendation of the committee.

9. After duly investigating the reports received, hearing the statements of the accused and such other persons as may testify, and hearing other relevant evidence, the ASC shall recommend to the Dean or the Director of the University-wide program one or more of the following, as it deems appropriate:
   a. that (1) the charges be dismissed, (2) the charges have not been substantiated, or (3) the evidence established innocence, or
   b. the student is considered guilty of the alleged violation by a preponderance of the evidence, and therefore one or more of the following actions be taken:
      - the instructor’s penalty shall be upheld.
      - the student be dropped from the course or assigned a grade of “F” for the specific assignment or for the entire course.
      - the student be suspended (1) for the remainder of the current semester, losing credit for the current academic program, or (2) for the following semester or year, or both.
      entered on the student’s permanent academic record (transcript original), maintained by the Registrar in the case of dismissal
      - the student be dismissed from the University, and the dismissal be entered on the student’s permanent academic record (transcript original), maintained by the Registrar in the case of dismissal.

10. The chair of the ASC Committee shall present the recommendation in writing to the Dean or University-wide Program Director who convened the committee. The recommendation shall also be presented in writing to the student, the original complainant, the Dean of the student’s college of matriculation or the Director of the student’s University-wide program of matriculation.
   a. If complainant or student should find the recommendation unacceptable with respect to the imposition of suspension or dismissal, that individual may make an appeal to the Provost within five working days.
   b. In the absence of such an appeal, the Dean of the student’s college of
matriculation or the Director of the student’s University-wide program of matriculation shall be responsible for seeing that the recommendation is carried out, subject to the student’s right of appeal set forth in Step 11, below. The Dean or Director shall also provide the student’s academic advisor with a confidential report of the recommendation and action taken. In the case of non-matriculated students, the Dean or the Director with whom the complaint was filed shall notify the student of the recommendation and shall be responsible for seeing that the recommendation is carried out subject to the student’s right of appeal.

c. If such an appeal is made, the chair of the Committee shall forward the recommendation and all relevant material to the Provost for consideration and action.

11. Appeal to the Provost:
Should the student or complainant find the action unacceptable, either party may appeal to the Provost within five working days after notification. Appeals will be considered only on the following bases:

a. the existence of newly discovered evidence not available at the time of the hearing/decision;
b. the imposition of an unreasonable penalty or sanction at a prior hearing;
c. a substantive violation, mistake, or error in the procedures established herein has occurred, which would have significantly altered the outcome of the meeting provided for above. The Provost may request additional information from the appellant and may exercise any of the following options: affirm, modify, or reverse any part of the original decision; however, no modifications may be made so as to increase the sanction of penalty.

Consideration of Penalty in Cases of Multiple Acts of Dishonesty
1. A student’s history of multiple acts of academic dishonesty may be considered when for the most recent act: (1) the student and faculty member have agreed on a penalty, or (2) appeals are exhausted, or (3) when the time limit for an appeal has passed. Then, and only then, can multiple offenses be reviewed. Such consideration can occur only after a decision has been reached or the time limit has passed in each of the following steps of Section XX. F. Steps 1-11):

a. the instructor-student private conference.
b. the meeting with the Chair/Director of the unit in which the course is taught.
c. the meeting with and decision of the College’s Academic Standing Committee.
d. the Appeal to the Provost

2. When student and faculty member have agreed on a penalty or appeals are exhausted, instructors must report an act of dishonesty to the Associate Dean or administrator responsible for student academic services of their college, where upon it will be entered into a secure database. When there exists a record of three or more offenses, including the one just considered, the Associate Dean or administrator responsible for student academic services for the student’s college of matriculation, within fifteen working days, at a meeting of College’s Academic Standing Committee in which the student is matriculated, shall present the multiple offenses for consideration of suspension or dismissal from the University.

3. At the meeting of the Academic Standing Committee (ASC):

a. No member of the committee who is otherwise involved in the alleged violation shall sit in judgment during the meeting.
b. The meeting shall be closed to all non-participants.
c. The Associate Dean and the student will be allowed to speak about possible suspension or dismissal from the University. The student shall have the right to select a meeting aide. The meeting aide shall not be licensed in the field of
law, shall be a current member of the University community (limited to faculty, staff, and students), and not otherwise involved in the case. The meeting aide shall not address the committee or otherwise directly participate, but the accused may request a short recess to consult the meeting aide.

d. The committee's recommendation must be made within five working days of the initial ASC meeting to the Dean of the College in which the student is matriculated.

e. All of the proceedings pursuant to the investigation of an alleged violation shall be carried forward in a confidential manner. There shall be no general announcement of the identity of the student(s) charged with the violation, or of the recommendation of the committee.

4. If the College's Academic Standing Committee recommends dismissal or suspension, the recommendation is sent to the College Dean in which the student is matriculated, who shall review the ASC recommendation, and shall confirm or change that recommendation. The Dean will notify the student by email and certified mail within five working days. If the College's Academic Standing Committee does not recommend dismissal or suspension, no further action is needed at this time.

5. Appeal to the Provost:
Should the student or complainant find the action unacceptable, either party may appeal to the Provost within five working days after notification. Appeals will be considered only on the following bases:

   a. the imposition of an unreasonable penalty or sanction at a prior hearing;

   b. a substantive violation, mistake, or error in the procedures established herein has occurred, which would have significantly altered the outcome of the meeting provided for above. The Provost may request additional information from the appellant and may exercise any of the following options: affirm, modify, or reverse any part of the original decision; however, no modifications may be made so as to increase the sanction of penalty.
SEXUAL VIOLENCE AND MISCONDUCT POLICY AND PROCEDURES

This section is subject to amendment or change and may not be the current policy, please visit the University Title IX webpage to view the current policy and other information at http://hartford.edu/student_affairs/title_IX/

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

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

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

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

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

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

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

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

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

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

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

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

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

Under Connecticut law, “Sexual Intercourse” is defined as:

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

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

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

Intimate Partner Violence includes Domestic Violence and Dating Violence.

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

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

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

(1) Stalking means engaging in a course of conduct directed at a specific person(s) that would cause a reasonable person to (a) fear for his or her safety or the safety of others, or (b) suffer substantial emotional distress. Under Connecticut law, Stalking is willfully and repeatedly following or lying in wait for another person and causes, whether willfully or recklessly, that person to reasonably fear for her or his safety. Behavior constituting stalking may include, but is not limited to, communications (i.e., face to-face, telephone, email, and social media), threatening or obscene gestures, surveillance, or showing up outside the targeted individual’s classroom, residence or workplace, where that behavior is nonconsensual.

(2) Sexual Exploitation occurs when a person takes advantage of another without that individual’s consent for the initiator’s own advantage or benefit or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute Sexual Violence or Other Sexual Misconduct, including but not limited to:
SEXUAL VIOLENCE AND MISCONDUCT POLICY AND PROCEDURES (TITLE IX)

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

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

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

B. Consent

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

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

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

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

- Sexual activity with someone who is, or based on circumstances should reasonably have known to be, mentally or physically incapacitated (i.e., by alcohol or other
drug use, unconsciousness or blackout) constitutes a violation of this Sexual Violence Policy.

- A person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the consumption (voluntary or otherwise) of incapacitating drugs cannot give consent.
- Alcohol-related incapacity results from a level of alcohol ingestion that is more severe than impairment, being under the influence, drunkenness or intoxication.

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

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

### III. Educational, Awareness and Prevention

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

**Mandatory Education for all First Year Residential Students**

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

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

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

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

**Sexual assault awareness month (April).** Various awareness and prevention programming throughout the month, such as: Take Back the Night, workshops on consent and healthy communication and bystander intervention programs as they relate to sexual violence. Mostly all of the programs and/or workshops are operated through the Connections Health Education and Wellness Center and the Women and Gender Resource Center. All programs and workshops are available to the campus community upon request. Departmental examples for programming outreach include areas on campus such as, Greek like, Athletics the Office
of Residential Life, Campus Ministry, the Student Success Center and the Hawk Hall learning residential communities.

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

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

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

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

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

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

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

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

**Bystander Intervention.** The University of Hartford encourages all community members to educate themselves about interpersonal violence and share this info with friends. Confront friends who make excuses for other peoples abusive behavior, speak up against racist, sexist, and homophobic jokes or remarks. A good bystander is someone who models pro-social behaviors and intervenes when a potentially dangerous situation occurs. For more information on Bystander Intervention please go to: https://www.hartford.edu/publicsafety/Crime%20Prevention/bystanderintervention.aspx
IV. RESOURCES FOR VICTIMS OF SEXUAL VIOLENCE AND OTHER SEXUAL MISCONDUCT

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

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

Note: If a student seeks treatment at a local hospital, and police are contacted, this does not mean the student has to proceed with criminal charges.

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

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

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

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

1. Connecticut Sexual Assault Crisis Services, Inc.
   All services are FREE and CONFIDENTIAL
There are various centers throughout the state of Connecticut. Each center provides:

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

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

1.888.999.5545 English                  1.888.568.8332 Español

2. YWCA of New Britain Sexual Assault Crisis Services.

New Britain Office: 22 Glen Street P.O. Box 2545, New Britain, CT 06051 Office: 860.225.4681 Hotline: 860.223.1787 (Local) Email: nbsacs@snet.net

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

3. Connecticut Coalition Against Domestic Violence (CCADV)

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

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

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

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

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

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

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

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

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

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

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

- Any incident, 24 hours a day, 7 days a week: Public Safety, 860.768.7985
- Incidents involving students, visitors and third parties: Director of Equal Opportunity Programs & Title IX coordinator for Students, Visitors, and Third parties: Gwaina Wauldon, Computer and Administration Building (CC) Room 327, Title9@hartford.edu 860.768.4281
- Incidents involving Faculty and Staff: the Deputy Title IX coordinator for Faculty and Staff: Lisa Belanger-Buoniconti, Human Resource Development, belanger@hartford.edu, 860.768.4156
- Any incident which is not ongoing or require immediate reaction to avoid the risk of harm to one or more persons: A person may report a potential violation of Title IX by calling the Whistleblower Hotline/Confidential Telephone Reporting Line: 860.242.0138. Issues raised to the Whistleblower Hotline are taken seriously and will be researched and evaluated for appropriate follow up. However, because the Whistleblower Hotline is NOT monitored continuously, and calls to the Whistleblower Hotline will not be forwarded to Public Safety or law enforcement personnel, incidents that are ongoing or require immediate reaction to prevent harm to one or more persons should not be reported on the Hotline: instead, Public Safety, local law enforcement or x911 should be called immediately. Further information on the Whistleblower Hotline can be found at: http://www.hartford.edu/aboutuo/h/finance_administration/internal-audit/reporting-hotline.aspx
Finally, all community members that are aware of an incident involving Sexual Violence and Other Sexual Misconduct, including without limitation Sexual Assault, Intimate Partner Violence including Domestic Violence and Dating Violence, Stalking and Sexual Exploitation, are encouraged to speak to the University’s Title IX Coordinator, a Deputy Coordinator, residence hall director, resident assistant, Public Safety, faculty, or other University staff member to make a formal report. Students and others may be reluctant to report incidents because of concerns that their own behavior may be a violation of University policies. Except to the extent necessary to avoid a likelihood of risk to self or others, the University normally will not pursue disciplinary actions against victims or third-party reporters who reveal information about a violation of University policies while reporting an incident of Sexual Violence or Other Sexual Misconduct. In such cases, any possible negative consequences for the reporter of the problem should be evaluated against the possible negative consequences of not reporting the incident.

A. Reporting to Confidential Resources

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

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

**On-Campus Resources**
- Counseling Services: 860.768.4482
- Student Health Services: 860.768.6601

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

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

(1) Designated University contacts

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

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

- Incidents involving students, visitors and third parties: Director of Equal Opportunity Programs & Title IX coordinator for Students, Visitors, and Third parties: Gwaina Wauldon, Computer and Administration Building (CC) Room 327, Title9@hartford.edu 860.768.4281

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

- Any incidents: Director, Student Health and Wellness Center Kenna Grant, mckenna@hartford.edu, 860.768.4077

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

(2) Confidentiality and Privacy

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

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

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

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

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

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

Under all circumstances, the University will take all reasonable steps to be protective of the victim’s well-being, and will work with the victim to create a safety plan as well as take ongoing steps to protect the victim from retaliation or harm. Retaliation against the victim, whether by students or University employees, will not be tolerated. The University will also:
  • assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see discussion of these resources, above);
  • provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
  • inform the victim of the right to report a crime to campus or local law enforcement—and provide the victim with assistance if the victim wishes to do so.

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

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

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

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

(4) Options Available to Victims for Changing Certain Conditions

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

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

C. Filing a Formal University Complaint

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

D. Reporting to Law Enforcement

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

- University of Hartford Department of Public Safety
  860.768.7985
- Director, Student Health and Wellness Center
  Kenna Grant, mckenna@hartford.edu, 860.768.4077
- YWCA of New Britain Sexual Assault Crisis Services
  Hotline: 860.223.1787; Email: nbsacs@snet.net
- Interval House

24-hour domestic violence hotline: 860.527.0550 or 888.774.2900

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

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

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

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

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

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

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

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

**E. Filing an External Complaint**

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

**Office of Civil Rights**

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

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

The United States Equal Employment Opportunity Commission (EEOC) enforces the federal laws that prohibit sex discrimination in employment and educational activities and programs.
U.S. Equal Employment Opportunity Commission
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Telephone: 1.800.669.4000
Fax: 617.565.3196
Information concerning EEOC’s procedures and coverage is contained online:
http://www.eeoc.gov/field/newyork/charge.cfm

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

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

Connecticut Commission on Human Rights and Opportunities
25 Sigourney Street
Hartford, CT 06106
Telephone 860.541.3400 or 1.800.477.5737
Fax 860.246.5068
Information concerning CHRO’s procedures and coverage can be found at:
http://www.ct.gov/chro/cwp/view.asp?a=2524&Q=315884&chroPNavCtr=1#45571

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

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

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

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

Examples of work-related retaliation include, but are not limited to:
• unsubstantiated adverse performance evaluations or disciplinary action
unfounded negative job references
arbitrary denial of salary increases, promotions or other job benefits
hostile work environment, described as conduct that is so objectively offensive as to alter the conditions of employment
intimidation
unfounded reduced or limited work assignments

Examples of social retaliation include, but are not limited to:
bullying, such as repeated intimidation or humiliation, derogatory or insulting remarks, or social isolation and which occurs indirectly (e.g., via e-mail) or directly
physical threats and/or destruction of personal or state property

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

If the accused has accepted responsibility for some or all of the violations alleged, the Complaint Assessment Panel will include in its final outcome appropriate sanctions for any admitted violation, taking into account the contents of the investigative report and any material submitted by the complainant and accused.
The following are possible sanctions for incidents reviewed under this Sexual Violence Policy:

- Students found responsible for committing Sexual Violence in violation of this Sexual Violence Policy will likely receive a sanction ranging from probation to expulsion, depending upon the severity of the incident and any previous violations of the Student Code of conduct. Faculty or staff found responsible for violating the prohibition against Sexual Violence will likely receive a sanction ranging from suspension to termination.
- Students found responsible for committing Other Sexual Misconduct or other misconduct prohibited under this Sexual Violence Policy will likely receive a sanction ranging from an official reprimand to expulsion, depending upon the severity of the incident and any previous violations of the Student Code of Conduct. Faculty or staff found responsible for violating the prohibition against Other Sexual Misconduct will likely receive a sanction ranging from a written warning to termination.
- Faculty who are terminated under this Sexual Violence Policy and who are tenured or in the middle of a contract term are entitled to additional procedural rights under Section 10, Dismissal, of the Faculty Policy Manual.
- The committee will sanction students found responsible for violations of the Student Code of Conduct not related to this Sexual Violence Policy in accordance with sanctions used in the general Student Conduct Process.
- The final outcome letter will be sent simultaneously to the complainant and the accused. The final outcome letter will include restatement of the original allegations and violations alleged to have occurred, explanation of the findings of the investigators for each separate charge to include Responsible, Not-Responsible and Unable to Determine. The final outcome letter will also include detail of all sanctions imposed. The final outcome letter will also advise the complainant and accused of their right to appeal the findings. The grounds for which an appeal will be granted will be based on guidelines established in this Sexual Violence Policy.

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

G. Appeals

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

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

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

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

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

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

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

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

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

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

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

IX. Appendices

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

First Response by Police
Generally, there are two circumstances under which a police officer would come to speak with you about an assault:
1. The officer arrives at your residence or wherever you are, in response to an emergency call. In this case, the officer’s first responsibility is to provide aid to you as a crime victim.
This may mean arranging to have you transported to the emergency room for medical treatment, or simply interviewing you there.

2. A second scenario is when an officer is called to the emergency room in response to a call from the medical staff. In this case, the initial interview will occur in a private room at the hospital with your consent.

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

**Investigation**

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

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

**Criminal Prosecution and Protective Orders**

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

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

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

After criminal charges are filed, a series of hearings and courtroom proceedings take place. While both the prosecuting and defense attorneys may request “continuances,” the number of continuances granted to the prosecution is limited by the assailant’s constitutional right to a fair and speedy trial. This constitutional limitation does not limit the amount of continuances granted to the defense because the defendant can waive his/her speedy trial right. This is why many trials stretch out to as long as one year or more. Trials will take place in the Superior Court of Connecticut and you will be questioned on the witness stand about the assault.
Sentencing
If the assailant is found guilty, you may file a Victim Impact Statement with the judge prior to sentencing. This allows you to tell the judge how the assault has affected you and your family, emotionally and economically. The sentencing portion of the trial is separate from the proceeding to determine guilt or innocence. In Connecticut, the judge (rather than a jury) determines the appropriate sentence for the assailant (with the exception of death penalty cases).

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

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

The judge may issue a temporary restraining order if the applicant alleges an immediate and present danger from the respondent. A restraining order (both a temporary restraining order and a restraining order after a hearing) can be issued to protect not only the applicant/victim, but also others, such as dependent children, as the court sees fit. The order may include temporary child custody or visitation rights and may include orders prohibiting the respondent from:
• imposing any restraint upon the person or liberty of the applicant;
• threatening, harassing, assaulting, molesting or sexually assaulting, or attacking the applicant; or
• entering the family dwelling or the dwelling of the applicant.
SEXUAL VIOLENCE AND MISCONDUCT POLICY AND PROCEDURES (TITLE IX)

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

Procedure for Applying for a Restraining Order

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

Step One: The applicant must complete the following forms:
- Application for Relief From Abuse; and
- Affidavit

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

There are no court fees for the filing of the initial Application or for any motion to modify or extend the order. In addition, the Judicial Branch will pay the fee to have the order served on the respondent. Also, to protect a victim’s actual location, participants in the Address Confidentiality Program are assigned a post office box at the Secretary of State’s Office and receive forwarded mail from the agency. In filling out any court document, you may use the address supplied by this program to protect your location from the respondent. For more information on the Secretary of the State’s Address Confidentiality Program call the Connecticut Coalition Against Domestic Violence at 888.774.2900, or Connecticut Sexual Assault Crisis Services at (888) 999-5545. For information in Spanish call 888.568.8332.

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

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

Step Three: The applicant should immediately bring the original Application, Affidavit(s) and Restraining Order or Order and Notice of Court Hearing to a State Marshal or any proper officer for service. (At certain court locations, a State Marshal will be at the courthouse at established times during the day to help facilitate service; check with the court clerk about this). The State Marshal or other proper officer must serve a copy of these papers on the respondent at least five days before the hearing date to notify the respondent of the temporary restraining order, if any, and the hearing date.

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

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

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

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

If the applicant wants the Restraining Order to extend beyond the period ordered by the court, that person must submit a Motion to Extend to the court clerk’s office. To help prevent the Order from lapsing, the Motion to Extend should be submitted at least two to three weeks before the Restraining Order expires. After the motion is submitted, the court clerk will schedule a hearing and return the motion to the applicant for service on the respondent. On the hearing date, the same court procedures described above will apply. There are no court fees for the filing any motion to modify or extend the order. In addition, the Judicial Branch will pay the fee to have the order served on the respondent.

**Appendix C: Reporting Options for Victims of Relationship Violence**

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

**Criminal Prosecution**

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

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

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

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

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

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

A judge may grant the victim temporary custody of children.

**Protective Order**
Processed through criminal court after an arrest.

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

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

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

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

I. Introduction

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of the whole student, and the betterment of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. The University strives to maintain an educational community which fosters the development of students who are ethically sensitive and responsible persons. Thus, the primary goal for the administration of discipline under the Code is to develop ethically responsible students, as well as to protect the campus community. Those persons responsible for the administration of this Code shall make reasonable efforts to foster students’ personal and social growth. The purpose of this document is to set forth the specific authority and responsibility of the University in maintaining social discipline, the educational process in determining student accountability for violating the regulations, and the proper procedures to be followed in the process which protects the respondent from unfair impositions of penalties and sanctions. University of Hartford students are responsible for knowing the information, policies and procedures outlined in the Student Code of Conduct. The University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check the University of Hartford’s website for updated versions of all policies and procedures.

II. Basic Premise

The University has the power and responsibility to take proper disciplinary action against students whose behavior threatens or disrupts the mission of the University. This is the general principle governing the jurisdiction of the disciplinary authorities of the University. It means that the disciplinary powers of the University extend to behavior that disrupts the educational process and other activities that are recognized as the lawful mission of the University. It also means that it extends to behavior that violates the peace and order of the University in such a manner that members of the University cannot go about their proper business secure in their persons and property. Behaviors that violate the Code of Student Conduct may also violate criminal or civil law, and as such may be additionally subject to proceedings under the external justice system. The Code of Student Conduct in no way precludes a person who incurs damage or injury from seeking redress in the civil or criminal courts. Students have responsibility for knowing and abiding by the policies of the University.

III. Authority and Responsibility

Daily responsibility for good conduct rests with students as individuals. All members of the University community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others. The ultimate responsibility and authority to enforce the Code resides with the President of the University of Hartford. The President may, and has, delegated responsibility for the administration of the Code of Student Conduct to the Dean of Students. The Dean of Students, in turn, delegates the authority to authorized and responsible staff for the implementation and enforcement of the Code of Student Conduct. This responsibility includes formulating and implementing appropriate policies and procedures, in conjunction with other appropriate University bodies, for the consideration of conduct complaints, infractions, and the imposition of sanctions in an efficient, consistent, legal, and equitable manner which supports the University’s educational mission.

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. The Code of Student Conduct was established in accordance with the concept of “due process.” Due process, as used
herein, shall mean generally that the student will be notified of a complaint alleging any violation of the Code of Conduct; be provided the opportunity to review the complaint; and, be given an opportunity to respond to the complaint before a decision is rendered. The University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated, for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student’s ability to re-enroll, conduct certain transactions and/or participate in University events. All sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the respondent has graduated, the University may invoke these procedures.

IV. Definitions

A. The term “University” means the University of Hartford.

B. The term “student” includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the Code of Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered “students” as are persons who are living in University residence halls, although not enrolled at the University. This Student Code of Conduct does apply at all University locations.

C. The term “faculty member” means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.

D. The term “University official” includes any person employed by the University, performing assigned administrative or professional responsibilities.

E. The term “member of the University community” includes any person who is a student, faculty member, University official or any other person employed by the University. A person’s status in a particular situation shall be determined by the Director of Student Conduct Administration.

F. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).

G. The term “organization” means any number of persons who have complied with the formal requirements for University recognition or registration within a particular College or School, Office of Greek Life, and/or by the Student Government Association (SGA).

H. The term “hearing officer” means a Student Affairs professional staff member or designee appointed by the Dean of Students to determine whether a student has violated the Code of Conduct and to recommend and/or impose sanctions when a Code of Conduct violation has been committed.

I. The term “administrative hearing” means an administrative proceeding implemented to determine responsibility and to devise appropriate resolutions, as needed. Administrative hearings are conducted with a hearing officer and student(s).

J. The term “Student Conduct Board Hearing” is an administrative proceeding which is implemented to determine responsibility and devise appropriate resolutions. Student Conduct Board Hearings are comprised of University faculty and staff who serve as the hearing officers. The Director of Student Conduct Administration, or designee, will act as the Chair of a Student Conduct Board Hearing.

K. The term “shall” is used in the imperative sense.

L. The term “may” is used in the permissive sense.

M. The Dean of Students or designee and the Director of Student Conduct Administration are the persons designated to be responsible for the administration of the Student Code of Conduct.

N. The term “policy,” “guidelines,” “rules” means the written regulations of the University as found in, but not limited to, the Student Code of Conduct, The Source, The Bulletin (University Course Catalog), The Housing Agreement, and/or the University website.
O. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

P. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Q. The term “complainant” means any person who submits a complaint alleging that a student violated this Code of Conduct. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Code of Conduct as are provided to the Complainant, even if another member of the University community submitted the complaint itself.

R. The term “respondent” means the accused student.

S. The term “Dean of Students” means the University of Hartford Dean of Students or individual appointed by the President to serve as a designee.

T. The term ‘day’ refers to a business day, unless otherwise described.

U. The term ‘in writing’ means communication sent via University e-mail or letter via U.S. mail.

V. Code of Conduct Authority
   A. The Dean of Students, or designee, shall determine who serves as hearing and appeal officers.
   B. The Director of the Office of Student Conduct Administration (OSCA) shall develop policies for the administration of the student conduct system and procedural rules for hearings that are consistent with provisions of the Code of Conduct.
   C. Decisions made by hearing officers shall be final, pending the normal appeal process.

VI. Student Conduct Code of Regulations
   This section establishes behavioral standards which all students of the University of Hartford are expected to follow. They are made in any exercise of the powers associated with the University’s duty to protect its educational purposes by setting and distributing standards of student conduct and scholarship, and by regulating the use of University facilities and premises. Students have a right to expect enforcement of these regulations. The University also has the right to expect students to abide by these regulations in a manner that benefits the responsibilities given to students as members of the University community. Knowledge of these regulations can prove most beneficial to students in utilizing and protecting their rights. It is important to add, however, that unfamiliarity with institutional regulations or rules is not grounds for excusing infractions. Students have an individual obligation to ensure that the Code of Conduct is followed by taking an active role in reporting and discussing violations with the appropriate staff, administrator, or committee when they believe an offense has occurred. The following statements constitute the official record of Student Code of Conduct Regulations at the University of Hartford. Students are expected to abide by these regulations and administrators are required to enforce them. Additional rules and regulations may be promulgated from time to time. The Student Code of Conduct also applies to guests of community members. Hosts of guests may be held accountable for the misconduct of their guests.
A student who is found responsible for violation of any Code of Conduct regulation as set forth below shall be subject to the maximum sanction of Expulsion or any lesser sanction authorized by this Code:
(a) On University premises; or,
(b) In connection with University-sponsored activities on or off premises; or,
(c) Off-campus where the Dean of Students, or designee, determines that the off-campus conduct affects a substantial University interest which may include, but is not limited to:
   i. Any situation where it appears that the student’s conduct may present a danger or threat to the health or safety of any member of the University community;
   ii. Any situation that significantly impinges upon the rights, property or achievements of self or others;
   iii. Any situation that significantly breaches the peace and/or causes social disorder;
   iv. Any situation that is detrimental to the educational mission and/or interests of the University; or
(d) In conjunction with behavior conducted online, via email, social media, or other electronic medium.

A. Student Conduct—Rules and Regulations
Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article VII, sub-section B. The Student Code of Conduct prohibits the following behaviors:
1. Acts of dishonesty, including but not limited to the following:
   (a) Cheating, plagiarism, or other forms of academic dishonesty.
   (b) Furnishing false information to any University official, faculty member, or office.
   (c) Forgery, alteration, or misuse of any University document, record, or instrument of identification.
2. Disruption or obstruction of classes, seminars, research projects, administration, or activities of the University willfully, or through careless disregard of the rights of others.
3. Violation of the University’s SEXUAL VIOLENCE AND MISCONDUCT POLICY. See page 73.
4. Actual or threatened physical assault, or physical abuse or injury to persons. Threatened physical assault/abuse includes, but is not limited to, intimidation and/or conduct which threatens or endangers the physical health or safety of any person or group. Physical assault/abuse includes, but is not limited to, hitting, kicking, slapping, punching, pushing, and/or spitting on another person or persons.
5. Threatening harm or criminal activity against persons or property.
6. Harassment and/or abusive behavior toward persons. This includes, but is not limited to:
   a. Intimidation, invasion of privacy, verbal abuse, or any conduct constituting harassment, abuse or threats to the well-being of a person or group, including, but not limited to, communication via electronic means.
   b. Harassment and/or intimidation of persons involved in a campus disciplinary hearing, or of persons of authority who are in the process of discharging their responsibilities.
7. Behavior which is disorderly or which unnecessarily infringes on the rights of individuals or groups. Such conduct includes, but is not limited to, unwelcome physical contact, and/or disorderly conduct which is unreasonable for the area, time, or manner in which it occurs.
8. Violation of the Controlled Substance/Drug Policy. See page 11.
10. Behavior or activities committed intentionally, recklessly, or negligently that either cause physical harm or endanger the health or safety of any person. This includes, but is not limited to: arson, tampering/damaging or misusing fire equipment, exit signs, defibrillators, striking others, creating a hazard, intoxication, and other behavior which does, or could, result in harm.

11. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus.

12. Violation of the Hazing Policy. See page 12 for policy.

13. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

14. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.

15. Unauthorized presence or entry in a University facility or University related premises, and/or the unauthorized attempted entry into a University facility or University-related premises.

16. False reporting of an emergency including, but not limited to, activating a fire alarm without evidence of fire and/or false report of a bomb, fire, or other emergency.

17. Illegal gambling or betting in any form.

18. Unauthorized use or possession of keys or access cards. No one may use or possess any University key without authorization by a University staff member. No student is allowed to duplicate a University key or be in possession of more than one access card.

19. Failure to report a violation of the Student Code of Conduct by a student who has witnessed the offense or has reason to believe that an offense has been committed. Students have an obligation to report or discuss such violations with the appropriate staff or administrator in a timely manner. Students, however, are not obligated to testify against themselves.

20. Violation of the Weapons Guidelines, as described in The Source. See page 15.

21. Rioting, or aiding, abetting, conspiring, encouraging, or participating in a riot.

22. Falsification. Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments. Falsification may include, but is not limited to: knowingly making false statements to any University staff member in performance of his/her duties, use or possession of a false ID card or, by falsely identifying oneself as a University staff member.

23. Unauthorized use of the name or insignia of the University by individuals or groups.

24. Misuse of University documents. Including but not limited to: forging, transferring, altering, or otherwise misusing any student fee card, identification card, course registration material, schedule card, other University identification, academic record, or any other document or record.

25. Use or attempted use of University property or services in a manner inconsistent with their designated purpose.

26. Public Exposure - deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.

27. Violation of any student conduct code regulation while on disciplinary probation; or, failure to comply with any of the restrictions, conditions, or terms of any sanction resulting from a previously held disciplinary hearing.

28. Violation of the Responsible Technology Use Policy.

29. Discriminatory behavior based upon race, color, sex, age, national or ethnic origin, religion, disability, sexual orientation, disability, gender identity, or veteran status directed toward an individual and/or group of people.

30. Students are required to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community.

31. Violation of rules, regulations, or policies published in The Source, including but not limited to Residential Life policies.
32. 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.

B. Violation of Law and Student Conduct Process

1. The University student conduct process may be instituted against a student who potentially violated both the criminal law and this Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Students, or designee.

Determinations made or sanctions imposed under this Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

The University does not press or withdraw charges; nor does it attempt to persuade investigating/prosecuting authorities.

2. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Code of Conduct, the University may advise off-campus authorities of the existence of the Code of Conduct and of how such matters are typically handled within the University community. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

3. University-Affiliated Organizational Discipline and the Student Conduct Process Behavior subject to review under separate organizational discipline (i.e. Greek Organizational-lettered Judicial Board review etc.) may be subject to the student conduct process as described in Article VII. Such a determination is made by the Dean of Students or designee.

VII: STUDENT CONDUCT CODE PROCEDURES

A. Charges and Student Conduct Hearings

The following procedures relate to alleged violations of the Student Code of Conduct, except for those allegations involving potential violations of the University’s Sexual Violence and Misconduct Policy. Please see page 73 for the University’s response to sexual violence and procedures in place to address such complaints.
1. **Initiation of a Conduct Complaint**

Any member of the University community may bring a conduct complaint against a student for behavior in violation of the Student Code of Conduct by submitting a written complaint to stconduct@hartford.edu, by using University email. In order for the University to process a complaint, the complainant must submit a written incident report(s) detailing the incident(s), including: (a) a narrative describing the incident(s), (b) all available information on the specific date, time, and location which the alleged violation(s) occurred, and (c) the name, address, telephone number, and e-mail address of the complainant. Complainants are also encouraged to include the following in with their complaint whenever possible: a) any written supportive documentation related to the complaint including authenticated written statements from identified individuals with knowledge related to the complaint; b) the known names and any known contact information of parties involved in the incident; c) a listing of the alleged behaviors prohibited by the Code of Conduct.

If the complaint involves alleged violation(s) of the University’s Sexual Violence and Misconduct Policy, complainants are encouraged to follow the complaint process found in the University’s Sexual Violence and Misconduct Policies and Procedures.

The complaint must be received within five (5) business days of the alleged violation(s) unless: the complaint involves unlawful behavior that may jeopardize the safety of individuals, may affect a substantial University interest, involves behavior of a continuing nature, involves behavior that has a continuing effect, or, calls into question the accused student’s suitability as a member of the community. The Dean of Students, or designee, has the authority, at his or her sole discretion, to reasonably extend the time limit. When a conduct complaint is submitted, the complainant(s) consent to release of both their identity and written reports or summaries of written reports to the accused student and/or other individuals involved in investigation or review of the complaint. Individuals involved in conduct complaint proceedings, including complainants and accused students, are reminded that information introduced during conduct complaint proceedings may be subject to release as required by law, in conjunction with related criminal or civil proceedings.

Communication Regarding Complaints: written notifications and communications regarding conduct complaints will generally be made via University email, although notifications may also be made by hard copy correspondence delivered by hand to an involved party’s address of record with the University, or by other reasonable means.

2. **Review of a Conduct Complaint**

When a written complaint is received within the prescribed timeframe, or within an approved timeframe extended by the Dean of Students, or designee, an investigation and review of the complaint will be conducted to determine the applicability of cited Student Code of Conduct Regulations and whether, based on the information submitted and/or obtained through investigation, there is a reasonable basis for the complaint to be reviewed through the hearing process. The Dean of Students, or designee, at his or her discretion, has the authority to modify or dismiss all or some of a complaint if he or she determines that: a) the complaint has not been made within the proscribed timeline or an approved extended timeframe, or b) the Student Code of Conduct Regulations cited are not applicable to the complaint made, or c) that there is not a reasonable basis for the complaint to be reviewed based on the information provided. Whenever a complaint is modified or dismissed, the Dean of Students, or designee, will notify the complainant in
writing. If the University determines that the complaint is not properly filed, it will provide written notice to the complainant. The complainant(s) can request withdrawal of the complaint at any time. The Dean of Students, or designee, however, has the authority to either continue the hearing process or dismiss the complaint.

3. **Notification of Complaint & Scheduling**
When a complaint is referred to the hearing process, the respondent shall be informed of the complaint and notified of a scheduled hearing and hearing date. Notifications are generally sent to University email account(s). Confirmation of delivery by the University’s email server will be considered the confirmed delivery date and time of notification when delivery is made via University email. Once notified of the complaint, the respondent is expected to check University student email account at least once each business day until the matter is resolved, including during vacation and summer periods. Conduct complaint proceedings, including hearings, are scheduled at times designated at the discretion of the hearing officer and are based on availability of staff. Scheduled meetings, hearings, and/or conferences are generally scheduled around the posted class schedule of the respondent and complainant. Requests to schedule around work, club, sport, or other schedules are generally not approved.

4. **Advisors**
The respondent(s), complainant(s), and/or student witnesses may have an advisor accompany him or her to any scheduled conduct complaint proceeding. The advisor must not be licensed or trained in the field of law but shall be a current full-time faculty or staff member of the University community and not otherwise involved in the incident. The respondent, however may consult with a lawyer outside the hearing procedures. An advisor’s presence is contingent upon following this procedure. Advisors may not: (a) address any person involved in the hearing except for the student they are advising, or (b) disclose any student record information obtained through the student conduct process except as permitted by law. Advisors who do not comply with these requirements may be dismissed by the presiding administrator, required to immediately leave, and will not be allowed to participate in future proceedings unless authorized by the Dean of Students. In the event an advisor is dismissed from a scheduled proceeding, the proceeding will continue as scheduled. The student may request to have a different advisor, if available, for the duration of the hearing as well as for any additionally scheduled proceedings. Hearings are not scheduled around advisor availability.

5. **Hearings**
Hearings are administrative proceedings which are implemented to determine responsibility and devise appropriate resolutions. There are Administrative Hearings and Student Conduct Board Hearings. Hearings follow an investigatory model, in which:

a. involved student(s) are informed of how to access the Student Code of Conduct,
b. involved student(s) are provided information and can ask questions regarding how the pending allegations will be reviewed, how information is communicated to involved parties, and availability of the appeal process.
c. hearing officer(s) review the complaint,
d. hearing officer(s) review and investigate the complaint with the respondent

e. hearing officer(s) request that the respondent respond to the complaint,
f. the respondent is provided with an opportunity to review the written complaint

g. hearing officer(s) review and investigate the complaint with the complainant (in a board hearing)
h. hearing officer(s) investigate the complaint further with witnesses, involved parties, or others as deemed appropriate by the hearing officer,

i. hearing officer(s) consider documentation, records, reports, authenticated written accounts; additional information submitted by, or at the request of the involved student(s) related to the complaint; any other relevant documents,

j. hearing officer(s) determine whether the accused student is responsible for one or more of the cited Student Code of Conduct Regulations based upon a preponderance of the evidence (determined by “what a reasonable person believes more likely than not to have occurred based upon the available information reviewed”),

k. hearing officer(s) summarize information considered and set forth findings, sanctions, and rationale for findings.

Prior to the hearing, the student will be notified in writing that a complaint has been made and the Student Code of Conduct Regulations alleged to have been violated. The date, time, and location of the hearing and the name of the presiding hearing officer will also be provided in the notification. If a respondent fails to attend the hearing and the University has made a reasonable attempt to notify the respondent decisions will be made, and resolutions determined, based upon available information. Sanction(s), as deemed appropriate, will be assigned. The respondent will then be issued a written hearing resolution notification.

Student Conduct Board Hearings are a special type of hearing which may be convened in extenuating circumstances deemed warranted by the Dean of Students. At all Student Conduct Board Hearings, the community member who initiated the complaint, or a designated member of Public Safety or Student Affairs staff shall attend and present information relative to the complaint made. When a case is referred to a Student Conduct Board Hearing, the Board will be comprised of three professional staff and/or faculty members appointed by the Dean of Students or designee. The Dean of Students or designee shall also appoint a fourth member to serve as nonvoting chair of the Board; this person will chair the hearing and ensure that appropriate records are made.

6. Additional Hearing Guidelines:

i. The student will be provided written notice of the date, time, and location of a Hearing, delivered not less than three (3) business days before the hearing, unless the respondent requests that the notification period be waived.

ii. All hearings shall be conducted in an informal manner, and technical rules of evidence will not apply. Statements of information purported to be relevant to the complaint may be considered at the discretion of the hearing officer(s). All individuals providing such information are subject to be interviewed by the hearing officer.

iii. If requested in advance prior to the hearing, and determined to be an appropriate and reasonable accommodation from the Access Ability Director or the Assistant Vice President for Student Health and Wellness, notices, reports and/or written materials will be provided in an alternate format.

iv. All hearings will be held in closed session.

v. The respondent will have the opportunity to state whether he or she is “responsible” or “not responsible” for each alleged violation of the Student Code of Conduct.

vi. The accounts of individuals, other than the respondent or complainant, who are presented as having relevant information related to the complaint, may be considered by the hearing officer.

vii. The respondent and the complainant will be given the opportunity to present information from individuals purported to have relevant information related to the complaint. The hearing officer will determine and weigh the relevancy of
information presented as part of their investigation of the complaint. Individuals providing information must be available to answer questions directed by the Hearing Officer or Student Conduct Board during the hearing.

viii. The hearing officer may directly question the respondent, complainant or any other individual involved in any Hearing.

ix. The names of individuals asked to present information at a Student Conduct Board Hearing must be provided in writing to the Chair a minimum of 48 hours in advance of the hearing.

x. Supportive written documentation, data or information relevant to the hearing officer(s) determination of responsibility or recommendation of sanctions for violation of the Student Code of Conduct from a source who does not have direct information related to the complaint including, but not limited to: a medical or mental health provider providing unredacted supportive documentation, may, at the discretion of the hearing officer or Student Conduct Board Hearing Chair, be presented provided that the information submitted is signed and notarized or signed and submitted in person by the source to the hearing officer or Chair, submitted in a timely manner and with the agreement that the documentation’s author/source agrees to answer questions from the hearing officer or Chair.

xi. If the respondent does not attend a scheduled hearing, absence shall be noted without prejudice. The hearing shall proceed at the discretion of the hearing officer or Student Conduct Board Hearing Chair; and, may be conducted in the student’s absence. If a complainant does not attend a scheduled hearing, the hearing may proceed at the discretion of the hearing officer or Student Conduct Board Hearing Chair and be conducted in the complainant’s absence. Reported direct knowledge of incident(s) by the complainant may not be considered if the complainant is not present and available to answer questions directed by the hearing officer or Student Conduct Board Hearing during the hearing.

xii. Hearings will be controlled in order to complete the review within a reasonable amount of time and to avoid needless consumption of time and/or repetition of information.

xiii. During summer, vacation periods, and in extenuating circumstances as determined by the Director of Office of Student Conduct Administration, the hearing officer may approve alternative arrangements for individuals to participate in hearings including, but not limited to, the use of audio or video technology.

xiv. In cases where responsibility is acknowledged or determined, but prior to the determination of the sanction, the Student Conduct Board Hearing, or hearing officer, may consider any written character references provided by the respondent.

xv. In cases where responsibility is acknowledged or determined, but prior to the determination of the sanction, the Student Conduct Board Hearing, or hearing officer, may consider any provided written statement(s) of impact submitted by the complainant(s).

xvi. The respondent will receive written notice outlining the hearing resolution. Unless otherwise stated, notification will be made via University student email. University officials with a legitimate educational interest, and/or those who can be legally notified, may also be informed of all or part of the hearing outcome.

xvii. In situations involving both a respondent(s) (or organization) and a student(s) claiming to be the victim of another student’s conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the respondent(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.
xviii. All written accounts, records and/or supportive documentation presented at a Student Conduct Board Hearing must be provided to the Director of Student Conduct Administration no less than 48 hours prior to the Student Conduct Board Hearing.

xix. The Dean of Students or designee may, at his or her discretion, approve alternative arrangements for parties to participate in a Student Conduct Board Hearing from separate locations provided a reasonable mechanism is arranged that allows for hearing and viewing information presented by both the complainant and the accused and allows for the Student Conduct Board Hearing Chair to communicate directly with involved parties remotely.

xx. The respondent and complainant will be given the opportunity to respond to information presented at a Student Conduct Board Hearing and make a closing statement prior to deliberation by the Student Conduct Board.

xxi. In a Student Conduct Board Hearing, any committee member may request to go into private session to discuss or decide a matter. This request must be supported by a majority vote. The hearing can be recessed at any time by the chair. The chair will ensure that all procedures are appropriately followed. Following a Student Conduct Board Hearing, decisions on each allegation and any related sanction recommendations shall be made by majority vote. A tie vote will constitute a vote of not responsible. The Chair cannot vote.

xxii. Hearing officer and Student Conduct Board Hearing deliberations and decisions will be made in private. The hearing officer or the Student Conduct Board Hearing Chair will notify the Dean of Students of their determination of whether the respondent was responsible for each alleged violation of the Student Code of Conduct. If there is a responsible finding, a recommendation of sanctions will be forwarded to the Dean of Students.

B. Hearing Actions (Sanctions)

The disciplinary sanctions listed below may be imposed singly and/or in combination upon any student found in violation of the Student Code of Conduct regulations set out in Article VII. The purpose of imposing sanctions includes: (a) to protect the University community from behaviors that are detrimental to the educational environment, and (b) to assist students in identifying acceptable parameters of their activities and consequences of future behaviors. The severity of the sanctions imposed is intended to correspond with the severity or frequency of violation, as well as the student’s willingness to recommit himself or herself to behavior in accordance with the Student Code of Conduct. Failure to complete any required sanction by the due date will result in the imposition of more severe sanctions. Files are not released outside the University without written consent of the student except as stated in the Family Educational Rights and Privacy Act of 1974 as amended (see page 16). The record of Expulsion and all other disciplinary sanctions imposed shall be on file through the Office of Student Conduct Administration/ Dean of Students Office. The student’s disciplinary file will be destroyed upon graduation with an advanced degree, or after the student is separated from the University for seven (7) consecutive years. In the event a student with a sanction imposed upon him or her becomes inactive or no longer a registered student, disciplinary probation, residence hall separation, and/or disciplinary warning periods will be continued to completion upon any re-admission to the University. Restrictions from facilities, restitution, and other assigned sanctions remain in effect.

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

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

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

5. Disciplinary Probation
A period of review and observation during which a student has been officially notified that his or her conduct is considered a serious matter and subsequent violation of University rules, regulations, or policies could result in a more severe sanction, including suspension or expulsion from the University. Disciplinary Probation is a status that may involve restrictions, conditions, or terms imposed for a definite period of time not to exceed four full semesters. Restrictions, conditions, or terms of probation may include, but are not limited to ineligibility to participate in University activities or events; required meetings with a designated member of the University staff; restrictions on access to University facilities; and change or loss of housing assignment. Restrictions, conditions, and terms will be imposed for a specific length of time not to exceed the length of probationary period except in the case of change of housing assignment. Failure to comply with the terms and conditions of the probation, or additional behavior in violation of the Student Conduct Code Regulations during the probationary period, will likely result in more serious disciplinary action. Notation of disciplinary probationary status will be on file through the Student Conduct Office.
6. Residence Hall Restriction
Residence Hall Restriction involves removal from the University residence hall community for conduct which demonstrates unwillingness or inability to abide by Student Conduct Code Regulations or to function appropriately in the residence hall living situation. Such separation may be permanent or for a specified time period. Restriction prohibits entry or attempted entry to all or designated residence halls, including lobbies and foyers. Visitation is not permitted. Residents restricted from the residence hall are to contact their RD or the RD on Duty to make arrangements to remove personal belongings, return keys and receive mail. A student separated or dismissed from University housing for disciplinary reasons is not entitled to any refund of housing charges for the semester in progress.

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

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

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

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

11. Reprimand
A reprimand is an official rebuke making misconduct a matter of record in University files and indicating that repetition of infractions of University regulations will result in more severe disciplinary actions.
12. Housing Selection Ineligibility
   A student may not participate in the Residential Life Housing selection process, but
   may reapply for housing before the next academic year begins (usually in July).

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

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

D. Appeals
   1. Eligibility, timeline, means, and grounds
      (a) Only the respondent shall be entitled to appeal the hearing resolution decision.
      (b) The appealing party shall submit an appeal to the Dean of Students, or
          designee, within five (5) 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.
      (e) Appeals will not be considered on any other basis.
   2. Upon timely receipt of the appeal letter, the Dean of Students, or designee, shall
      transmit the appeal letter and associated hearing records to the Appeal Review
      Officer for review.
   3. Appeal Procedures
      (a) The Director of the Office of Student Conduct Administration (OSCA), or
          designee, will conduct an initial review to determine if the appeal request meets
          the limited grounds and is timely.
      (b) If the appealing party has presented a timely appeal on the basis of the grounds
          set forth above, the Director of OSCA, or designee, will notify the complainant
          that an appeal has been made.
      (c) If deemed appropriate, the Director of OSCA, or designee, will share the appeal
          with the complainant, who may file a written response.
      (d) If the appealing party has presented an appeal on the basis of the grounds set
          forth above, the Director of OSCA, or designee, will further review the appeal
          and make a determination to uphold, reverse or modify the Hearing Resolution.
          When deemed necessary, the Director of OSCA, or designee, may seek
          additional information and/or refer the matter back to the hearing officer, prior
          to making a determination.
(e) Following review of the appeal, the Director of OSCA, or designee, will issue a written decision to the parties in which the decision may uphold, reverse or modify the original Hearing Resolution.

(f) All appeal decisions are final.

ARTICLE VIII: INTERPRETATION AND REVISION

A. Any question of interpretation or application of the Code of Conduct shall be referred to the Director of Student Conduct Administration, or designee, for final determination.

B. The Code of Conduct shall be reviewed annually under the direction of the Director of Student Conduct Administration.